

**FINANCE & BUDGET COMMITTEE**  
**ADDENDUM AGENDA**  
**OCTOBER 3, 2024**

*Committee Members: Thomas, Geraci, Merlino, Maday, Driscoll, Crocitto, Strough, Bruno and Etu*  
*Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

**I. Action Agenda**

**1) Request/Item to be Discussed by the County Treasurer (*Christine Norton, Treasurer*):**

Request to establish Capital Project H436, *SUNY Adirondack High Voltage Electrical Infrastructure Replacement Project*, in the amount of \$1,400,000.

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

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

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

**DEPARTMENT NAME: Treasurer**

**DATE: October 2, 2024**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office): **H436 - SUNY Adirondack High Voltage Electrical Infrastructure Replacement Project**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Project: **\$1,400,000**
- (e) Source of Funding (including name & title of codes, etc.): **H436.9550 5710 - Serial Bonds**
- (f) Purpose of Establishment: **Account for Warren County's share of SUNY Adirondack's High Voltage Electrical Infrastructure Replacement project and to authorize County Treasurer to advance SUNY Adirondack funds from the General Fund Unappropriated Surplus to cover the State share of the High Voltage Electrical Infrastructure Replacement Project costs relating to Warren County's share of the project with the understanding that SUNY Adirondack will reimburse the County upon receipt of State aid.**

**\*Title should reflect department if possible:**

**i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.**

FINANCE & BUDGET COMMITTEE

AGENDA

OCTOBER 3, 2024

**Committee Members:** *Thomas, Geraci, Merlino, Maday, Driscoll, Crocitto, Strough, Bruno and Etu*  
*Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) **Request for transfers of funds as attached for Committee approval.**

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

A) Journal Report of transfers approved by the County Administrator staff for August 2024.

B) Request to appropriate \$182,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to various budget codes to cover the cost of equipment purchases in 2024.

C) Request to authorize a new contract with the lowest responsible bidder to provide performance and leadership training for Warren County employees pursuant to the terms and provisions of the specifications (WC 58-24) and proposal for a term commencing upon execution.

D) Request to amend contracts as appropriate to re-allocate unobligated ARPA funding previously allocated to various projects pursuant to 31 C.F.R. 35.6(d)(1) to be further obligated by Warren County prior to the December 31, 2024 deadline.

E) Request to authorize a new contract with a contractor and an amount to be determined for upgrades to the Boardroom in the Warren County Municipal Center.

F) Review of 2025 Budget request.

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

Review of 2025 Budget request.

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

***Airport (Robin Mapp, Airport Manager) -***

A) Request to establish Capital Project No. H435, *Airport Master Plan 2024*, in the amount of \$762,222.

B) Request to appropriate \$38,112 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.9950 910, *Transfer - Capital Projects*, to provide funding for Capital Project No. H435, *Airport Master Plan 2024*.

C) Request to appropriate \$20,000 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.9950 910, *Transfer - Capital Projects*, to provide funding for Capital Project No. H431, *Demolition and Construction of 6 Bay T-Hangars*.

D) Request to increase Capital Project No. H422, *Replace 4-Box PAPI Runway 1-19 Project*, in the amount of \$14,195.52.

5) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**

***Assigned Counsel (Brian Pilatzke, Assigned Counsel Administrator) -***

A) Request to amend the 2024 Warren County Budget in the amount of \$456,311.16 to reflect receipt of year one money from second statewide expansion of Hurrell-Harring.

B) Request to amend the 2024 Warren County Budget in the amount of \$54,475 to reflect receipt of year one money from Distribution #14 Contract No. 140052.

***Office of Emergency Services (Anne Marie Mason, Director) -***

C) Request to amend the 2024 Warren County Budget in the amount of \$1,763.76 to accommodate a prepaid expense for the Regroup mass notification System subscription.

***Sheriff (James LaFarr, Sheriff) -***

D) Request to amend the 2024 Warren County Budget in the amount of \$19,600 to reflect receipt of grant funding from New York State Division of Criminal Justice Services for LiveScan Equipment Program.

**CONTINUED**

**6) Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**

***Planning & Community Development -***

- A) Request to transfer funds in the amount of \$20,033.95 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.9550 910, *Transfers, Capital Projects*, to reconcile Capital Projects to allow them to be closed.
- B) Request to increase Capital Project No. H356, *First Wilderness 2014*, in the amount of \$9,675.39.
- C) Request to increase Capital Project No. H372, *First Wilderness 2015*, in the amount of \$9,345.98.
- D) Request to increase Capital Project No. H380, *Smart Growth*, in the amount of \$409.28.
- E) Request to increase Capital Project No. H383, *Schroon Lake Invasives*, in the amount of \$603.08.
- F) Request to close CD75, Capital Project Nos. H356, *First Wilderness 2014*, H372, *First Wilderness 2015*, H380, *Smart Growth*, H382, *Lake George Invasive Species Education*, and H383, *Schroon Lake Invasives*, and return estimated remaining balance of \$2,448 in H382 to Budget Code A.909, *General Fund Unappropriated Surplus*.

***Workforce Development (Liza Ochsendorf, Director) -***

- G) Request to amend the 2024 Warren County Budget in the amount of \$683,389.98 to reflect receipt of Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for 2024.

**7) Referrals from the Health Services Committee (Chaired by Supervisor Strainer):**

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

- A) Request to amend the 2024 Warren County Budget in the amount of \$10,000 to reflect receipt of grant funding from New York State Governor Traffic Safety Committee for Child Passenger Car Seat Safety program.
- B) Request to amend the 2024 Warren County Budget in the amount of \$20,000 to reflect both revenues and expenses related to Disease Program for the addition of medical expenses needed for both vaccine purchases (such as COVID) and rabies related expenses to year end.

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

***Department of Social Services (Christina Mastrianni, Commissioner) -***

- A) Request to amend the 2024 Warren County Budget in the amount of \$82,692 to reflect receipt of 50% of grant funding from New York State Office of Temporary and Disability Assistance for SFY 2024-2025 Family-Centered Case Management Services.
- B) Request to appropriate \$293,466 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to various budget codes to cover the cost of court ordered detention through the end of the year.
- C) Request to amend the 2024 Warren County Budget in the amount of \$400,000 to reflect receipt of grant funding from New York State Office of Children and Family Services for New York State Child Care Block grant allocations April 1, 2023 - September 30, 2024.
- D) Request to amend the 2024 Warren County Budget in the amount of \$6,534 to increase expenses in the Department of Social Services in the Detention budget to cover court ordered expenses through the end of the year.

**9) Referral from the Public Works Committee (Chaired by Supervisor Conover):**

***Department of Public Works (Kevin Hajos, Superintendent) -***

Request to increase Capital Project No. H376, *Hudson Street over Mill Creek Bridge*, in the Town of Johnsbury in the amount of \$380,950.

**10) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3A, 3B, 4B, 5, 6A, 6B and 7-6.***

**PERSONNEL AGENDA ITEMS 3A, 3B, 4B, 5, 6A, 6B and 7-5:**

**3) Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**

- A) Request for a transfer of funds in the amount of \$75,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiners, Medical Fee's*, to cover the estimated cost of autopsies through the remainder of the year.
- B) Request for a transfer of funds in the amount of \$12,280 from from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of invoices related to bonding which was an unanticipated expense that was not budgeted for.

**4) Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director):**

- B) Request to appropriate \$4,750 from Budget Code A.895.00, *Computer Reserve Fund*, to various budget codes to cover the cost of purchasing computers and related equipment and software.

**5) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**

***Workforce Development (Liza Ochsendorf, Director) -***

Request to create the new position of Fiscal Coordinator, *Annual Salary \$52,674*, effective October 21, 2024 and delete the position of Employment & Training Account Manager, *Grade 13, Base Annual Salary \$61,136*, effective January 13, 2025

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

***Solid Waste & Recycling (Scott Royael, Solid Waste Compliance Officer) -***

A) Request to create the new position of Solid Waste Supervisor, *Grade 15, Base Annual Salary \$52,674*, effective December 1, 2024.

B) Request to create the new position of MEO - Medium (PT), *Grade 9, Base Annual Salary \$23,045 (20 hours/week)*, effective December 1, 2024.

**7) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

6. Request: To transfer funds from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 440.2, *County Attorney, Transcription Fees*, in the amount of \$3,000.00.

Reason: To cover litigation expenses incurred from "Legacy" lawsuits which do not possess insurance coverage.

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: COUNTY CLERK

SIGNED:

DATE: 08/12/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410 110	Salaries-Regular	A.1410 210	Furniture/Furnishings	\$5,000
A.1410 110	Salaries-Regular	A.1410 220	Office Equipment	\$5,000
A.1410 110	Salaries-Regular	A.1410 410	Office Supplies	\$2,000
A.1410 110	Salaries-Regular	A.1410 439	Misc Fees & Expense	\$1,000

**Please state reason for transfers requested:**

Surplus in Salaries-Regular to cover needed office equipment, furniture, hardware, office supplies, etc. for County Clerk's office.

**CONTINGENT FUND TRANSFER REQUESTS**

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

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

### Request for Transfer of Funds FOR 2024

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

#### TRANSFERS FOR 2024 BUDGET

SIGNED: \_\_\_\_\_

DATE: August 2024

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4054.110	Preschool -Full Time Salaries	A.4018.0020.110	Family Health-Full Time Salaries	\$6,000.00
	A4054.810	Preschool-Retirement Expense	A.4018.0020.810	Family Health -Retirement Expense	\$720.00
	A.4054.830	Preschool-Social Security Expense	A.4018.0020.830	Family Health-Social Security Expense	\$372.00
	A.4054.831	Preschool-Medicare Expense	A.4018.0020.831	Family Health-Medicare Expense	\$87.00
2	A.4054.444	Preschool-Education	A.4018.0040.865		\$110.00
3.	A.4054.444	Preschool Education	A.4054.0060.860		\$2,000.00
<b>Total Transfers</b>					<b>\$9,289.00</b>

- 1 To Transfer funds to Family Health From Preschool Salary/Fringe for Svc Coordinator portion related to the CSHCN grant for Sept to December 2024
- 2 To Transfer funds to Health Education Dental Expense to cover additional Employee coverage.
- 3 To Tranfer funds to Early Intervention Health insurance to cover additional Employee coverage.

#### CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

Total

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

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Social Services**SIGNED:****DATE:** 8/7/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 110	Salaries - Regula	A.6010 120	Salaries - Overtime	\$50,000

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

**CONTINGENT FUND TRANSFER REQUESTS**

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

**Please state reason for transfer request:**

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

**RESOLUTION REQUEST FORM NO. 10****Request for Transfer of Funds****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Workforce Development**SIGNED:** Liza Ochsendorf**DATE:** August 21, 2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40.6293.0358 220	Warren County (Office Equip)	40.6293.0358 433	Training	\$4,000.00
40.6293.0358 860	Warren County (Hospitalization)	40.6293.0358 433	Training	\$12,500.00
40.6293.0358 861	Warren County (Retiree Hosp)	40.6293.0358 433	Training	\$6,000.00

**Please state reason for transfers requested:** To balance the account.**CONTINGENT FUND TRANSFER REQUESTS**

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

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

## WARREN COUNTY

## Journal Report

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
7/3/2024	A.1011 410	Supplies	Budget Transfer within object code to A.1011 444		\$ 331.22
7/3/2024	A.1011 444	Travel/Education/Conference	Budget Transfer from object code A.1011 410	\$ 331.22	
7/16/2024	A.1011 410	Supplies	Budget Transfer within object code to A.1011 428		\$ 328.00
7/16/2024	A.1011 428	Data Processing & Internet Fees	Budget Transfer within object code from A.1011 410	\$ 328.00	
Clk of Legislati - Clerk of the Legislative Board					
7/16/2024	A.1010 428	Data Processing & Internet Fees	Budget Transfer from Object Code A.1010 444	\$ 195.88	
7/16/2024	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 428		\$ 195.88
County Attorney - County Attorney					
7/31/2024	A.1420 210	Furniture/Furnishings	Transfer outside Object Code from A.1420 410	\$ 199.99	
7/31/2024	A.1420 220	Office Equipment	Transfer outside Object Code from A.1420 410	\$ 14.78	
7/31/2024	A.1420 410	Supplies	Transfer outside Object Code to A.1420 220		\$ 14.78
7/31/2024	A.1420 410	Supplies	Transfer outside Object Code to A.1420 210		\$ 199.99
County Clerk - County Clerk					
7/8/2024	A.1410 860	Hospitalization	Transfer within budget code to A.1410 862		\$ 765.00
7/8/2024	A.1410 862	Health Insurance Cost Reimbursement	Transfer within budget code from A.1410 860	\$ 765.00	
DPW_DPW Admin - DPW,DPW Administration					
7/1/2024	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 1,800.00	
7/1/2024	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 1,800.00
7/1/2024	A.1620 260	Other Equipment	Transfer Out of Budget Code from A.1620 413	\$ 30.00	
7/1/2024	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Out of Budget Code to A.1620 260		\$ 30.00
7/3/2024	A.1628 860	Hospitalization	Transfer Within Budget Code to A.1628 862		\$ 500.00
7/3/2024	A.1628 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.1628 860	\$ 500.00	
7/3/2024	DM.5130 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code to DM.5130 863		\$ 100.00
7/3/2024	DM.5130 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from DM.5130 862	\$ 100.00	
7/8/2024	D.3310 260	Other Equipment	Transfer Out of Code from D.3310 410	\$ 499.99	
7/8/2024	D.3310 410	Supplies	Transfer Out of Code to D.3310 260		\$ 499.99
7/8/2024	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 938.00	
7/8/2024	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 938.00
7/10/2024	A.5610 220	Office Equipment	Out of Code Transfer from A.5610 410	\$ 225.00	
7/10/2024	A.5610 410	Supplies	Out of Code Transfer to A.5610 220		\$ 225.00
7/11/2024	A.7113 410	Supplies	Transfer Within Budget Code from A.7113 413	\$ 50.00	
7/11/2024	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 410		\$ 50.00
7/17/2024	A.7111 210	Furniture/Furnishings	Transfer Out of Code from A.7111 410	\$ 14.00	
7/17/2024	A.7111 410	Supplies	Transfer Out of Code to A.7111 210		\$ 14.00
7/25/2024	A.7113 413	Repair & Maint.-Bldg/Property	Transfer In Code to A.7113 470		\$ 480.00
7/25/2024	A.7113 470	Contract	Transfer In Code from A.7113 413	\$ 480.00	
7/26/2024	A.1490 410	Supplies	Transfer In Code to A.1490 439		\$ 169.99
7/26/2024	A.1490 439	Misc Fees & Expenses	Transfer In Code from A.1490	\$ 169.99	

7/30/2024	D.5110 830	Social Security	Transfer In Code to D.5110 855		\$	280.33	
7/30/2024	D.5110 855	Disability	Transfer In Code from D.5110 830		\$	280.33	
7/30/2024	A.7113 413	Repair & Maint.-Bldg/Property	Transfer In Code to A.7113 470		\$		395.00
7/30/2024	A.7113 470	Contract	Transfer In Code from A.7113 413		\$	395.00	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)							
7/9/2024	40.6293.0305 860	Hospitalization	Object code change from 40.6293.0305 861		\$	4,000.00	
7/9/2024	40.6293.0305 861	Retirees Hospitalization	Object code change to 40.6293.0305 860		\$		4,000.00
7/10/2024	40.6293.0358 410	Supplies	Object code change from 40.6293.0358 444		\$	500.00	
7/10/2024	40.6293.0358 444	Travel/Education/Conference	Object code change to 40.6293.0358 410		\$		500.00
7/24/2024	40.6293.0313 428	Data Processing & Internet Fees	Object code change to 40.6293.0313 444		\$		300.00
7/24/2024	40.6293.0313 444	Travel/Education/Conference	Object code change from 40.6293.0313 428		\$	300.00	
7/24/2024	40.6293.0358 410	Supplies	Object code change from 40.6293.0358 444		\$	400.00	
7/24/2024	40.6293.0358 444	Travel/Education/Conference	Object code change to 40.6293.0358 410		\$		400.00
Legal Def-Indgnt - Legal Defense - Indigents							
7/3/2024	A.1170 860	Hospitalization	Budget transfer within budget code from A.1170 860 to A.1170 861		\$		7,000.00
7/3/2024	A.1170 861	Retirees Hospitalization	Budget transfer within budget code to A.1170 861 from A.1170 860		\$	7,000.00	
7/3/2024	A.1170.4202 810	Retirement	Bdgt trnsfr w/in bdgt cd frm A.1170.4202 810 to A.1170.4202 860		\$		1,200.00
7/3/2024	A.1170.4202 860	Hospitalization	Bdgt trnsfr w/in bdgt cd to A.1170.4202 860 from A.1170.4202 810		\$	1,200.00	
7/3/2024	A.1170.4209 220	Office Equipment	Out of Code Bdgt transfer to A.1170.4209 220 frm A.1170.4209 437		\$	50.00	
7/3/2024	A.1170.4209 437	Consulting Fees	Out of Code Bdgt transfer frm A.1170.4209 437 to A.1170.4209 220		\$		50.00
Mental Health - Mental Health							
7/18/2024	A.4310 444	Travel/Education/Conference	transfer of funds from A.4310 444 to A.4310 444.01		\$		3,475.20
7/18/2024	A.4310 444.01	Job Related Courses	transfer of funds from A.4310 444 to A.4310 444.01		\$	3,475.20	
OFA - Office for the Aging							
7/2/2024	A.6771 428	Data Processing & Internet Fees	Within object code transfer from A.6771.444		\$	82.00	
7/2/2024	A.6771 444	Travel/Education/Conference	Within object code transfer to A.6771.428		\$		82.00
7/2/2024	A.6772 428	Data Processing & Internet Fees	Within object code transfer from A.6772.444		\$	494.00	
7/2/2024	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.428		\$		494.00
Office of EMS - Office of Emergency Services							
7/3/2024	A.3640 423	Telephone	Budget Transfer within Object Code to A.3640 426		\$		250.00
7/3/2024	A.3640 426	Subscriptions	Budget Transfer within Object Code from A.3640 423		\$	250.00	
7/26/2024	A.3410 422	Repair/Maint-Equipment	Budget transfer within object code from A.3410 441		\$	400.00	
7/26/2024	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code to A.3410 422		\$		400.00
Planning_Planning - Planning,Planning							
7/5/2024	A.8021 439	Misc Fees & Expenses	Budget Transfer within object code A. 8021 444		\$	60.00	
7/5/2024	A.8021 444	Travel/Education/Conference	Budget Transfer within object code A.8021 439		\$		60.00
Public Health_Health Services - Public Health,Health Services							
7/11/2024	A.4018.0030 410	Supplies	budget transfer DIs Prog to A4018.0030.428		\$		235.00
7/11/2024	A.4018.0030 428	Data Processing & Internet Fees	budget transfer DIs Prog from A4018.0030.410		\$	235.00	
7/15/2024	A.4010 435	Medical Fees	Budget Transfer to A.4018.453 fm A.4010.435		\$		1,300.00
7/15/2024	A.4018 453	Uniforms & Clothing	Budget Transfer to A.4018.453 fm A.4010.435		\$	1,300.00	
Residential Hall - Countryside Adult Home							
7/18/2024	A.6030 260	Other Equipment	within of object code transfer to 6030 260 from 6030 270		\$	80.00	

7/18/2024	A.6030 270	Lawn & Landscaping	within of object code transfer from 6030 270 to 6030 260		\$	80.00
7/24/2024	A.6030 260	Other Equipment	out of object code transfer to 6030 260 from 6030 413	\$	1,500.00	
7/24/2024	A.6030 413	Repair & Maint.-Bldg/Property	out of object code transfer from 6030 413 to 6030 260		\$	1,500.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement						
7/3/2024	A.3110 410	Supplies	budget transfer within object code to A.3110 426		\$	18.00
7/3/2024	A.3110 426	Subscriptions	budget transfer within object code from A.3110 410	\$	18.00	
7/16/2024	A.3150 260	Other Equipment	OUT OF CODE BUDGET TRANSFER FROM A.3150 413	\$	383.78	
7/16/2024	A.3150 413	Repair & Maint.-Bldg/Property	OUT OF CODE BUDGET TRANSFER TO A.3150 260		\$	383.78
7/31/2024	A.3020 860	Hospitalization	BUDGET TRANSFER TO A 3020 862		\$	500.00
7/31/2024	A.3020 862	Health Insurance Cost Reimbursement	BUDGET TRANSFER FROM A 3020 860	\$	500.00	
7/31/2024	A.3110 862	Health Insurance Cost Reimbursement	BUDGET TRANSFER TO A 3110 863		\$	500.00
7/31/2024	A.3110 863	Health Insurance Cost Reimbursement-Retiree	BUDGET TRANSFER FROM A 3110 862	\$	500.00	
Social Services - Social Services						
7/10/2024	A.6010 435	Medical Fees	Budget Transfer within Object Code from A.6010 442	\$	1,000.00	
7/10/2024	A.6010 442	Automotive - Gas & Oil	Budget Transfer within Object Code to A.6010 435		\$	1,000.00
Tourism - Tourism						
7/8/2024	A.6417.0001 410	Supplies	Transfer from A.6417.0001 470	\$	2,000.00	
7/8/2024	A.6417.0001 470	Contract	Transfer to A.6417.0001 410		\$	2,000.00
7/29/2024	A.6417.0001 470	Contract	Transfer from A.6417.0001 481	\$	12,784.00	
7/29/2024	A.6417.0001 481	Tourism Promotion	Transfer to A.6417.0001 470		\$	12,784.00
7/30/2024	A.6417.0001 426	Subscriptions	Transfer from A.6417.0001 481	\$	309.95	
7/30/2024	A.6417.0001 481	Tourism Promotion	Transfer to A.6417.0001 426		\$	309.95

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

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

**DEPARTMENT NAME: Treasurer**

**DATE: August 22, 2024**

- (a) Purpose of Request: **Authorize the issuance of a Serial Bond in November, 2024 for a total amount of \$13.4 million.**
- (b) Details: **Funds needed to cover estimated culvert repairs (\$12 million) and SUNY Adirondack high voltage capital project (\$1.4 million).**
- (c) Previous Resolution Number: **None**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **N/A**

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME:** Sheriff

**DATE:** August 20, 2024

(a) **Purpose of Amendment:** A budget amendment is necessary to transfer revenue received from an automotive insurance claim from the insurance recoveries code into an automotive equipment code

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

A.3110 230	General Sheriff's Law Enforcement	\$13,984.00
	Automotive Equipment	

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

A.3110 2680	General Sheriff's Law Enforcement	\$13,984.00
	Insurance Recoveries	

003446

THE TRAVELERS - TRAVELERS - MID-ATL  
TRAVELERS - MID-ATLANTIC CC  
PO BOX 430  
BUFFALO NY 14240-0430

896D 98815526

SA01703

COUNTY OF WARREN  
1340 STATE ROUTE 9, 3RD F  
LAKE GEORGE NY 12845-3434



TRAVELERS 

DATE: 07/30/24  
LOSS DATE: 05/28/24  
FILE NUMBER: 007 PP F1H5792 T

AGENT:  
AJG RISK MGMT SERVS LLC

ACCOUNT NAME:  
COUNTY OF WARREN

THE CHARTER OAK FIRE INSURANCE COMPANY

EXPLANATION OF PAYMENT

Collision \$13984.00  
TOTAL PAID \$13984.00

VIN  
1FAHP2MK9KG  
106453

TOTAL LOSS PAYMENT FOR 2019 FORD TAURUS POLICE

A. 3110 230  
A. 3110 2680

FOR ADDITIONAL INFORMATION, CONTACT: TODD CARNEVAL AT (412)316-1912

212001720  
DETACH CHECK

UNSUMM -111311  
OVRPLUNS2-121295  
DETACH CHECK

THIS DOCUMENT HAS A RED BACKGROUND - BORDER CONTAINS MICRO PRINTING AND AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

Citibank, N.A.  
One Penns Way  
New Castle DE 19720

TRAVELERS 

896D 98815526

02-20  
311

PO BOX 430  
BUFFALO NY 14240-0430  
(412)316-1912

DATE: 07/30/24  
ACCOUNT NUMBER: J99  
FILE NUMBER: 007 PP F1H5792 T

THIRTEEN THOUSAND NINE HUNDRED EIGHTY FOUR AND 00/100

PAY: \$\*\*\*13,984.00

TJC1

PAY TO THE ORDER OF  
COUNTY OF WARREN  
1340 STATE ROUTE 9, 3RD F  
LAKE GEORGE NY 12845-3434

  
AUTHORIZED SIGNATURE

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

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

**DEPARTMENT NAME: Workforce Development**

**DATE: August 21, 2024**

- (a) Purpose of Amendment: **Amend budget for the ARPA funded Student to Careers Development Specialist to balance the budget and reflect the annual expenditures of \$62,500 for the salary and fringe from 2023-2026.**
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**40.6293.4999 110 \$50,000 WIA/WIOA Salaries-Regular**  
**40.6293.4999 810 \$4,050 Retirement**  
**40.6293.4999 830 \$3,100 Social Security**  
**40.6293.4999 831 \$725 Medicare**  
**40.6293.4999 830 \$4,625 Hospitalization**
- (c) Revenue Code (with title), and Amount: **WIA/WIOA, ARPA**  
**40.6293.4999 4090 \$62,500**

## RESOLUTION REQUEST FORM NO. 7

### Request to Amend County Budget\*

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

**DEPARTMENT NAME:** Warren County Health Services

**DATE:** August 20, 2024

- (a) **Purpose of Amendment:** To amend the 2024 budget to reflect the added expense and Revenue for the JUUL Settlement in the amount of \$95,471.28 (Thjs reflects ¼ of the anticipated settlement of 381,885.14).
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**

A.4018.0057.110 JUUL Settlement-Full time Salaries	\$ 1,250.00
A.4018.0057.130 JUUL Settlement-Part Time Salaries	\$ 250.00
A.4018.0057.410 JUUL Settlement-Supplies Expense	\$ 13,676.28
A.4018.0057.424 JUUL Settlement-Postage Expense	\$ 1,250.00
A.4018.0057.436 JUUL Settlement-Advertising Expense	\$ 63,750.00
A.4018.0057.444 JUUL Settlement-Educational/Training Expense	\$ 2,500.00
A.4018.0057.470 JUUL Settlement-Contract Expense	\$ 12,500.00
A.4018.0057.810 JUUL Settlement -Retirement Expense	\$ 180.00
A.4018.0057.830 JUUL Settlement-Social Security Expense	\$ 93.00
A.4018.0057.831 JUUL Settlement-Medicare Expense	\$ 22.00

Revenue Code (with title), and Amount:

A.4018.0057.2696 JUUL Settlement Revenue \$95,471.28

**\*Note:** Health Services requests approval to accept this \$381,885.14 JUUL Settlement. This is a result of a Settlement secured by the New York State Attorney General's Office in 2023. This is to provide for Vaping Outreach and Education. We anticipate to contract with local agencies to provide different trainings related to Vaping issues. We will also plan to do Advertising and Mailings to promote these programs. Payments will be made to the County in 8 equal installments of \$47,735.64 each or \$95,471.28 annually from 2024-2027/ This will be posted to the Deferred Revenue-JUUL Settlement account A691.15.

## RESOLUTION REQUEST FORM NO. 7

### Request to Amend County Budget\*

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

**DEPARTMENT NAME:** Warren County Health Services

**DATE:** August 20, 2024

- (a) **Purpose of Amendment:** To amend the 2024 budget to reflect both the Revenue and Expenses related to the Healthcare Worker Bonus Program (A.4196) for additional funding from the Department of Health of \$ 3,229.50.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
- |  |             |
|--|-------------|
| A.4196.110 Health Worker Bonus Program-Full time Salaries      | \$ 3,000.00 |
| A.4196.830 Health Worker Bonus Program-Social Security Expense | \$ 186.00   |
| A.4196.831 Health Worker Bonus Program-Medicare Expense        | \$ 43.50    |

Revenue Code (with title), and Amount:

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

**\*Note:** Warren County Health Services was notified early August 2022 by The New York State Department of Health that we were to receive additional funding for staff and contractors who qualified for the NYS Health Care Worker Bonus Program. Certain Criteria needs to be met for any staff and contractors who will qualify. There is a maximum of \$3000 per person. This was for two staff who became eligible and this was paid August 2, 2024. This program will expired March 2024. There is no cost to the County.

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

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

**DEPARTMENT NAME: Mental Health/Office of Community Services**

**DATE: 8/20/2024**

- (a) Purpose of Amendment: **Request to amend the 2024 Warren County budget in the amount of \$192,732 to allow for pass-through of 100% State Aid funding from the NYS Office of Mental Health, as detailed on the attached Schedule A. Funds are designated for Cost of Living adjustments (COLAs) for contracted provider agencies.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **See attached Schedule A.**
  
- (c) Revenue Code (with title), and Amount: **See attached Schedule A.**

8/20/24 Health Services Committee

**Schedule A - 2024 Warren County Budget Amendments**

<u>Expense</u>	<u>Agency</u>	<u>From</u>	<u>To</u>	<u>Increase</u>
4320.0065 470	People USA	\$192,130	\$196,223	\$4,093
4320.0070 470	CWI	\$52,075	\$53,182	\$1,107
A4320.0080 470	Glens Falls Hospital	\$179,318	\$183,137	\$3,819
A4320.0090 470	Liberty House	\$302,579	\$308,311	\$5,732
A4320.0110 470	Alcohol Prevention	\$389,986	\$398,292	\$8,306
A4320.0120 470	Mental Health Assoc.	\$1,171,676	\$1,189,633	\$17,957
A4320.0145 470	Addiction Care Center	\$863,734	\$878,079	\$14,345
A4320.0150 470	820 River Street	\$70,834	\$72,322	\$1,488
A4320.0165 470	Parsons Child & Family	\$1,182,345	\$1,316,180	\$133,835
A4310.0125 470	ACC/SUNY ADK Peer2Peer	\$96,200	\$98,250	\$2,050
	TOTAL			<u><u>\$192,732</u></u>

<u>Revenue</u>	<u>Agency</u>	<u>From</u>	<u>To</u>	<u>Increase</u>
A4320.0065 3490	People USA	\$192,130	\$196,223	\$4,093
A4320.0070 3490	CWI	\$52,075	\$53,182	\$1,107
A4320.0080 3490	Glens Falls Hospital	\$179,318	\$183,137	\$3,819
A4320.0090 3490	Liberty House	\$269,218	274950	\$5,732
A4320.0110 3490	Alcohol Prevention	\$389,986	\$398,292	\$8,306
A4320.0120 3490	Mental Health Assoc.	\$1,166,857	\$1,184,814	\$17,957
A4320.0145 3490	Addiction Care Center	\$863,734	\$878,079	\$14,345
A4320.0150 3490	820 River Street	\$70,834	\$72,322	\$1,488
A4320.0165 3490	Parsons Child & Family	\$1,182,345	\$1,316,180	\$133,835
A4310.0125 3711	ACC/SUNY ADK Peer2Peer	\$96,200	\$98,250	\$2,050
	TOTAL			<u><u>\$192,732</u></u>

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

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

**DEPARTMENT NAME: Mental Health/Office of Community Services**

**DATE: 8/20/24**

- (a) Purpose of Request:  
**Request to transfer funds in the amount of \$500,000 from the unexpended fund balance to pay court-ordered NYS CPL 730 competency examination and restoration expenses. These are court-ordered/mandated expenses.**
- (b) Details:  
**\$600,000 has been budgeted for these court-ordered expenses in 2024 (\$50,000 approved budget + \$250,000 February amendment + \$300,000 June amendment). Expenses incurred YTD exceed \$824,000. Additional funds are required to pay anticipated expenses throughout the rest of the year.**
- (c) Previous Resolution Number:  
**R69 of 2024; R210 of 2024**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**Request transfer of \$500,000 from A.909.00 Unexpended Fund Balance to A.4390 435 Psychiatric Expense/Criminal.**

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: Social Services**

**DATE: 8/7/2024**

- (a) Purpose of Amendment: **To increase expenses and revenue to purchase desktop scanners for medicaid staff.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.6010 220 Office Equipment \$25,000**
  
- (c) Revenue Code (with title), and Amount:  
**A.6010 3610 State Aid Admin \$25,000**

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME:BOE

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfers requested: HOSPITALIZATION SHORTAGE

**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	A1450.860	HOSPITIZATION	\$28,650.00

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. 7*****Request to Amend County Budget\****

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

**DEPARTMENT NAME: BOE**

**DATE: 08/30/2024**

- (a) Purpose of Amendment: **ACCEPT CENTER FOR TECH and LIFE GRANT (CTCL)**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450.439 MISCELLANIOUS \$50,000**
  
- (c) Revenue Code (with title), and Amount: **A.1450.2716 - Grants from other sources**

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

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

**DEPARTMENT NAME: Tourism Department**

**DATE: August 20, 2024**

- (a) Purpose of Request: **Appropriate \$496,990 from A 881.00 Reserve, Occupancy Tax to fund approved municipal payments.  
A.6417.0002 469**
- (b) Details: **Increase ~~A 6417.469~~ Town Payments in the amount of \$496,990: \$179,997 to fund remaining 25% to be used toward the first distribution of 2024 Occupancy Tax and \$316,993 to fund the 2024 Spending Plan (R 198/2024).**
- (c) Previous Resolution Number: **Resolution 198 of 2024**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A 881.00 Reserve, Occupancy Tax - \$496,990**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 198 OF 2024

**RESOLUTION INTRODUCED BY SUPERVISORS MERLINO, STROUGH, RUNYON, BEAN, GERACI, CROCITTO AND STRAINER**

**APPROVING THE 2024 OCCUPANCY TAX SPENDING PLAN FOR MUNICIPALITIES AND AUTHORIZING AGREEMENTS FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES**

WHEREAS, the County is authorized and empowered to impose a tax upon persons occupying any facility providing lodging on an overnight basis by section 1202-u of the Tax Law (also known as Chapter 422 of the Laws of 2003, as amended) and thereafter, the County enacted various local laws, with the most recent being Local Law 5 of 2018, which imposes and collects occupancy tax in Warren County, and provides that after deducting amounts provided for the County's administration of such tax, that revenues derived from such tax shall be allocated to enhance the general economy of the County of Warren, and its cities, towns and villages through the promotion of tourist activities, conventions, trade shows, special events and other directly-related and supported activities, and

WHEREAS, the Warren County Board of Supervisors previously approved criteria for issuing awards to municipalities in Warren County through various prior resolutions, to include Resolution 392 of 2021, for the purpose of providing the County's occupancy tax revenues to enhance the general economy of the County of Warren and the City of Glens Falls (the "City"), the Towns of Bolton, Chester, Hague, Horicon, Johnsbury, Lake George, Lake Luzerne, Queensbury, Stony Creek, Thurman, and Warrensburg (the "Towns"), and the Village of Lake George (the "Village"), through each municipalities' promotion of tourist activities, conventions, trade shows, special events, and other directly-related and supported activities, and

WHEREAS, the Occupancy Tax Coordination Committee approved a 2024 Occupancy Tax Spending Plan for Municipalities which, in part, would authorize agreements with the City, Towns and Village for the 2024 calendar year, in the revenue amounts set forth on the 2024 Occupancy Tax Municipal Spending Plan Chart herein, as of June 21, 2024:

*RESOLUTION NO. 198 OF 2024**PAGE 2 OF 2***2024 Occupancy Tax Municipal Spending Plan**

<b>Municipality</b>	<b>Amount</b>	<b>Notes</b>
Town and Village of Lake George	\$150,000	Combined Town and Village allocation paid to Town of Lake George
Bolton	\$ 60,000	
Queensbury	\$ 60,000	
Remaining Towns & City of Glens Falls	\$180,000	\$20,000 to City of Glens Falls and to each of the eight remaining Towns

now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized and directed to execute agreements providing 2024 occupancy tax revenue to the City, Towns and Village, as set forth above in the 2024 Occupancy Tax Municipal Spending Plan, effective June 21, 2024, with payments to be made in September of 2024 following the appropriation of funds to be accomplished by separate resolution, and as provided by the preambles of this resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to pay the amounts specifically set forth above, with all payments to be made in September of 2024 following the appropriation of funds to be accomplished by separate resolution, upon receipt of: (1) A fully executed agreement; (2) A copy of the resolution enacted by the Municipality accepting the award and approving the terms of the agreement; and (3) A County voucher, and be it further

RESOLVED, that any additional amounts of occupancy tax revenue awarded to the municipalities for the 2024 calendar year shall be subject to the further resolution of the 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: Tourism Department**

**DATE: August 20, 2024**

- (a) Purpose of Request: **Appropriate \$500,000 from A 881.00 Reserve, Occupancy Tax to fund additional special events.**  
**A.6417.0002 469**
- (b) Details: **Increase ~~A.6417.480~~ Special Events \$100,000 to fund the 2024 Adirondack Balloon Festival (R 237/2024); \$250,000 to fund Winter's Dream Marketing and \$150,000 to fund Winter's Dream Show Improvements (R 282/2024).**
- (c) Previous Resolution Number: **Shown above**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A 881.00 Reserve, Occupancy Tax - \$500,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 237 OF 2024

**RESOLUTION INTRODUCED BY SUPERVISORS MERLINO, STROUGH, RUNYON, BEAN, GERACI, CROCITTO AND STRAINER**

**AMENDING RESOLUTION NO. 573 OF 2023, WHICH AUTHORIZED AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2024 OCCUPANCY TAX REVENUES, TO AUTHORIZE AGREEMENTS AND FUNDING TO ADIRONDACK HOT AIR BALLOON FESTIVAL**

WHEREAS, pursuant to Resolution No. 573 of 2023, as amended by Resolution Nos. 52 of 2024; 91 of 2024; 130 of 2024, 165 of 2024 and 196 of 2024, the Chair of the Board of Supervisors was authorized and directed to execute standard form Warren County Tourist and Convention Development Agreements for occupancy tax funding with certain applicants, and

WHEREAS, at their June 25, 2024 meeting, the Tourism & Occupancy Tax Coordination Committee considered a written application from the following applicant for 2024 occupancy tax funding and approved special event funding request, as follows:

<u>Applicant</u>	<u>Event</u>	<u>Dates</u>	<u>Amount of Award</u>
Adirondack Hot Air Balloon Festival	Adirondack Balloon Festival	9/19/24-9/22/24	\$100,000.00 <i>Special Event Funding</i>

now, therefore, be it

RESOLVED, that Resolution No. 573 of 2023, as subsequently amended by Resolution Nos. 52 of 2024; 91 of 2024; 130 of 2024; 165 of 2024 and 196 of 2024 be, and hereby is, amended to approve and award 2024 occupancy tax awards to the applicant named above in the amount set forth above and to increase the total amount of occupancy tax funding to Eight Hundred One Thousand Three Hundred Twelve Dollars (\$801,312.00), to be expended from Budget Code A.6417.0002 480, Tourism/Occupancy Tax, Tourism-Special Events (\$752,500.00) and Budget Code A.6417.0002 469.05, Tourism/Occupancy Tax, Municipal Application Funding (\$48,812.00), as listed on the revised Schedule "A," and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute a Warren County Tourist and Convention Development Agreements for occupancy tax funding for the above referenced applicant, in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 573 of 2023, as amended by Resolution Nos. 52 of 2024; 91 of 2024; 130 of 2024; 165 of 2024 and 196 of 2024 will remain the same.

# Warren County Board of Supervisors

## RESOLUTION NO. 282 OF 2024

**RESOLUTION INTRODUCED BY SUPERVISORS MERLINO, STROUGH, RUNYON, BEAN, GERACI, CROCITTO AND STRAINER**

**AMENDING RESOLUTION NO. 573 OF 2023, WHICH AUTHORIZED AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2024 OCCUPANCY TAX REVENUES, TO AUTHORIZE AGREEMENTS AND FUNDING TO THE WARREN COUNTY COALITION, INC.**

WHEREAS, pursuant to Resolution No. 573 of 2023, as amended by Resolution Nos. 52 of 2024; 91 of 2024; 130 of 2024, 165 of 2024, 196 of 2024 and 237 of 2024, the Chair of the Board of Supervisors was authorized and directed to execute standard form Warren County Tourist and Convention Development Agreements for occupancy tax funding with certain applicants, and

WHEREAS, at their July 23, 2024 meeting, the Tourism & Occupancy Tax Coordination Committee considered written applications from the following applicants for 2024 occupancy tax funding and approved special event funding request, as follows:

<u>Applicant</u>	<u>Event</u>	<u>Dates</u>	<u>Amount of Award</u>
Warren County Coalition, Inc.	Winter's Dream	11/29/24- 3/2/25	\$250,000.00 <i>Special Event Funding</i>
Warren County Coalition, Inc.	Winters's Dream (Show Improvements)	11/29/24- 3/2/25	\$150,000.00 <i>Special Event Funding</i>

now, therefore, be it

RESOLVED, that Resolution No. 573 of 2023, as subsequently amended by Resolution Nos. 52 of 2024; 91 of 2024; 130 of 2024; 165 of 2024; 196 of 2024 and 237 of 2024 be, and hereby is, amended to approve and award 2024 occupancy tax awards to the applicants named above in the amounts set forth above and to increase the total amount of occupancy tax funding to One Million Two Hundred One Thousand Three Hundred Twelve Dollars (\$1,201,312.00), to be expended from Budget Code A.6417.0002 480, Tourism/Occupancy Tax, Tourism-Special Events (\$1,152,500.00) and Budget Code A.6417.0002 469.05, Tourism/Occupancy Tax, Municipal Application Funding (\$48,812.00), as listed on the revised Schedule "A," and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute Warren County Tourist and Convention Development Agreements for occupancy tax funding for the above referenced applicants, in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 573 of 2023, as amended by Resolution Nos. 52 of 2024; 91 of 2024; 130 of 2024; 165 of 2024; 196 of 2024 and 237 of 2024 will remain the same.

**RESOLUTION No. 282 OF 2024**

PAGE 2 OF 4

**SCHEDULE "A"****2024 Occupancy Tax Awards**

	<b>APPLICANT</b>	<b>EVENT</b>	<b>DATE</b>	<b>AMOUNT OF AWARD</b>
1	Hyde Collection	Boost Year Round Marketing Efforts	1/1/24 - 12/31/24	\$25,000.00
2	Adirondack Weddings/Total Entertainment, Inc.	Lake George DJ Takeover Music & Arts Festival	6/7/24-6/9/24	\$5,000.00
3	Marcella Sembrich Memorial Association, Inc.	2024 Summer Festival	6/5/24-8/31/24	\$20,000.00
4	Lake George Music Festival, Inc.	Lake George Music Festival	8/11/24-8/22/24	\$30,000.00
5	Greater Glens Falls Amateur Athletic Championship Association	NYSPPHSAA Boys Basketball Championships	3/14/24-3/17/24	\$46,000.00
6	Eastern NY Marine Trades Association, Inc.	Great Upstate Boat Show	3/22/24-3/24/24	\$25,000.00
7	Silver Bay YMCA	Bluegrass in Heaven	9/13/24-9/15/24	\$7,500.00
8	Improv Records, Inc.	Memorial Meltdown	5/25/24-5/26/24	\$35,000.00
9	Adirondack Festivals, LLC	Adirondack Wine and Food Festival	6/29/24-6/30/24	\$45,000.00
10	Lake George Winter Carnival, Inc.	Lake George Winter Carnival	1/26/24-2/25/24	\$50,000.00
11	Lower Adirondack Regional Arts Council (LARAC)	LARAC Annual June Arts Festival	6/8/24-6/9/24	\$13,000.00

**RESOLUTION No. 282 OF 2024****PAGE 3 OF 4**

12	Albany Rods & Kustoms, Inc.	Adirondack Nationals Car Show	9/5/24-9/8/24	\$40,000.00
13	Glens Falls Collaborative and the City of Glens Falls	Adirondack Holiday Festival	12/6/24-12/8/24	\$30,000.00
14	Glens Falls Collaborative and the City of Glens Falls	Wingfest	4/27/24	\$10,000.00
15	Lake George Steamboat Company	Rock the Dock Music Festival	7/13/24	\$15,000.00
16	Northeastern District Barbershop Harmony Society	Division Contest and Convention	5/3/24-5/4/24	\$20,000.00
17	GenzHomes, Inc. d/b/a Alpha Win	Lake George Triathlon	8/31/24-9/1/24	\$20,000.00
18	Americade, Inc.	Americade Motorcycle Touring Rally	5/27/24-6/2/24	\$50,000.00
19	Vermontfare, Inc. d/b/a Craftproducers	Lake George Art and Craft Festival	8/2/24-8/4/24	\$7,500.00
20	Warrensburg Chamber of Commerce	World's Largest Garage Sale	10/4/24-10/5/24	\$35,000.00
21	Zonta Club of Glens Falls, New York, Inc.	Zonta Arts, Crafts & Curiosities Faire	5/11/24-5/12/24	\$3,500.00
22	Improv Records, Inc.	Anahata Nada Yoga, Music, Wellness Festival	9/13/24-9/15/24	\$30,000.00
23	Improv Records, Inc.	Adirondack Independence Music Festival	8/30/24-9/1/24	\$30,000.00
24	Special Olympics NY	New York State Fall Games	10/18/24-10/20/24	\$50,000.00

**RESOLUTION NO. 282 OF 2024**

PAGE 4 OF 4

25	Lake Theatre Productions, Inc.	Lake George Dinner Theatre	7/12/24-10/12/24	\$10,000.00
26	Adirondack Hot Air Balloon Festival	Adirondack Balloon Festival	9/19/24-9/22/24	\$100,000.00
27	Warren County Coalition, Inc.	Winter's Dream	11/29/24-3/2/25	\$250,000.00
28	Warren County Coalition, Inc.	Winters's Dream (Show Improvements)	11/29/24-3/2/25	\$150,000.00
<b>TOTAL</b>				\$1,152,500.00
<i>to be paid from A.6417.0002 480, Special Event Funding</i>				
	<b>APPLICANT</b>	<b>EVENT</b>	<b>DATE</b>	<b>AMOUNT OF AWARD</b>
1	Town of Horicon	Food Truck Friday's on the Pond	6/28/24-9/6/24	\$23,812.00
2	Lake Luzerne Regional Chamber of Commerce	Summer Concert and Food Truck Extravaganza	July, 2024-Aug, 2024 (6 weeks)	\$12,000.00
3	Muralgarten, Inc.	Multi-year list of Mural Projects	N/A	\$10,000.00
4	South Queensbury Volunteer Fire Department	Funding for Food Expenses associated with the 2024 Adirondack Balloon Festival	N/A	\$3,000.00
<b>TOTAL</b>				\$48,812.00
<i>to be paid from A.6417.0002 469.05, Municipal Application Funding</i>				

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

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

**DEPARTMENT NAME: Tourism Department**

**DATE: August 20, 2024**

- (a) Purpose of Request: **Appropriate \$100,000 from A 881.00 Reserve, Occupancy Tax to A6417.0002 480.04 Warren County Projects to fund the reimbursement of SUNY Adirondack for funds expended on a synthetic turf recreation field.**
- (b) Details: **Increase A6417.0002 480.04 Warren County Projects, to fund the first of five annual installments of \$100,000 toward a \$500,000 contract with SUNY Adirondack for reimbursement of funds expended on the construction and installation of the synthetic turf recreation field.**
- (c) Previous Resolution Number: **Resolution 259 of 2023**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A 881.00 Reserve, Occupancy Tax \$100,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 259 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, MERLINO, WILD, GERCI, STROUGH, RUNYON AND DIAMOND**

**AUTHORIZING AGREEMENT WITH SUNY ADIRONDACK FOR OCCUPANCY TAX FUNDING FOR REIMBURSEMENT OF MONIES EXPENDED FOR THE CONSTRUCTION AND INSTALLATION OF A SYNTHETIC TURF RECREATIONAL COMPLEX**

WHEREAS, construction and installation of a synthetic turf recreational complex is underway at the SUNY Adirondack campus located in Queensbury, New York (the "Project") with an estimated total cost of Five Million Seven Hundred Thousand Dollars (\$5,700,000), and

WHEREAS, the Project, upon completion, will attract vendors to Warren County in need of field space to host sporting events that brings athletes, their families and friends to the area as tourists, and will aid and assist to develop tourism activity within Warren County, and

WHEREAS, the Occupancy Tax Coordination Committee considered and approved a request for an award of occupancy tax funds to SUNY Adirondack in an amount not to exceed One Hundred Thousand Dollars (\$100,000) per year for five (5) years, to assist in defraying the total costs incurred for the Project, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby finds that the Project shall promote tourist activities and special sporting events which attract tourists to Warren County and is a qualified expenditure of occupancy tax revenues, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with SUNY Adirondack, 640 Bay Road, Queensbury, New York 12804, in the amount of One Hundred Thousand Dollars (\$100,000) per year for five (5) consecutive years, to assist in defraying the total costs incurred for the Project, for a term commencing upon execution by both parties and terminating five (5) years from date of execution, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.6417.0002 480.04 Tourism/Occupancy, Occupancy Tax, Tourism-Warren County Projects.

## PERSONNEL, ADMINISTRATION &amp; HIGHER EDUCATION COMMITTEE

## AGENDA

AUGUST 30, 2024

**Committee Members:** *Wild, Driscoll, Merlino, Maday, Bean, Etu and Thomas - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda
  - 1) **SUNY Adirondack representatives to provide and update on the College.**
  - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
    - A) Review of report on tracking of vacancies filled.
    - B) Matt Schuette, *representing Marshall & Sterling*, to discuss benefit renewal for 2024 - 2025 plan year.
  - 3) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**  
Request to amend the 2024 Warren County Budget in the amount of \$35,000 to adjust the departmental budget for Office of Community Services ARPA funding which was carried over from the 2023 County Budget to 2024.
  - 4) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**  
Request to authorize a new contract with Microsoft Corporation for Microsoft Licensing.
  - 5) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**  
**Department of Social Services (Christina Mastrianni, Commissioner) -**
    - A) Request to reclassify the position of Resource Clerk #1, *Grade 4, Base Annual Salary \$38,447*, to Senior Clerk #TBD, *Grade 4, Base Annual Salary \$38,447*, effective September 23, 2024.
    - B) Request to reclassify the position of Resource Clerk #3, *Grade 4, Base Annual Salary \$38,447*, to Senior Clerk #TBD, *Grade 4, Base Annual Salary \$38,447*, effective September 23, 2024.
  - 6) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**  
**Action Agenda/New Business Items:**
    1. Request: To amend 2024 Warren County Budget to assign insurance proceeds obtained per Resolution 204 of 2024 to increase Budget Code A.918.00, *Assigned, Sexual Abuse Lawsuits*, in the amount of \$900,000.  
Reason: To provide self-funded reserve for sex abuse claims against County alleging conduct during 2023 or later years due to County decision to forego excess insurance coverage on claims arising after December 31, 2022.
    2. Request: Approving County Policy for Reporting Accidents, Incidents, Claims and Litigation  
Reason: To designate the County Attorney's Office as the responsible department for tracking, reporting and managing all incidents, claims and litigations matters which may create legal liability for the County, not including worker's compensation claims.
    3. Request: To amend agreement with Roemer Wallens Gold Mineaux, LLP to continue defense of County regarding Federal lawsuit Kathleen Innes, vs. County of Warren, Correctional Medical Care, LLC, CBH Medical, Inc. from \$40,000 to \$60,000.  
Reason: There is no insurance coverage for this Americans with Disabilities Act lawsuit against the County of Warren as the matter was not reported to the insurance carrier during 2018-2019 when the County became aware of the claim. The funding is required to complete discovery, to include depositions, and to prepare and file summary judgment motions seeking dismissal of the claims against Warren County, if deemed appropriate when discovery is completed.
    4. Request: To transfer funds from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 440, *County Attorney, Legal/Transcript Fees*, in the amount of \$20,000.00.  
Reason: To cover cost to amend agreement with Roemer Wallens Gold Mineaux, LLP

**Discussion Items:**

1. Litigation Update: Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of potential, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below which shall be identified at the time of the meeting:
  - A. **Lawsuits without Insurance Coverage:**
    - 1) Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021.

**CONTINUED**

- 2) Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021.
- 3) Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
- 4) Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
  - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
  - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
  - New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.
  - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.
  - July 19, 2024: Plaintiff filed opposition papers to County's Motion to Dismiss.
  - July 25, 2024: County filed reply brief in response to plaintiff's opposition papers.

**Lawsuits covered by Insurance:**

- 1) Tyson Poulos v. County of Warren, Warren County Sheriff's Office, Warren County District Attorney's Office [as well as 6 employees of Sheriff's Office and 1 employee of District Attorney's Office], NDNY 1:21-cv-96-MAD-CFH, filed January 27, 2021. Date of Loss alleged January 20, 2014 through August 8, 2014.
- 2) Patricia Zahaba v. County of Warren and Town of Queensbury, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021.
- 3) John Werner v. Bernice Conlon & Warren County, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021.
- 4) Michael Davis v. Cole Palmer, Nicole Palmer, Town of Queensbury & County of Warren, Warren County Index No. EF2023-71114, filed July 15, 2022. Date of Loss alleged: May 14, 2022. Notice of Claim served July 15, 2022.
- 5) Jasmine Earnest v. Town of Queensbury, County of Warren, Stiling Electric, Inc. & Joanne Levack, Warren County Index No. EF2022-2111, filed September 29, 2022. Date of Loss alleged: April 12, 2022. Notice of Claim served May 9, 2022.
- 6) Timothy McIntyre & Brenna Michalak v. County of Warren, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022.
- 7) Jennifer Dees & Ethan Smith v. Michael Zurlo, County of Saratoga, County of Warren, et al. (including 47 individual defendants and three additional entities), NDNY 1:24-cv-00001-MAD-DJS, filed January 2, 2024. Date of Loss alleged: June 8, 2020 through January 2, 2024. Dismissed without prejudice: May 21, 2024. June 4, 2024: Notice of Appeal filed.
- 8) Nicholas Oudekerk v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.

**Notice of Claims & Administrative Complaints:**

- 1) Notice of Claim served February 22, 2024: Christian Gottschalt & Kimberlee Gottschalt. Date of Loss alleged: November 29, 2023.
- 2) Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
- 3) Notice of Claim served March 27, 2024: Irene Esposito. Date of Loss alleged January 13, 2024.
- 4) Notice of Claim served May 15, 2024: Tarrah Rockwell. Date of Loss alleged: September 26, 2023. Claimant filed motion to serve late notice of claim and Court Order, dated May 14, 2024, granted permission to file late notice of claim.
- 5) Administrative Complaint: Department of Human Rights against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024.
- 6) Notice of Claim served July 15, 2024. Jennifer Dees & Ethan Smith. Date of Loss alleged: June 2024. Warren County District Attorney's Office regarding assignment as special prosecutor for Saratoga County in the matter of People v. Veronica Smith.
- 7) Notice of Claim served August 8, 2024. Joseph Tangrady v. City of Glens Falls & County of Warren. Personal injuries allegedly sustained from falling tree branch. Claim reported to Travelers and claim denied/closed on August 21, 2024.

**CONTINUED**

**V. Pending Items:**

No Items this Month.

**VI.** Privilege of the Floor/Public Comment

**VII.** Motion to adjourn

***RESOLUTION REQUEST FORM NO. 7***

***Request to Amend County Budget\****

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

**DEPARTMENT NAME: CLERK OF THE BOARD**

**DATE: AUGUST 30, 2024**

(a) Purpose of Amendment:

**To adjust budget for Office of Community Services ARPA funding which was not carried over from the 2023 Budget to 2024**

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

**A.1010.4999 470 - Legislative Board, American Rescue Plan Act (ARPA), Contract - \$35,000.00**

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

**A.1010.4999 4090 - Legislative Board, American Rescue Plan Act (ARPA), Coronavirus Local Fiscal Recovery Fund (CLFRF) - \$35,000.00**

**RESOLUTION REQUEST FORM NO. 14*****Request to Reclassify Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 08.20.24**

- (a) Title of Reclassified Position: **Senior Clerk #TBD**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\* **\$38,447 (2023) Gr 4**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:  
**Resource Clerk#1 (13933)**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\* **\$38,447 (2023) Gr 4**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (e) Effective Date:\* **9/23/24**  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- A 6010 110**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.

**No impact to budget, no change in grade, title only**

**RESOLUTION REQUEST FORM NO. 14*****Request to Reclassify Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 08.20.24**

- (a) Title of Reclassified Position: **Senior Clerk #TBD**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\* **\$38,447 (2023) Gr 4**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:  
**Resource Clerk #3 (13893)**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\* **\$38,447 (2023) Gr 4**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (e) Effective Date:\* **9/23/24**  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
  
**A 6010 110**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.

**No impact to budget, no change in grade, title only**

**SENIOR CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves a variety of moderately-difficult clerical tasks that may require a general understanding of specific laws, rules, policies and procedures. Specific duties vary with the needs of the department. Work may be performed under general supervision as part of a clerical unit or in support of higher-level clerical or professional staff. Supervision may be exercised over the work of lower-level clerical staff. Does related work as required.

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

Maintains complex filing systems to ensure accuracy and efficient retrieval of records;  
 Makes entries on a variety of control and record cards;  
 Checks for clerical accuracy and completeness of papers, forms and records;  
 Researches and assembles information in the preparation of reports and in the handling of the work of the office;  
 Uses computer applications or other automated systems to perform in work assignments;  
 Provides information to the public either personally or by telephone concerning the work of the office;  
 Handles routine correspondence;  
 Handles incoming and outgoing mail;  
 May oversee lower-level clerical workers, assist with ensuring unit continuity and coordinate unit coverage;  
 Processes checks, codes and files requisitions, claims, vouchers, bills and receipts;  
 Issues and records applications, licenses and/or permits;  
 Maintains and logs payroll information and data;  
 Collects fees and accounts for monies received;  
 Checks, receives, stores, and issues office supplies;  
 Prepares and maintains a variety of records and reports.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of modern office practices and procedures, equipment, terminology and business English;  
 Good knowledge of the principles and practices of computerized records maintenance;  
 Good knowledge of modern methods used in recordkeeping;  
 Ability to organize and maintain accurate records and files;  
 Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;  
 Ability to understand and interpret oral instructions and/or written directions;  
 Ability to establish and maintain effective working relationships with others;  
 Ability to perform close, detail work involving considerable visual effort and concentration;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from high school or possession of a high school equivalency diploma; and
- B) Two (2) years of clerical experience.

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

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

**DEPARTMENT NAME: County Attorney**

**DATE: 8/30/24**

- (a) Purpose of Request: **Increase A.918.00, Assigned, Sexual Abuse Lawsuits in the amount of \$900,000**
- (b) Details: **Insurance proceeds for claims resolved by United States District Court for the Northern District of New York, Docket Nos. 1:22-cv-00328 and 1:22-cv-00431**
- (c) Previous Resolution Number: **204 of 2024**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **Source of Funding A.6010 2680 Social Services, Insurance Recoveries**

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

\* as listed in budget and LOGOS

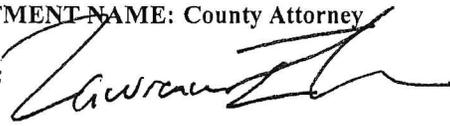
**RESOLUTION REQUEST FORM NO. 10**

*Request for Transfer of Funds*

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

DEPARTMENT NAME: County Attorney

SIGNED:



DATE: 8/30/24

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

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.1420 440	County Attorney, Legal/Transcript Fees	\$20,000.00

Please state reason for transfer request: To fund the contract increase for Roemer Wallens Gold Mineaux, LLP

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

LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS  
COUNTY AUDITOR  
OCTOBER 3, 2024

COMMITTEE MEMBERS: STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas

- 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 2025 Budget
- V. Discussion Items:
  - 1.
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

---

Attachments: 1. 2025 Budget Request

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

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

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$139,676.16	\$143,296.00	\$143,296.00	\$143,296.00
200's EQUIPMENT	\$253.50	\$0.00	\$103.49	\$0.00
400's CONTRACTUAL	\$2,414.68	\$2,364.00	\$4,260.51	\$3,025.00
800's EMPLOYEE BENEFITS	\$73,972.67	\$82,057.00	\$80,057.00	\$81,929.00
<b>TOTALS</b>	<b>\$216,317.01</b>	<b>\$227,717.00</b>	<b>\$227,717.00</b>	<b>\$228,250.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$11.31			\$0.00

SIGNED: Carla Sherman  
DEPARTMENT HEAD  
TITLE: Co Auditor  
DATE: 8/26/24

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
REVENUE						
Department 1320 - County Auditor						
Federal Aid						
4960	Emergency Disaster Assist	11.31	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	<u>\$11.31</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 1320 - County Auditor Totals	<u>\$11.31</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	REVENUE TOTALS	<u>\$11.31</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
EXPENSE						
Department 1320 - County Auditor						
Personal Services						
110	Salaries - Regular	139,676.16	143,296.00	143,296.00	88,182.01	143,296.00
	<i>Personal Services Totals</i>	<u>\$139,676.16</u>	<u>\$143,296.00</u>	<u>\$143,296.00</u>	<u>\$88,182.01</u>	<u>\$143,296.00</u>
Equipment						
220	Office Equipment	253.50	.00	103.49	103.49	.00
	<i>Equipment Totals</i>	<u>\$253.50</u>	<u>\$0.00</u>	<u>\$103.49</u>	<u>\$103.49</u>	<u>\$0.00</u>
Contractual Expense						
410	Supplies	1,268.25	1,000.00	2,653.51	564.42	800.00
423	Telephone	142.35	200.00	200.00	64.83	150.00
427	Memberships & Dues	175.00	200.00	190.00	190.00	200.00
428	Data Processing & Internet Fees	140.00	164.00	164.00	164.00	175.00
444	Travel/Education/Conference	689.08	800.00	1,053.00	1,053.00	1,700.00
	<i>Contractual Expense Totals</i>	<u>\$2,414.68</u>	<u>\$2,364.00</u>	<u>\$4,260.51</u>	<u>\$2,036.25</u>	<u>\$3,025.00</u>
Employee Benefits						
810	Retirement	15,662.13	20,880.00	20,880.00	12,531.94	23,582.00
830	Social Security	8,064.91	8,884.00	8,884.00	5,075.01	8,884.00
831	Medicare Contribution	1,886.14	2,078.00	2,078.00	1,186.91	2,078.00
860	Hospitalization	29,530.14	28,923.00	28,923.00	17,798.72	33,435.00
865	Dental Insurance	423.90	408.00	408.00	251.20	408.00
	<i>Employee Benefits Totals</i>	<u>\$55,567.22</u>	<u>\$61,173.00</u>	<u>\$61,173.00</u>	<u>\$36,843.78</u>	<u>\$68,387.00</u>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department 1320 - County Auditor						
<i>Other Benefits</i>						
840	Workmen's Compensation	589.00	652.00	652.00	652.00	687.00
861	Retirees Hospitalization	17,816.45	20,232.00	18,232.00	6,686.00	12,855.00
	<i>Other Benefits Totals</i>	<b>\$18,405.45</b>	<b>\$20,884.00</b>	<b>\$18,884.00</b>	<b>\$7,338.00</b>	<b>\$13,542.00</b>
	Department 1320 - County Auditor Totals	<b>\$216,317.01</b>	<b>\$227,717.00</b>	<b>\$227,717.00</b>	<b>\$134,503.53</b>	<b>\$228,250.00</b>
	EXPENSE TOTALS	<b>\$216,317.01</b>	<b>\$227,717.00</b>	<b>\$227,717.00</b>	<b>\$134,503.53</b>	<b>\$228,250.00</b>
Fund A - General Totals						
	REVENUE TOTALS	\$11.31	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$216,317.01	\$227,717.00	\$227,717.00	\$134,503.53	\$228,250.00
	Fund A - General Totals	(\$216,305.70)	(\$227,717.00)	(\$227,717.00)	(\$134,503.53)	(\$228,250.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$11.31	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$216,317.01	\$227,717.00	\$227,717.00	\$134,503.53	\$228,250.00
	Net Grand Totals	(\$216,305.70)	(\$227,717.00)	(\$227,717.00)	(\$134,503.53)	(\$228,250.00)

2025 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>				
12876	Sawyer, Ashley 10-08 / \$26.30	Principal Audit Clerk 10-09 / \$26.30	\$54,710.00	Full Time	CSEA/FT	1/19/2016
9607	Sherman, Carla N/A / \$48.67	County Auditor N/A / \$48.67	\$88,586.00	Full Time	Appointed F/T	8/12/2010
		<b>2</b>	<b>\$143,296.00</b>			

428

**Sherman, Carla**

---

**From:** Hosford, Rob  
**Sent:** Thursday, June 27, 2024 1:42 PM  
**To:** Sherman, Carla  
**Subject:** 2024 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 Auditors with Internet Access. The current rate is \$82 per user per year so in this case it would be \$164.

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 \$75 per user per year. Use this for 2025 budgeting. Let me know if you have any questions.  
Thank you.

$75 \times 2 = 150$

840

2025 Warren County Self-Insurance Workers' Compensation Assessments							
	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2025 Total Assessment	Year 2024 Total Assessment	
<b>Participant:</b>							
Towns/Village/City:							
Glens Falls	\$ 46,529.48	\$ -	\$ -	\$ 117,526.88	\$ 164,056	\$ 199,065	
Bolton	\$ 10,166.23	\$ -	\$ -	\$ 40,783.01	\$ 50,949	\$ 44,204	
Chester	\$ 8,349.13	\$ -	\$ -	\$ 27,370.47	\$ 35,720	\$ 28,876	
Hague	\$ 4,335.00	\$ -	\$ -	\$ 817.92	\$ 5,153	\$ 4,631	
Horicon	\$ 5,041.44	\$ -	\$ -	\$ 16,424.46	\$ 21,466	\$ 21,765	
Johnsburg	\$ 6,017.68	\$ -	\$ -	\$ 46,263.58	\$ 52,281	\$ 53,373	
Lake George	\$ 14,883.47	\$ -	\$ -	\$ 28,736.78	\$ 43,620	\$ 44,237	
Luzerne	\$ 7,071.66	\$ -	\$ -	\$ 16,486.22	\$ 23,558	\$ 21,520	
Stony Creek	\$ 3,028.58	\$ -	\$ -	\$ 2,563.28	\$ 5,592	\$ 5,110	
Thurman	\$ 3,626.93	\$ -	\$ -	\$ 3,945.65	\$ 7,573	\$ 8,043	
Warrensburg	\$ 8,498.94	\$ -	\$ -	\$ 10,344.18	\$ 18,843	\$ 18,885	
Village of Lake George	\$ 8,757.42	\$ -	\$ -	\$ 18,052.42	\$ 26,810	\$ 31,579	
Other than Towns:							
SUNY Adirondack	\$ 89,995.43	\$ -	\$ -	\$ 37,333.74	\$ 127,329	\$ 126,818	
Crandall Library	\$ 11,357.27	\$ -	\$ -	\$ 16,291.31	\$ 27,649	\$ 27,196	
LG/LC Regional Planning	\$ 2,892.73	\$ -	\$ -	\$ 1,239.80	\$ 4,133	\$ 3,727	
County Departments:							
WC Administrator	\$ 1,714.59	\$ -	\$ -	\$ -	\$ 1,715	\$ 1,616	
WC Attorney	\$ 2,709.62	\$ -	\$ -	\$ -	\$ 2,710	\$ 2,573	
WC Auditor	\$ 686.76	\$ -	\$ -	\$ -	\$ 687	\$ 652	
WC Bd of Elections	\$ 1,765.85	\$ -	\$ -	\$ -	\$ 1,766	\$ 1,639	
WC Bldg Codes	\$ 2,081.59	\$ -	\$ -	\$ 3,444.34	\$ 5,526	\$ 1,970	
WC Civil Service	\$ 908.79	\$ -	\$ -	\$ -	\$ 909	\$ 1,083	
WC Clerk	\$ 4,985.77	\$ -	\$ -	\$ 537.92	\$ 5,524	\$ 5,090	
WC Data Processing	\$ 3,824.97	\$ -	\$ -	\$ -	\$ 3,825	\$ 3,444	
WC District Attorney	\$ 8,017.23	\$ -	\$ -	\$ 80.54	\$ 8,098	\$ 7,762	
WC DPW	\$ 21,584.74	\$ -	\$ -	\$ 54,279.08	\$ 75,864	\$ 79,393	
WC DPW - Airport	\$ 1,014.46	\$ -	\$ -	\$ -	\$ 1,014	\$ 1,020	
WC DPW - Bldg & Grounds	\$ 3,570.68	\$ -	\$ -	\$ 19,172.46	\$ 22,743	\$ 20,456	
WC DPW - Up Yonda	\$ 854.86	\$ -	\$ -	\$ 1,177.33	\$ 2,032	\$ 1,951	
WC E&T	\$ 2,400.13	\$ -	\$ -	\$ 4,655.86	\$ 7,056	\$ 9,155	
WC Health Services	\$ 10,846.81	\$ -	\$ -	\$ 29,979.28	\$ 40,826	\$ 34,752	
WC Historian	\$ 99.39	\$ -	\$ -	\$ -	\$ 99	\$ 94	
WC Human Resources	\$ 923.20	\$ -	\$ -	\$ -	\$ 923	\$ 881	
WC Legal Def	\$ 564.97	\$ -	\$ -	\$ -	\$ 565	\$ 501	
WC Mail Room	\$ 205.60	\$ -	\$ -	\$ -	\$ 206	\$ 225	
WC Mental Health	\$ 2,180.46	\$ -	\$ -	\$ -	\$ 2,180	\$ 2,139	
WC OES	\$ 1,506.69	\$ -	\$ -	\$ 9,958.50	\$ 11,465	\$ 11,271	
WC OFA	\$ 5,013.67	\$ -	\$ -	\$ 20,986.18	\$ 26,000	\$ 23,766	
WC Planning	\$ 2,290.35	\$ -	\$ -	\$ 24.09	\$ 2,314	\$ 2,275	
WC Probation	\$ 5,577.24	\$ -	\$ -	\$ 4.91	\$ 5,582	\$ 5,620	
WC Public Defender	\$ 6,269.80	\$ -	\$ -	\$ 1,130.13	\$ 7,400	\$ 7,234	
WC Purchasing	\$ 1,080.27	\$ -	\$ -	\$ -	\$ 1,080	\$ 1,053	
WC Real Property	\$ 1,595.62	\$ -	\$ -	\$ -	\$ 1,596	\$ 1,522	
WC Residential Hall	\$ 6,371.38	\$ -	\$ -	\$ 20,517.16	\$ 26,889	\$ 26,303	
WC Self-Insurance	\$ 1,101.19	\$ -	\$ -	\$ 902.45	\$ 2,004	\$ 1,983	
WC Sheriff's Dept	\$ 54,030.44	\$ -	\$ -	\$ 80,756.74	\$ 134,787	\$ 129,968	
WC Sheriff's Dept - Jail	\$ 35,017.26	\$ -	\$ -	\$ 153,706.22	\$ 188,723	\$ 180,029	
WC Social Services	\$ 37,039.23	\$ -	\$ -	\$ 3,471.19	\$ 40,510	\$ 39,240	
WC Soil & Water	\$ 1,869.78	\$ -	\$ -	\$ -	\$ 1,870	\$ 1,984	
WC Supervisors	\$ 3,921.77	\$ -	\$ -	\$ 262.21	\$ 4,184	\$ 4,258	
WC Tourism	\$ 1,695.10	\$ -	\$ -	\$ -	\$ 1,695	\$ 2,515	
WC Traffic Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
WC Treasurer	\$ 4,409.71	\$ -	\$ -	\$ -	\$ 4,410	\$ 4,376	
WC Veterans	\$ 869.43	\$ -	\$ -	\$ -	\$ 869	\$ 791	
WC WIC	\$ 1,604.18	\$ -	\$ -	\$ 171.24	\$ 1,775	\$ 1,851	
WC Wts and Meas	\$ 355.97	\$ -	\$ -	\$ -	\$ 356	\$ 358	
Westmount	\$ -	\$ -	\$ -	\$ 21,566.85	\$ 21,567	\$ 24,503	
Volunteers:							

Legislative, Rules & Governmental Operations  
County Clerk/DMV Agenda  
October 3, 2024

COMMITTEE MEMBERS: Supervisors STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas.

- 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. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
  1. Request: Amend Resolution 27 of 2024.  
Rationale: Change in Court Personnel.
  2. Request: Resolution to Authorize Reimbursement of Expenses Incurred by County Clerk to Collect New York State Mortgage Recording Tax.  
Rationale: All NYS County Clerks are mandated by State statute to administer and collect the New York State Mortgage Tax on behalf of the New York State Department of Taxation and Finance. However, section 262 of the Tax Law provides a rare funding mechanism which is used by fifty-three other NYS Counties to obtain reimbursement for the actual expenses incurred on an annual basis. Historically, Warren County has performed this tax collection service for NYSDTF and treated it as if it were another unfunded mandate. This resolution would make it a “funded” mandate.
- V. Discussion Items:
  1. Review of 2025 Budget
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

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

**DEPARTMENT NAME: County Clerk/DMV**

**DATE: 9/17/2024**

- (a) Purpose of Request:  
**Amend Resolution 27 of 2024.**
  
- (b) Details:  
**Stephanie Dillon was appointed as Deputy Chief Clerk of the Warren County Supreme Court and as such should replace Scott Fitzsimmons as Special Court Clerk.**
  
- (c) Previous Resolution Number:  
**27 of 2024**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**N/A**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2024

**RESOLUTION INTRODUCED BY SUPERVISORS STROUGH, CONOVER, WILD, DRISCOLL, MADAY, GERACI AND THOMAS**

**AMENDING RESOLUTION NO. 27 OF 2024, AUTHORIZING THE ACTIONS OF THE WARREN COUNTY CLERK TO APPOINT MEMBERS OF THE SUPREME AND COUNTY CLERK'S OFFICE AS SPECIAL COURT CLERKS, TO UPDATE APPOINTMENTS**

WHEREAS, pursuant to Resolution No. 27 of 2024 the Warren County Board of Supervisors appointed Sheila Kent, Scott Fitzsimmons, Lisa Relyea, Anthony Moccia and Mark Thompson as Special Court Clerks, effective January 1, 2024 and continuing for the term of office for which the current Board of Supervisors were elected, and

WHEREAS, the County Clerk has recommended, and the Legislative, Rules & Governmental Operations Committee approved, the request to remove Scott Fitzsimmons and appoint Stephanie Dillon as a Special Court Clerk, effective June 6, 2024 and continuing for the term of office for which the current Board of Supervisors were elected, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the removal of Scott Fitzsimmons and the appointment of Stephanie Dillon as a Special Court Clerk, effective June 6, 2024 and continuing for the term of office for which the current Board of Supervisors were elected, and be it further

RESOLVED, that other than the changes set forth herein, all other terms and conditions of Resolution No. 27 of 2024 will remain in effect.

# **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/DMV**

**DATE: 9/17/2024**

- (a) Purpose of Request:  
**Authorize reimbursement of expenses incurred by the County Clerk to collect New York State Mortgage Recording Tax.**
  
- (b) Details:  
**All NYS County Clerks are mandated by State statute to administer and collect the New York State Mortgage Tax on behalf of the New York State Department of Taxation and Finance. However, section 262 of the Tax Law provides a rare funding mechanism which is used by fifty-three other counties to obtain reimbursement for the actual expenses incurred on an annual basis.**
  
- (c) Previous Resolution Number:  
**N/A**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**N/A**

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

\* as listed in budget and LOGOS

# COUNTY CLERK 2025 BUDGET REVIEW

Department	Account	Account Description	Change	Notes
County Clerk - A.1410	210	Furniture/Furnishings	\$5,000	\$2,500 dedicated for 2024, remainder for 2025. Staff office furniture.
County Clerk - A.1410	410	Supplies	\$2,000	Additional staff, closer to actual expense
County Clerk - A.1410	424	Postage	-\$1,000	Lowered to 2023 actual
County Clerk - A.1410	426	Subscriptions	\$60	Actual costs
County Clerk - A.1410	427	Memberships & Dues	\$60	Actual costs
County Clerk - A.1410	428	Data Processing & Internet Fees	\$47	Actual costs per IT
County Clerk - A.1410	439	Misc Fees & Expense	\$625	Accounting for Fingerprinting DMV/ Health & Safety Expense
County Clerk - A.1410	444	Travel/Education/Conference	\$4,250	Staff of 22, new County Clerk & Deputy
Historian - A.7510	424	Postage	\$10	Additional support
Historian - A.7510	427	Membership & Dues	\$25	Actual cost for 2025
Historian - A.7510	428	Data Processing & Internet Fees	-\$7	Actual cost for 2025

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: County Clerk

BUDGET ACCOUNT CODE: A.1410

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$839,078.01	\$865,940.00	\$883,509.00	\$907,288.00
200's EQUIPMENT	\$12,369.71	\$250.00	\$250.00	\$5,250.00
400's CONTRACTUAL	\$104,520.66	\$1,102,103.00	\$1,116,261.00	\$1,108,695.00
800's EMPLOYEE BENEFITS	\$340,806.68	\$376,752.00	\$381,383.00	\$459,735.00
<b>TOTALS</b>	<b>\$1,296,775.06</b>	<b>\$2,345,045.00</b>	<b>\$2,381,403.00</b>	<b>\$2,480,968.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$3,831,300.10	\$3,905,000.00	\$3,905,000.00	\$3,905,000.00

SIGNED: Camp Black  
DEPARTMENT HEAD

TITLE: County Clerk

DATE: 9/6/2024

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

### WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$188,883.30	\$193,945.00	\$193,945.00	\$189,148.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$17,289.54	\$19,700.00	\$19,700.00	\$19,700.00
800's EMPLOYEE BENEFITS	\$78,462.59	\$83,682.00	\$83,682.00	\$90,630.00
<b>TOTALS</b>	<b>\$284,635.43</b>	<b>\$297,327.00</b>	<b>\$297,327.00</b>	<b>\$299,478.00</b>

SIGNED:

Cathy L. Back  
DEPARTMENT HEAD

TITLE:

County Clerk

DATE:

9/6/2024

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$20,123.97	\$22,407.00	\$22,407.00	\$22,407.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$886.72	\$1,042.00	\$1,042.00	\$1,070.00
800's EMPLOYEE BENEFITS	\$1,630.49	\$1,808.00	\$1,808.00	\$1,813.00
<b>TOTALS</b>	<b>\$22,641.18</b>	<b>\$25,257.00</b>	<b>\$25,257.00</b>	<b>\$25,290.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: Campbell Black  
DEPARTMENT HEAD  
TITLE: County Clerk  
DATE: 9/6/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
REVENUE						
Department <b>1410 - County Clerk</b>						
<i>Non-Property Tax Items</i>						
1136	Automobile Use Tax	493,642.85	475,000.00	475,000.00	287,173.49	475,000.00
	<i>Non-Property Tax Items Totals</i>	<u>\$493,642.85</u>	<u>\$475,000.00</u>	<u>\$475,000.00</u>	<u>\$287,173.49</u>	<u>\$475,000.00</u>
<i>Departmental Income</i>						
1255	County Clerks Fees	1,079,416.90	1,270,000.00	1,270,000.00	643,957.27	1,270,000.00
1256	Local Mortgage Tax	1,116,300.45	1,100,000.00	1,100,000.00	486,926.30	1,100,000.00
1256.01	Additional Mortgage Tax	1,085,656.30	1,000,000.00	1,000,000.00	469,664.21	1,000,000.00
1259	Clerk Internet Sales	56,283.60	60,000.00	60,000.00	35,187.20	60,000.00
	<i>Departmental Income Totals</i>	<u>\$3,337,657.25</u>	<u>\$3,430,000.00</u>	<u>\$3,430,000.00</u>	<u>\$1,635,734.98</u>	<u>\$3,430,000.00</u>
	Department <b>1410 - County Clerk Totals</b>	<u>\$3,831,300.10</u>	<u>\$3,905,000.00</u>	<u>\$3,905,000.00</u>	<u>\$1,922,908.47</u>	<u>\$3,905,000.00</u>
	<b>REVENUE TOTALS</b>	<u>\$3,831,300.10</u>	<u>\$3,905,000.00</u>	<u>\$3,905,000.00</u>	<u>\$1,922,908.47</u>	<u>\$3,905,000.00</u>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1410 - County Clerk</b>						
<i>Personal Services</i>						
110	Salaries - Regular	815,352.60	836,376.00	841,945.00	523,518.08	877,724.00
120	Salaries - Overtime	1,536.91	2,700.00	2,700.00	876.97	2,700.00
130	Salaries - Part Time	22,188.50	26,864.00	38,864.00	26,427.31	26,864.00
<i>Personal Services Totals</i>		<b>\$839,078.01</b>	<b>\$865,940.00</b>	<b>\$883,509.00</b>	<b>\$550,822.36</b>	<b>\$907,288.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	.00	.00	5,000.00
220	Office Equipment	60.76	250.00	250.00	194.09	250.00
220.1	Office Equipment - Reserve	12,308.95	.00	.00	.00	.00
<i>Equipment Totals</i>		<b>\$12,369.71</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$194.09</b>	<b>\$5,250.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
210	Departmental Request	Desks, chairs, cabinets, side by sides				
<i>Contractual Expense</i>						
410	Supplies	8,692.88	7,000.00	7,000.00	3,913.04	9,000.00
413	Repair & Maint.-Bldg/Property	.00	.00	.00	.00	1,000.00
422	Repair/Maint-Equipment	.00	450.00	450.00	.00	.00
423	Telephone	3,343.24	3,500.00	3,500.00	1,698.16	3,500.00
424	Postage	10,715.32	12,000.00	12,000.00	4,058.72	11,000.00
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	460.00
427	Memberships & Dues	300.00	300.00	360.00	360.00	360.00
428	Data Processing & Internet Fees	280.00	328.00	328.00	328.00	375.00
436	Advertising Fees	235.22	250.00	250.00	232.98	250.00
439	Misc Fees & Expenses	.00	125.00	195.00	191.00	750.00
440	Legal/Transcript Fees	3,684.00	.00	8,158.00	504.50	.00
444	Travel/Education/Conference	691.00	750.00	6,620.00	1,084.00	5,000.00
470	Contract	.00	1,000,000.00	1,000,000.00	469,664.21	1,000,000.00
<i>Contractual Expense Totals</i>		<b>\$104,520.66</b>	<b>\$1,102,103.00</b>	<b>\$1,116,261.00</b>	<b>\$526,589.61</b>	<b>\$1,108,695.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1410 - County Clerk</b>						
Comments						
	<i>Account</i>		<i>Level</i>	<i>Comment</i>		
	410		Departmental Request	2023 actual \$8700, adding additional staff members		
	413		Departmental Request	Building office in main lobby		
	426		Departmental Request	\$200 setmore, \$260 Adobe		
	427		Departmental Request	\$300 NYSACC, \$60 PRIA		
	428		Departmental Request	5 users at \$75 each		
	439		Departmental Request	DMV Fingerprinting, health & safety		
	444		Departmental Request	Staff of 22-25, need additional exposure to NYSACC, NYSAC, Public Records, DMV and Staff Development		
	470		Departmental Request	Should match revenue line 1256.01 for CDTA Res233 of 2023		
<i>Employee Benefits</i>						
810	Retirement	83,541.31	117,784.00	120,612.00	64,356.20	127,828.00
830	Social Security	48,803.05	53,536.00	54,997.00	31,404.46	56,251.00
831	Medicare Contribution	11,413.56	12,556.00	12,898.00	7,344.57	13,157.00
860	Hospitalization	156,388.79	154,109.00	153,344.00	102,041.02	203,882.00
865	Dental Insurance	2,583.84	2,496.00	2,496.00	1,682.05	2,904.00
	<i>Employee Benefits Totals</i>	<b>\$302,730.55</b>	<b>\$340,481.00</b>	<b>\$344,347.00</b>	<b>\$206,828.30</b>	<b>\$404,022.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	4,816.00	5,090.00	5,090.00	5,090.00	5,524.00
861	Retirees Hospitalization	33,260.13	31,181.00	31,181.00	21,768.70	48,689.00
862	Health Insurance Cost Reimbursement	.00	.00	765.00	962.54	1,500.00
	<i>Other Benefits Totals</i>	<b>\$38,076.13</b>	<b>\$36,271.00</b>	<b>\$37,036.00</b>	<b>\$27,821.24</b>	<b>\$55,713.00</b>
	<b>Department 1410 - County Clerk Totals</b>	<b>\$1,296,775.06</b>	<b>\$2,345,045.00</b>	<b>\$2,381,403.00</b>	<b>\$1,312,255.60</b>	<b>\$2,480,968.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1665 - Public Records</b>						
<i>Personal Services</i>						
110	Salaries - Regular	165,933.01	168,182.00	168,182.00	102,899.29	162,554.00
120	Salaries - Overtime	1.96	.00	.00	8.09	.00
130	Salaries - Part Time	22,948.33	25,763.00	25,763.00	14,370.56	26,594.00
	<i>Personal Services Totals</i>	<b>\$188,883.30</b>	<b>\$193,945.00</b>	<b>\$193,945.00</b>	<b>\$117,277.94</b>	<b>\$189,148.00</b>
<i>Contractual Expense</i>						
410	Supplies	2,769.64	3,000.00	3,000.00	1,577.50	3,000.00
425	Reproduction Expenses	14,519.90	16,700.00	16,700.00	7,200.00	16,700.00
	<i>Contractual Expense Totals</i>	<b>\$17,289.54</b>	<b>\$19,700.00</b>	<b>\$19,700.00</b>	<b>\$8,777.50</b>	<b>\$19,700.00</b>
<i>Employee Benefits</i>						
810	Retirement	19,277.99	24,692.00	24,692.00	14,705.88	27,271.00
830	Social Security	11,020.93	12,024.00	12,024.00	6,811.07	11,728.00
831	Medicare Contribution	2,577.47	2,812.00	2,812.00	1,592.94	2,743.00
860	Hospitalization	37,249.68	36,462.00	36,462.00	22,725.48	42,151.00
865	Dental Insurance	548.64	528.00	528.00	326.96	528.00
	<i>Employee Benefits Totals</i>	<b>\$70,674.71</b>	<b>\$76,518.00</b>	<b>\$76,518.00</b>	<b>\$46,162.33</b>	<b>\$84,421.00</b>
<i>Other Benefits</i>						
861	Retirees Hospitalization	7,787.88	7,164.00	7,164.00	3,431.85	6,209.00
	<i>Other Benefits Totals</i>	<b>\$7,787.88</b>	<b>\$7,164.00</b>	<b>\$7,164.00</b>	<b>\$3,431.85</b>	<b>\$6,209.00</b>
	<b>Department 1665 - Public Records Totals</b>	<b>\$284,635.43</b>	<b>\$297,327.00</b>	<b>\$297,327.00</b>	<b>\$175,649.62</b>	<b>\$299,478.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>7510 - Historian</b>						
Personal Services						
130	Salaries - Part Time	20,123.97	22,407.00	22,407.00	12,361.40	22,407.00
	<i>Personal Services Totals</i>	<b>\$20,123.97</b>	<b>\$22,407.00</b>	<b>\$22,407.00</b>	<b>\$12,361.40</b>	<b>\$22,407.00</b>
<i>Contractual Expense</i>						
410	Supplies	35.49	100.00	90.00	16.29	100.00
423	Telephone	47.45	50.00	50.00	21.61	50.00
424	Postage	1.78	20.00	20.00	19.84	30.00
427	Memberships & Dues	55.00	40.00	50.00	50.00	65.00
428	Data Processing & Internet Fees	70.00	82.00	82.00	82.00	75.00
444	Travel/Education/Conference	677.00	750.00	750.00	.00	750.00
	<i>Contractual Expense Totals</i>	<b>\$886.72</b>	<b>\$1,042.00</b>	<b>\$1,042.00</b>	<b>\$189.74</b>	<b>\$1,070.00</b>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	427	Departmental Request	APHNYS actual amount for our population is \$65			
<i>Employee Benefits</i>						
830	Social Security	1,247.70	1,389.00	1,389.00	766.40	1,389.00
831	Medicare Contribution	291.79	325.00	325.00	179.24	325.00
	<i>Employee Benefits Totals</i>	<b>\$1,539.49</b>	<b>\$1,714.00</b>	<b>\$1,714.00</b>	<b>\$945.64</b>	<b>\$1,714.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	91.00	94.00	94.00	94.00	99.00
	<i>Other Benefits Totals</i>	<b>\$91.00</b>	<b>\$94.00</b>	<b>\$94.00</b>	<b>\$94.00</b>	<b>\$99.00</b>
	Department <b>7510 - Historian Totals</b>	<b>\$22,641.18</b>	<b>\$25,257.00</b>	<b>\$25,257.00</b>	<b>\$13,590.78</b>	<b>\$25,290.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,604,051.67</b>	<b>\$2,667,629.00</b>	<b>\$2,703,987.00</b>	<b>\$1,501,496.00</b>	<b>\$2,805,736.00</b>
	<b>Fund A - General Totals</b>					
	REVENUE TOTALS	\$3,831,300.10	\$3,905,000.00	\$3,905,000.00	\$1,922,908.47	\$3,905,000.00
	EXPENSE TOTALS	\$1,604,051.67	\$2,667,629.00	\$2,703,987.00	\$1,501,496.00	\$2,805,736.00
	<b>Fund A - General Totals</b>	<b>\$2,227,248.43</b>	<b>\$1,237,371.00</b>	<b>\$1,201,013.00</b>	<b>\$421,412.47</b>	<b>\$1,099,264.00</b>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,831,300.10	\$3,905,000.00	\$3,905,000.00	\$1,922,908.47	\$3,905,000.00
	EXPENSE GRAND TOTALS	\$1,604,051.67	\$2,667,629.00	\$2,703,987.00	\$1,501,496.00	\$2,805,736.00
	<b>Net Grand Totals</b>	<b>\$2,227,248.43</b>	<b>\$1,237,371.00</b>	<b>\$1,201,013.00</b>	<b>\$421,412.47</b>	<b>\$1,099,264.00</b>

2025 Salary Schedule (Position Budgeting)  
County Clerk

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13875	Black, Carrie N/A / \$52.79	County Clerk N/A / \$52.79	\$96,081.00	Elected	Elected/FT	1/1/2024
13728	Bombard, Melissa 08-02 / \$22.14	MV LIC/REG CLERK #8 08-03 / \$22.47	\$46,184.00	Full Time	CSEA/FT	10/17/2022
13604	Bowen, Dionne 07-03 / \$21.71	Legal Recording Clerk #3 07-04 / \$22.03	\$45,277.00	Full Time	CSEA/FT	10/18/2021
12428	Conte, Christine 08-11 / \$26.11	MV License/Reg Clerk #2 08-12 / \$26.11	\$54,307.00	Full Time	CSEA/FT	9/30/2013
11443	Conway, Jamie 10-16 / \$27.95	Senior MV Examiner #3 10-17 / \$27.95	\$58,144.00	Full Time	CSEA/FT	4/14/2008
13429	Duers, Alexandra 07-04 / \$22.03	Legal Record Clerk 07-05 / \$23.82	\$48,829.00	Full Time	CSEA/FT	2/24/2020
11708	Latham, Christine 15-15 / \$30.69	Principal Legal Recording Clerk 15-16 / \$30.69	\$63,830.00	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
12226	Morgan, Linda N/A / \$38.20	1st Deputy County Clerk N/A / \$38.20	\$69,517.00	Full Time	Appointed F/T	12/3/2013
12702	Rivers, Peter 10-10 / \$27.71	Senior MV Examiner #2 10-11 / \$27.71	\$57,644.00	Full Time	CSEA/FT	12/1/2014
13021	Sherman, Patricia 08-03 / \$22.47	MV License/Reg Clerk #7 08-04 / \$22.81	\$47,367.00	Full Time	CSEA/FT	2/8/2021
11013	Slater, Shannon 07-02 / \$21.39	Legal Recording Clerk 07-03 / \$21.71	\$45,121.00	Full Time	CSEA/FT	1/4/2022
13625	Strong-Norman, Susan 07-03 / \$21.71	Legal Recording Clerk #2 07-04 / \$22.03	\$45,147.00	Full Time	CSEA/FT	12/27/2021



2025 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 / \$26.93	County Historian N/A / \$26.93	\$22,407.00	Less than Half	Less P/T12/21/12	10/5/2015
		<b>1</b>	<b>\$22,407.00</b>			

2025 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	Recording Clerk (1000 hrs)	\$21,594.00	Less than Half	Less P/T12/21/12	10/31/2017
	07-00 / \$20.76	N/A / \$20.76				
10044	McClenahan, Alison	Records Manager	\$64,695.00	Full Time	CSEA/FT	4/3/2000
	15-24 / \$30.93	15-25 / \$31.17				
11757	Raymond, Brian	Assistant Records Manager	\$54,672.00	Full Time	CSEA/FT	3/29/2010
	08-14 / \$26.11	08-15 / \$26.35				
	N/A / \$0.00	Public Records Part Time	\$5,000.00			
		N/A / \$0.00				
		Recording Clerk #3	\$43,187.00			
	07-00 / \$20.76	N/A / \$20.76				
			<b>5</b>			
			<b>\$189,148.00</b>			

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: County Clerk

BUDGET CODE: A.1410 110

TITLE OF POSITION: 1<sup>st</sup> Deputy County Clerk

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

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

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Salary Increase from \$69,517 to \$77,000

Justification for Request: The current salary for the Deputy County Clerk position does not adequately reflect the complexity of the role, the volume of work, and the level of responsibility. A comprehensive analysis of county clerk salaries across the state reveals that the mean and median salaries are significantly higher than the current salary for the Deputy County Clerk in Warren County. This discrepancy indicates that the current compensation is undervalued. Many counties, including those with similar populations, employ multiple deputy clerks to handle the workload. Warren County's decision to allocate only one position for this role places a disproportionate burden on the current Deputy County Clerk. Linda has demonstrated exceptional performance throughout her twelve years of service to Warren County. Her contributions to the County Clerk's office, including her innovative ideas, efficiency, dedication, and commitment to constituents, have been invaluable. **Proposed Solution:** To address the undercompensation of the Deputy County Clerk position and recognize Linda's outstanding contributions, it is recommended to increase her salary. This adjustment would align her compensation with the market rate for similar positions, reflect the increased workload resulting from the single-position allocation, and acknowledge her exceptional performance. **Examples from Other Counties:** **Cayuga County:** With a population of 76,248, Cayuga County employs two deputy clerks for a combined salary of \$134,000. **Columbia County:** With a population of 61,570, Columbia County employs two deputy clerks for a combined salary of \$156,986. **Genesee County:** With a population of 58,388, Genesee County employs two deputy

clerks for a combined salary of \$185,844. **Conclusion:** By increasing the Deputy County Clerk's salary, Warren County can ensure that the position is appropriately compensated, recognize Linda's exceptional contributions, and maintain a competitive compensation structure within the county.

Projected change in Salary Dollars: \$7,483

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

**Deputy County Clerks from ListServ Survey 8/2024**

<u>County</u>	<u>Title</u>	<u>Salary</u>
Cayuga	First Deputy	\$ 70,000
	Second Deputy	\$ 64,000
Chemung	Deputy Director	\$ 65,000
Columbia	Deputy Clerk	\$ 78,968
	Deputy DMV	\$ 78,000
Cortland	First Deputy	\$ 59,254
Delaware	First Deputy	\$ 52,992
Franklin	First Deputy	\$ 72,122
Genessee	First Deputy	\$ 94,019
	Second Deputy	\$ 91,825
Ontario	First Deputy	\$ 84,000
Orleans	Deputy Clerk	\$ 50,255
	Deputy DMV	\$ 61,052
Oswego	First Deputy	\$ 77,145
	Second Deputy (Ops)	\$ 64,026
	Second Deputy (DMV)	\$ 55,997
Rensselaer	Clerk Deputy	\$ 108,187
	DMV Deputy	\$ 94,544
Rockland	First Deputy	\$ 103,000
	Second Deputy	\$ 88,000
Tompkins	First Deputy	\$ 88,692
	Second	\$ 80,655
Westchester	Chief Asst to County Clerk	\$ 186,965
	Exec. Deputy to County Clerk	\$ 156,220
	Deputy County Clerk	\$ 143,200
	Average	\$ 86,725
	Median	\$ 78,968

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: County Clerk

BUDGET CODE: A.1410 110

TITLE OF POSITION: Senior Legal Recording Clerk

### FOR NEW POSITIONS

Is the requested position:  In Unit    Out of Unit

Annual Base Salary (and Grade if Applicable): \$48,983; Grade 12

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?    YES    NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

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

Justification for Request: The reinstatement of the Senior Legal Recording Clerk position is crucial to address the current operational challenges within the County Clerk's office. This position would not only provide essential support to the Principal Legal Recording Clerk but also create a clear career path for employees, fostering growth and succession planning. By delegating tasks such as verifying active records and assisting with court and legal work, the Senior Legal Recording Clerk would free up the Principal to focus on more complex and strategic responsibilities. Additionally, this position could potentially contribute to increased county revenue through enhanced criminal search services. Ultimately, the reinstatement of this role would be a valuable investment in the office's efficiency and effectiveness.

**Projected change in Salary Dollars:** Click or tap here to enter text.

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

## SENIOR LEGAL RECORDING CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** This is a complex position requiring demonstrated understanding of the duties, responsibilities and services of the Office of the County Clerk. The incumbent will have specialized knowledge of the processes necessary for the recording and filing, indexing and imaging of documents and legal instruments relative to real property and civil court proceedings in the office of the County Clerk, including e-recording as set forth by Ch 549 Laws of NY 2011 and be knowledgeable of applicable fees and taxes. It is a supervisory position requiring oversight of the processing of documents by subordinates and includes resolving problem transactions, training of subordinates, and coordinating of office work activities. Duties are performed independently. Serves under the County Clerk/Deputy. Does related work as required.

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

- Oversees the processing of all real property recordings and the filing of civil action proceedings and legal/miscellaneous instruments as presented to the Clerk's Office: includes acceptance criteria, reviews for accuracy/completeness, fee calculation; specializes in overseeing fee transactions and court dockets; assists in computerized system conversions: fee/court indexing and imaging;
- Implements, oversees and processes electronic recordings and/or electronic filings as set forth by Ch.549 Laws of New York 2011 (effective 2012);
- Assigns work activities to subordinates to ensure timely processing of all transactions according to statutory requirements; prioritizes and rotates selected work activities; adjusts staff scheduling to meet needs of office and public;
- Assists subordinates in resolving problematic transactions; oversees correction of recording, filing and fee collection errors on the document and on the computer system; addresses recording or filing problems in a timely and expeditious manner; serves as liaison with other supervisory personnel within the department to ensure accuracy of the recording/filing process;
- Provides orientation and training to new employees and in-service training to current staff; interprets agency policy and procedures; informs staff of revisions/updates/changes in recording, filing, and procedural mandates and ensures office compliance of same; responds to requests by staff/public for additional information or clarification of recording process;
- Evaluates work performance of probationary employees and subordinates on a periodic basis; participates in new hire interview process; advises Clerk of potential personnel problems or issues that would prove disruptive to the workplace; participates in periodic supervisory and office staff meetings; attends professional meetings, workshops, and conferences as a representative of the office;
- Assists Clerk in developing office procedures and guidelines, training manuals, and forms; corresponds by telephone or in writing with law offices, title, banking, mortgage companies and State agencies; oversees timely return of rejected documents; completes informational surveys submitted to office by State/National organizations and agencies;
- Provides necessary documentation for independent or State audits, monthly, semi-annual, annual reports;
- Performs all duties specific to the office including: processing of real property recordings, court and miscellaneous records filing, in-office and electronic submission; fee calculation & collection; operation of fee transaction and court indexing computer systems; generation of daily or periodic reports; verification of entries into court register; certification, authentication and notarization of documents; passport acceptance and processing; services pistol permit applicants; arranges for equipment or system maintenance or repair.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

- Demonstrated knowledge of real property terminology and recording procedures;
- Demonstrated knowledge of court case proceedings, filing structure, legal terminology;
- Working knowledge of business arithmetic and English;
- Proficient in department computer system, computerized cashiering, keyboard entry, and typing;
- Proficient in clerical functions/office record-keeping: organization, filing, sorting, distribution, proofreading, accurate transfer information from one document/media to another;
- Ability to administer written and oral instructions and procedures;
- Ability to deal effectively with staff;

Ability to deal effectively with the public with tact and courtesy;  
Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Paralegal degree and two (2) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, government real property, legal or court office; or
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, government real property, legal or court office.

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

**LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS COMMITTEE  
PURCHASING AGENDA  
OCTOBER 3, 2024**

Committee Members: Strough, Conover, Wild, Driscoll, Maday, Geraci and Thomas - 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. Privilege of the floor and public comment
- IV. Action Agenda/New Business Item:
  - A. None
- V. Discussion Items:
  - A. Presentation of 2025 Stockroom and Purchasing Budgets
- VI. Referrals/Pending Items:
  - A. None
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

---

Attachments: 1. 2025 Stockroom Budget  
2. 2025 Purchasing Budget

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Central Storeroom

BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT		\$200.00	\$200.00	\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,595.96	\$2,388.00	\$2,388.00	\$2,070.00
<b>TOTALS</b>	<b>\$2,595.96</b>	<b>\$2,588.00</b>	<b>\$2,588.00</b>	<b>\$2,070.00</b>

SIGNED: Julie C. Butler  
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/28/24



Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1660 - Central Storeroom						
<i>Equipment</i>						
260	Other Equipment	.00	200.00	200.00	170.96	.00
	<i>Equipment Totals</i>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$170.96</b>	<b>\$0.00</b>
<i>Other Benefits</i>						
861	Retirees Hospitalization	2,595.96	2,388.00	2,388.00	994.76	2,070.00
	<i>Other Benefits Totals</i>	<b>\$2,595.96</b>	<b>\$2,388.00</b>	<b>\$2,388.00</b>	<b>\$994.76</b>	<b>\$2,070.00</b>
	Department 1660 - Central Storeroom Totals	<b>\$2,595.96</b>	<b>\$2,588.00</b>	<b>\$2,588.00</b>	<b>\$1,165.72</b>	<b>\$2,070.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$2,595.96</b>	<b>\$2,588.00</b>	<b>\$2,588.00</b>	<b>\$1,165.72</b>	<b>\$2,070.00</b>
	Fund A - General Totals	<b>\$2,595.96</b>	<b>\$2,588.00</b>	<b>\$2,588.00</b>	<b>\$1,165.72</b>	<b>\$2,070.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$2,595.96</b>	<b>\$2,588.00</b>	<b>\$2,588.00</b>	<b>\$1,165.72</b>	<b>\$2,070.00</b>
	Fund A - General Totals	<b>(\$2,595.96)</b>	<b>(\$2,588.00)</b>	<b>(\$2,588.00)</b>	<b>(\$1,165.72)</b>	<b>(\$2,070.00)</b>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$2,595.96	\$2,588.00	\$2,588.00	\$1,165.72	\$2,070.00
	Net Grand Totals	<b>(\$2,595.96)</b>	<b>(\$2,588.00)</b>	<b>(\$2,588.00)</b>	<b>(\$1,165.72)</b>	<b>(\$2,070.00)</b>

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

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

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$219,434.79	\$230,703.00	\$230,703.00	\$225,063.00
200's EQUIPMENT	\$858.67	\$200.00	\$200.00	\$150.00
400's CONTRACTUAL	\$5,298.67	\$7,746.00	\$7,746.00	\$7,825.00
800's EMPLOYEE BENEFITS	\$88,866.77	\$102,132.00	\$102,132.00	\$102,774.00
<b>TOTALS</b>	<b>\$314,458.90</b>	<b>\$340,781.00</b>	<b>\$340,781.00</b>	<b>\$335,812.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$3,039.50	\$2,500.00	\$2,500.00	\$2,500.00

SIGNED: Julie Butler  
DEPARTMENT HEAD  
TITLE: Purchasing Agent  
DATE: 8/28/24



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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 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	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
<b>TOTALS</b>				<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: Julie G. Butcher  
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/28/24

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 1345 - Purchasing						
<i>Federal Aid</i>						
4960	Emergency Disaster Assist	9.50	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	<b>\$9.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Sale of Property And Compensation for Loss</i>						
2666	Sales of Equipment - Auction	3,030.00	2,500.00	2,500.00	1,263.00	2,500.00
	<i>Sale of Property And Compensation for Loss Totals</i>	<b>\$3,030.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,263.00</b>	<b>\$2,500.00</b>
	Department 1345 - Purchasing Totals	<b>\$3,039.50</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,263.00</b>	<b>\$2,500.00</b>
	<b>REVENUE TOTALS</b>	<b>\$3,039.50</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,263.00</b>	<b>\$2,500.00</b>
<b>EXPENSE</b>						
Department 1345 - Purchasing						
<i>Personal Services</i>						
110	Salaries - Regular	219,434.79	230,703.00	230,703.00	129,428.77	225,063.00
	<i>Personal Services Totals</i>	<b>\$219,434.79</b>	<b>\$230,703.00</b>	<b>\$230,703.00</b>	<b>\$129,428.77</b>	<b>\$225,063.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	727.48	.00	.00	.00	.00
220	Office Equipment	131.19	200.00	200.00	71.61	150.00
	<i>Equipment Totals</i>	<b>\$858.67</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$71.61</b>	<b>\$150.00</b>
<i>Contractual Expense</i>						
410	Supplies	1,134.18	1,300.00	1,300.00	698.55	1,500.00
423	Telephone	189.80	250.00	250.00	86.44	200.00
424	Postage	29.81	125.00	125.00	3.90	75.00
427	Memberships & Dues	225.00	225.00	225.00	225.00	225.00
428	Data Processing & Internet Fees	210.00	246.00	246.00	246.00	225.00
436	Advertising Fees	3,509.88	5,000.00	5,000.00	3,063.83	5,000.00
444	Travel/Education/Conference	.00	600.00	600.00	585.00	600.00
	<i>Contractual Expense Totals</i>	<b>\$5,298.67</b>	<b>\$7,746.00</b>	<b>\$7,746.00</b>	<b>\$4,908.72</b>	<b>\$7,825.00</b>
<i>Employee Benefits</i>						
810	Retirement	27,267.57	35,967.00	35,967.00	19,975.50	39,727.00
830	Social Security	12,861.96	14,304.00	14,304.00	7,576.43	13,954.00
831	Medicare Contribution	3,008.02	3,345.00	3,345.00	1,771.92	3,264.00
860	Hospitalization	41,502.50	44,379.00	44,379.00	21,036.00	42,151.00
865	Dental Insurance	642.76	696.00	696.00	304.80	528.00
	<i>Employee Benefits Totals</i>	<b>\$85,282.81</b>	<b>\$98,691.00</b>	<b>\$98,691.00</b>	<b>\$50,664.65</b>	<b>\$99,624.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1345 - Purchasing					
	<i>Other Benefits</i>					
840	Workmen's Compensation	988.00	1,053.00	1,053.00	1,053.00	1,080.00
861	Retirees Hospitalization	2,595.96	2,388.00	2,388.00	994.76	2,070.00
	<i>Other Benefits Totals</i>	<b>\$3,583.96</b>	<b>\$3,441.00</b>	<b>\$3,441.00</b>	<b>\$2,047.76</b>	<b>\$3,150.00</b>
	Department 1345 - Purchasing Totals	<b>\$314,458.90</b>	<b>\$340,781.00</b>	<b>\$340,781.00</b>	<b>\$187,121.51</b>	<b>\$335,812.00</b>
	EXPENSE TOTALS	<b>\$314,458.90</b>	<b>\$340,781.00</b>	<b>\$340,781.00</b>	<b>\$187,121.51</b>	<b>\$335,812.00</b>
Fund	A - General Totals					
	REVENUE TOTALS	\$3,039.50	\$2,500.00	\$2,500.00	\$1,263.00	\$2,500.00
	EXPENSE TOTALS	\$314,458.90	\$340,781.00	\$340,781.00	\$187,121.51	\$335,812.00
Fund	A - General Totals	(\$311,419.40)	(\$338,281.00)	(\$338,281.00)	(\$185,858.51)	(\$333,312.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,039.50	\$2,500.00	\$2,500.00	\$1,263.00	\$2,500.00
	EXPENSE GRAND TOTALS	\$314,458.90	\$340,781.00	\$340,781.00	\$187,121.51	\$335,812.00
	Net Grand Totals	(\$311,419.40)	(\$338,281.00)	(\$338,281.00)	(\$185,858.51)	(\$333,312.00)

2025 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>				
13862	Biddiscombe, Jeannie 07-01 / \$21.07	Purchasing Assistant 07-02 / \$21.39	\$43,905.00	Full Time	CSEA/FT	11/13/2023
9143	Butler, Julie N/A / \$48.87	Purchasing Agent N/A / \$48.87	\$101,654.00	Full Time	Out of UnitFT	6/26/1995
11361	Shpur, Jason N/A / \$38.22	Deputy Purchasing Agent N/A / \$38.22	\$79,504.00	Full Time	Out of UnitFT	8/27/2007
			<b>3</b>			<b>\$225,063.00</b>

LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS  
WARREN COUNTY BOARD OF ELECTIONS  
October 3, 2024

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: BUDGET REVIEW  
  
Rationale: REVIEW 2025 BUDGET PRESENTED TO BUDGET COMMITTEE
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

---

Attachments:



# WARREN COUNTY BOARD OF ELECTIONS



1340 State Route 9 \* 3<sup>rd</sup> Floor Human Services Building\* Lake George, NY  
518-761-6456 FAX 518-761-6480 email [boe@warrencountyny.gov](mailto:boe@warrencountyny.gov)

Elizabeth J McLaughlin  
William T VanNess  
Commissioners

Kimberly Ross  
Harold T. Hubbard  
Deputy Commissioners

Jacob Baird  
Caroline Clesceri  
Election Specialist

Please see the attached summary of Budget changes for 2025 that show over a 7% REDUCTION in the BOE Annual Budget.

This a "Summary" does not include reductions/additions beyond our control.

1. - **\$20,000** Budget Code A-1450.410 Supplies
2. - **\$ 1,400** Budget Code A-1450.421 Equipment Rental
3. - **\$ 4,900** Budget Code A-1450.422 Repair/Maint-Equipment
4. - **\$ 85** Budget Code A-1450.423 Telephone
5. - **\$ 4,000** Budget Code A-1450.424 Postage
6. +\$ 30 Budget Code A-1450.427 Membership Dues
7. - **\$ 50** Budget Code A-1450.428 Data Processing & Internet Fees
8. - **\$50,000** Budget Code A-1450.439 Misc Fees & Expenses – **due to 2 Elections vs. 3 Elections for 2024**
9. +\$ **1,500** Budget Code A-1450.444 Travel/Education/Conference
10. - **\$13,431** Budget Code A-1450.470 Contracts

Total reduction on ALL codes is **-\$52,814.00** from 2024 to 2025.

Revenues increased +\$6,640 due to school elections

In regards to the "Personal Requests," it is restructuring the BOE Salary Schedule to eliminate "Board of Elections Extra Help." Redistributing the monies (\$8,000 Board of Elections Extra Help) and (\$17,156 from Voting System Techs) to Supervisor Voting Machine 1&2. The hourly rate for this position will increase to \$23.12ph to include the year end stipend of \$672.00. This eliminates the \$672 year end stipend and makes the money for each one of these positions (if needed) at \$9,250.

We are also requesting \$500 from the Voting System Techs account to be placed in a new overtime code for the new Sr. Clerk/Election Mgt Tech 1&2

This leaves \$8,344 in the Voting System Techs Salary Schedule

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Board Of Elections

BUDGET ACCOUNT CODE: A.1450

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$362,569.01	\$426,393.00	\$426,393.00	\$426,393.00
200's EQUIPMENT	\$6,285.44	\$350.00	\$584,114.00	\$0.00
400's CONTRACTUAL	\$258,845.66	\$356,810.00	\$502,623.24	\$264,589.00
800's EMPLOYEE BENEFITS	\$104,284.73	\$117,286.00	\$117,286.00	\$157,043.00
<b>TOTALS</b>	<b>\$731,984.84</b>	<b>\$900,839.00</b>	<b>\$1,630,416.24</b>	<b>\$848,025.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$73,860.00	\$73,500.00	\$231,713.24	\$80,500.00

SIGNED:

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

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund 8 - General						
REVENUE						
Department 1450 - Board Of Elections						
<i>Intergovernmental Charges</i>						
2215	Election Service Charges	73,860.00	73,500.00	73,500.00	80,500.00	80,500.00
	<i>Intergovernmental Charges Totals</i>	<b>\$73,860.00</b>	<b>\$73,500.00</b>	<b>\$73,500.00</b>	<b>\$80,500.00</b>	<b>\$80,500.00</b>
<i>State Aid</i>						
3052	NYS Aid to Localities	.00	.00	26,599.32	.00	.00
3055	Technology Innovation and Election Resource (TIER) Grant Program	.00	.00	7,622.57	67,496.53	.00
3056	Absentee Ballot Program	.00	.00	23,799.20	17,689.47	.00
3057	Ballot by Mail Grant	.00	.00	36,831.78	.00	.00
3058	Poll Book Grant	.00	.00	63,360.37	.00	.00
	<i>State Aid Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$158,213.24</b>	<b>\$85,186.00</b>	<b>\$0.00</b>
	Department 1450 - Board Of Elections Totals	<b>\$73,860.00</b>	<b>\$73,500.00</b>	<b>\$231,713.24</b>	<b>\$165,686.00</b>	<b>\$80,500.00</b>
	REVENUE TOTALS	<b>\$73,860.00</b>	<b>\$73,500.00</b>	<b>\$231,713.24</b>	<b>\$165,686.00</b>	<b>\$80,500.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
<i>Personal Services</i>						
110	Salaries - Regular	330,383.16	399,049.00	399,049.00	245,544.23	399,049.00
120	Salaries - Overtime	7.10	.00	.00	.00	.00
130	Salaries - Part Time	32,178.75	27,344.00	27,344.00	15,922.73	27,344.00
<i>Personal Services Totals</i>		<b>\$362,569.01</b>	<b>\$426,393.00</b>	<b>\$426,393.00</b>	<b>\$261,466.96</b>	<b>\$426,393.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	4,694.97	.00	915.40	.00	.00
220	Office Equipment	1,590.47	.00	14,159.60	11,141.25	.00
220.1	Office Equipment - Reserve	.00	.00	20,000.00	4,248.68	.00
260	Other Equipment	.00	350.00	549,039.00	548,642.27	.00
<i>Equipment Totals</i>		<b>\$6,285.44</b>	<b>\$350.00</b>	<b>\$584,114.00</b>	<b>\$564,032.20</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	39,215.22	70,000.00	70,000.00	42,104.72	50,000.00
418	Ins-General Liability	724.22	870.00	840.00	826.93	910.00
421	Equipment Rental	3,400.77	5,400.00	5,400.00	2,432.11	4,000.00
422	Repair/Maint-Equipment	300.00	5,200.00	300.00	.00	300.00
<i>Comments</i>						
<i>Level</i>		<i>Comment</i>				
Departmental Request		PC 67336 \$300.00 Metroland yearly maintenance				
423	Telephone	534.22	685.00	685.00	259.32	600.00
424	Postage	20,245.67	24,000.00	84,630.98	22,126.64	20,000.00
426	Subscriptions	.00	.00	60.00	60.00	75.00
<i>Comments</i>						
<i>Level</i>		<i>Comment</i>				
Departmental Request		RSS Audio subscription for ballot definition.				
427	Memberships & Dues	140.00	150.00	180.00	180.00	180.00
428	Data Processing & Internet Fees	420.00	500.00	500.00	492.00	450.00
436	Advertising Fees	2,236.36	4,000.00	4,000.00	2,066.26	4,000.00
439	Misc Fees & Expenses	63,785.25	150,000.00	190,493.26	53,255.00	100,000.00
444	Travel/Education/Conference	4,246.65	6,000.00	7,500.00	2,884.73	7,500.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
<i>Contractual Expense</i>						
470	Contract	123,597.30	90,005.00	138,034.00	129,432.78	76,574.00
Comments						
<i>Level</i>						
<i>Comment</i>						
Departmental Request		Clear Ballot reso 2022/404 5yr Jan'23-Dec'27 prepaid \$45,159.00 - \$9032.00 ES&S reso 2024/200 3yr \$38,192.00 year 2 payment TENEX reso 2024/48 \$12,150.00 Sage Smith reso 2022/534 \$15,200.00 Church of Messiah Glens Falls hall rental for 10 days for each election at \$1,000.00 per election. 2025 2 elections June Primary November General.				
<i>Contractual Expense Totals</i>		\$258,845.66	\$356,810.00	\$502,623.24	\$256,120.49	\$264,589.00
<i>Employee Benefits</i>						
810	Retirement	22,798.99	41,997.00	41,997.00	21,729.31	48,037.00
830	Social Security	21,625.68	26,435.00	26,435.00	15,380.78	26,435.00
831	Medicare Contribution	5,057.63	6,184.00	6,184.00	3,597.12	6,184.00
860	Hospitalization	38,261.66	27,677.00	27,677.00	34,660.32	65,111.00
865	Dental Insurance	764.64	576.00	576.00	576.32	936.00
<i>Employee Benefits Totals</i>		\$88,508.60	\$102,869.00	\$102,869.00	\$75,943.85	\$146,703.00
<i>Other Benefits</i>						
840	Workmen's Compensation	3,652.00	1,640.00	1,640.00	1,639.00	1,766.00
861	Retirees Hospitalization	9,838.68	9,027.00	9,027.00	4,324.34	7,824.00
862	Health Insurance Cost Reimbursement	2,285.45	3,750.00	3,750.00	.00	750.00
<i>Other Benefits Totals</i>		\$15,776.13	\$14,417.00	\$14,417.00	\$5,963.34	\$10,340.00
Department 1450 - Board Of Elections Totals		\$731,984.84	\$900,839.00	\$1,630,416.24	\$1,163,526.84	\$848,025.00
EXPENSE TOTALS		\$731,984.84	\$900,839.00	\$1,630,416.24	\$1,163,526.84	\$848,025.00
Fund A - General Totals						
REVENUE TOTALS		\$73,860.00	\$73,500.00	\$231,713.24	\$165,686.00	\$80,500.00
EXPENSE TOTALS		\$731,984.84	\$900,839.00	\$1,630,416.24	\$1,163,526.84	\$848,025.00
Fund A - General Totals		(\$658,124.84)	(\$827,339.00)	(\$1,398,703.00)	(\$997,840.84)	(\$767,525.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$73,860.00	\$73,500.00	\$231,713.24	\$165,686.00	\$80,500.00
EXPENSE GRAND TOTALS		\$731,984.84	\$900,839.00	\$1,630,416.24	\$1,163,526.84	\$848,025.00
Net Grand Totals		(\$658,124.84)	(\$827,339.00)	(\$1,398,703.00)	(\$997,840.84)	(\$767,525.00)

2025 Salary Schedule (Position Budgeting)  
Board of Elections

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13808	Baird, Jacob N/A / \$24.37	Sr. Clerk/Election Mgt Tech #2 N/A / \$24.37	\$50,698.00	Full Time	Out of UnitFT	7/17/2023
13815	Clesceri, Caroline N/A / \$24.37	Sr. Clerk/Election Mgt Tech #1 N/A / \$24.37	\$50,698.00	Full Time	Out of UnitFT	7/19/2023
13799	Hubbard IV, Harold N/A / \$32.54	Deputy Commissioner Elections #1 N/A / \$32.54	\$59,231.00	Full Time	Appointed F/T	6/19/2023
9761	McLaughlin, Elizabeth N/A / \$47.39	Commissioner Elections #1 N/A / \$47.39	\$86,249.00	Full Time	Appointed F/T	9/13/2010
12010	Ross, Kimberly N/A / \$36.22	Deputy Commissioner Elections #2 N/A / \$36.22	\$65,924.00	Full Time	Appointed F/T	1/1/2015
6301	VanNess, William N/A / \$47.39	Commissioner Elections #2 N/A / \$47.39	\$86,249.00	Full Time	Appointed F/T	2/28/2017
	N/A / \$0.00	Board Of Elections Extra Help 2 N/A / \$0.00	\$8,000.00			
	N/A / \$20.00	Supervisor Voting Machine #1 N/A / \$20.00	\$672.00			
	N/A / \$20.00	Supervisor Voting Machine #2 N/A / \$20.00	\$672.00			
	N/A / \$20.00	Voting System Technicians N/A / \$20.00	\$18,000.00			
		<b>10</b>	<b>\$426,393.00</b>			

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Board of Elections

BUDGET CODE: 1450-120 Overtime

TITLE OF POSITION: Sr. Clerk/Election Mgt Tech #1 & #2

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

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

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): [Click or tap here to enter text.](#)

Is this a mandated position? If so, please explain: [Click or tap here to enter text.](#)

Is there expected Revenue from this position? If so, please explain: [Click or tap here to enter text.](#)

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: add \$500.00 to overtime for positions above

Justification for Request: Our office works extended hours during elections. If comp time is not used by the end of the year overtime will need to be paid out.

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

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

## **2025 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Board of Elections

BUDGET CODE: 1450 130 Part time

TITLE OF POSITION: Supervisor Voting machine #1 & #2

### FOR NEW POSITIONS

Is the requested position:  In Unit     Out of Unit

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

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): [Click or tap here to enter text.](#)

Is this a mandated position? If so, please explain: [Click or tap here to enter text.](#)

Is there expected Revenue from this position? If so, please explain: [Click or tap here to enter text.](#)

Is this a new title in your department?  YES     NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Eliminate Board of Elections Extra Help #2 move \$8,000.00 to Supervisor Voting Machine #1 & #2 to make these positions \$23.12 per hour budgeting approx. 400 hours totaling \$18,500 \$9,250.00 per. This will include the \$672.00 year end stipend. \$9,156 will be moved from Voting System Technicians and moved to Supervisor Voting Machine #1 & #2 to offset the remainder of the \$18,500.00. \$8344.00 will remain in Voting Machine Technicians position. This will leave \$500.00 to add to 1450-120 Overtime. See attached chart.

Justification for Request: To Clean up the Salary Schedule. Eliminate paying the year end stipend, but incorporate that amount of money \$672.00 to their payrate. Add overtime funds for unused comptime.

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

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

BUDGET YEAR	2025		
POSITION TITLE	DEPARTMENTAL REQUEST	BUDGETS OFFICER'S RECOMMENDATION	TENATIVE BUDGET
<b>A.1450 – GENERAL BOARD OF ELECTIONS</b>			
BOARD OF ELECTIONS EXTRA HELP ( )			
COMMISSIONER ELECTIONS #1	\$86,249.00	\$86,249	\$86,249
COMMISSIONER ELECTIONS #2	\$86,249.00	\$86,249	\$86,249
DEPUTY COMMISSIONER ELECTIONS #1	\$59,231.00	\$59,231.00	59,231.00
DEPUTY COMMISSIONER ELECTIONS #1	\$65,924.00)	\$65,924.00	\$65,924.00
SR. CLERK/ELECTION MGT TECH #1	\$50,698.00	\$50,698.00	\$50,698.00
SR. CLERK/ELECTION MGT TECH #2	\$50,698.00	\$50,698.00	\$50,698.00
SUPERVISOR VOTING MACHINE #1	\$9,250.00 (\$23.12ph)	\$9,250.00	\$9,250.00
SUPERVISOR VOTING MACHINE #1	\$9,250.00 (\$23.12ph)	\$9,250.00	\$9,250.00
VOTING MACHINE TECHNICIANS	\$8,344.00 ((\$20.33ph)	\$8,344.00 ((\$20.33ph)	\$8,344.00 ((\$20.33ph)
OVERTIME BUDGET	\$500.00	\$500.00	\$500.00
			<b>TOTAL</b>

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

OCTOBER 3, 2024

**Committee Members:** *Wild, Driscoll, Merlino, Maday, Bean, Etu and Thomas - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
  
- IV. Action Agenda
  - 1) **SUNY Adirondack representatives to provide and update on the College.**
  - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
    - A) Review of report on tracking of vacancies filled.
    - B) Review of 2024 Budget request.
  - 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
    - A) Request for a transfer of funds in the amount of \$75,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiners, Medical Fee's*, to cover the estimated cost of autopsies through the remainder of the year.
    - B) Request for a transfer of funds in the amount of \$12,280 from from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of invoices related to bonding which was an unanticipated expense that was not budgeted for.
    - C) Request to amend Resolution No. 219 of 2024, *Approving Standard Work Day and Time Reporting Resolution for All Elected Officials for Retirement Purposes*, to include additional elected/appointed officials.
    - D) Review of 2024 Budget request.
  - 4) **Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director):**
    - A) Request to amend the existing contract with Windstream Enterprises to upgrade on-site equipment to support SIP connection.
    - B) Request to appropriate \$4,750 from Budget Code A.895.00, *Computer Reserve Fund*, to various budget codes to cover the cost of purchasing computers and related equipment and software.
    - C) Review of 2024 Budget request.
  - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**  
***Workforce Development (Liza Ochsendorf, Director) -***  
Request to create the new position of Fiscal Coordinator, *Annual Salary \$52,674*, effective October 21, 2024 and delete the position of Employment & Training Account Manager, *Grade 13, Base Annual Salary \$61,136*, effective January 13, 2025.
  - 6) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**  
***Solid Waste & Recycling (Scott Royael, Solid Waste Compliance Officer) -***
    - A) Request to create the new position of Solid Waste Supervisor, *Grade 15, Base Annual Salary \$52,674*, effective December 1, 2024.
    - B) Request to create the new position of MEO - Medium (PT), *Grade 9, Base Annual Salary \$23,045 (20 hours/week)*, effective December 1, 2024.
  - 7) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**  
**Action Agenda/New Business Items:**
    1. Request: Resolution Adopting Copyright Policy for Warren County  
Rationale: Warren County does not have a policy regarding the use of copyrighted material.
    2. Request: Resolution approving new contract with New York State Industries for the Disabled, Inc. for mail fulfillment services in support of annual tax foreclosure lawsuit.  
Rationale: Contract provides professional printing, mailing, tracking, address updates and written confirmation for service of process required upon every interested party with an interest in a tax delinquent parcel of real property. Under new tax foreclosure legislation, substantial portion of contract cost may be recoverable as legal charge against tax delinquent parcels.
    3. Accepting Opioid Settlement Agreement Terms with Target Corp. and authorizing Chairman of Board, County Attorney and Outside Legal Counsel authority to execute all necessary documents.  
Rationale: To obtain additional funding for Opioid Remediation. Further information available during Executive Session, if requested.

**CONTINUED**

4. Request: Accepting Opioid Settlement Agreement Terms with Henry Schein Inc. and Henry Schein Medical Systems, Inc. and authorizing Chairman of Board, County Attorney and Outside Legal Counsel authority to execute all necessary documents.  
Rationale: To obtain additional funding for Opioid Remediation. Further information available during Executive Session, if requested
5. Request: Introducing Local Law 7 of 2024 to Rescind Local Law 4 of 2008.  
Rationale: Local Law 4 of 2008 established County policies for employee benefits provided to employees not covered by a bargaining unit (i.e. out of unit employees). This local law was not rescinded, repealed or amended. Once rescinded, the County may establish certain employee benefits for Out of unit employees by resolution which are consistent with existing County resolutions.
6. Request: To transfer funds from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 440.2, *County Attorney, Transcription Fees*, in the amount of \$3,000.00.  
Reason: To cover litigation expenses incurred from "Legacy" lawsuits which do not possess insurance coverage.

**Discussion Items:**

1. 2025 County Attorney Department Budget.
2. Litigation Update: Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of potential, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below which shall be identified at the time of the meeting:

**A. Lawsuits without Insurance Coverage:**

**1) Opioid Litigation Actions: Settlement Agreement with Target Corp.**

- 2) *Michael Easterbrooks v. Schenectady County, et al*, Albany County Index No. 907013-2021, filed August 10, 2021.
- 3) *Joshua Rouse v. Berkshire Farms Center for Youth, et al*, Warren County Index No. EF2021-69346, filed August 10, 2021.
- 4) *Kathleen Innes v. Warren County and Correctional Medical Care*, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
- 5) *Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer*, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
  - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
  - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
  - *New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.*
  - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.
  - July 19, 2024: Plaintiff filed opposition papers to County's Motion to Dismiss.
  - July 25, 2024: County filed reply brief in response to plaintiff's opposition papers.
  - October 8, 2024: Court conference in Federal District Court regarding pending motions to dismiss.

**B. Lawsuits covered by Insurance:**

- 1) *Tyson Poulos v. County of Warren, Warren County Sheriff's Office, Warren County District Attorney's Office [as well as 6 employees of Sheriff's Office and 1 employee of District Attorney's Office]*, NDNY 1:21-cv-96-MAD-CFH, filed January 27, 2021. Date of Loss alleged January 20, 2014 through August 8, 2014.
- 2) *Patricia Zahaba v. County of Warren and Town of Queensbury*, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021.
- 3) *John Werner v. Bernice Conlon & Warren County*, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021.
- 4) *Michael Davis v. Cole Palmer, Nicole Palmer, Town of Queensbury & County of Warren*, Warren County Index No. EF2023-71114, filed July 15, 2022. Date of Loss alleged: May 14, 2022. Notice of Claim served July 15, 2022.
- 5) ***Jasmine Earnest v. Town of Queensbury, County of Warren, Stiling Electric, Inc. & Joanne Levack, Warren County Index No. EF2022-2111, filed September 29, 2022. Date of Loss alleged: April 12, 2022. Notice of Claim served May 9, 2022.***
- 6) *Timothy McIntyre & Brenna Michalak v. County of Warren*, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022.
- 7) *Nicholas Oudekerk v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum*, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.
  - September 13, 2024: Motion to Dismiss filed.

**C. Notice of Claims & Administrative Complaints:**

- 1) **Notice of Claim served February 22, 2024: Christian Gottschalt & Kimberlee Gottschalt. Date of Loss alleged: November 29, 2023.**
  - **Claim Closed: September 2024.**
- 2) Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
- 3) **Notice of Claim served March 27, 2024: Irene Esposito. Date of Loss alleged January 13, 2024. Claim Closed: September 2024. Accident location identified as Fort William Henry not County-owned Charles Wood Park.**
- 4) **Notice of Claim served May 15, 2024: Tarrah Rockwell. Date of Loss alleged: September 26, 2023. Claimant filed motion to serve late notice of claim and Court Order, dated May 14, 2024, granted permission to file late notice of claim.**
  - **Claim Closed: September 2024. Claim tendered to insurance carrier for general contract for Countryside Adult Home construction project.**
- 5) Administrative Complaint: Department of Human Rights against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024.
- 6) Notice of Claim served July 15, 2024. Jennifer Dees & Ethan Smith. Date of Loss alleged: June 2024. Warren County District Attorney's Office regarding assignment as special prosecutor for Saratoga County in the matter of People v. Veronica Smith.
- 7) **Notice of Claim served August 8, 2024. Joseph Tangrady v. City of Glens Falls & County of Warren. Personal injuries allegedly sustained from falling tree branch. Claim reported to Travelers and claim denied/closed on August 21, 2024.**
  - **Claim Closed: August 2024. No theory of liability. Not our tree-Note our roadway.**
- 8) **Notice of Claim served September 17, 2024. David J. Funaro, Jr. & Sarah A Vedder v. Glens Falls and Glens Falls Police Department, Violation of constitutional rights, excessive force, perjury, property damage, and retaliation arising from execution of search warrant.**

**V. Pending Items:**

No Items this Month.

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
8/18/2023	Tourism	Assistant Tourism Coordinator (1907)	Tackett	PR	\$ 58,413.00	\$ 58,413.00	1/16/2024	Davis	\$54,661.00	\$ (3,752.00)	\$ (3,752.00)
8/22/2023	Social Services	Sr Account Clerk # 6 (1748)	Phinney	PR	\$ 53,558.00	\$ 43,187.00	2/25/2024	Phinney	\$53,558.00	\$ 10,371.00	\$ -
9/28/2023	DPW	Auto Parts Specialist (2246)	Monroe	RS	\$ 47,438.00	\$ 46,090.00	1/22/2024	LaLuna	\$46,090.00	\$ -	\$ (1,348.00)
9/28/2023	DPW	MEO (L) # 26 (1225)	Arnold	RS	\$ 43,830.00	\$ 43,187.00	1/16/2024	Rainville	\$43,187.00	\$ -	\$ (643.00)
11/1/2023	DPW	HEO # 11 (1230)	Moffitt	PR	\$ 56,229.00	\$ 47,667.00	3/25/2024	Binder	\$49,043.00	\$ 1,376.00	\$ (7,186.00)
11/21/2023	Veteran's Services	Van Driver # 4 (Per-Diem) (2481)	Therio	RS	\$ 36,342.00	\$ 36,342.00	2/12/2024	Nolin	\$36,342.00	\$ -	\$ -
11/21/2023	Social Services	Intake Clerk (1754)	Vitolo	PR	\$ 39,089.00	\$ 38,447.00	1/30/2024	Perez-Torres	\$38,447.00	\$ -	\$ (642.00)
11/28/2023	DPW	Auto Mechanic # 7 (1278)	Werne	PR	\$ 58,890.00	\$ 48,324.00	2/5/2024	Blydenburgh	\$48,324.00	\$ -	\$ (10,566.00)
12/12/2023	DPW	MEO (L) # 16 (1260)	Walker	PR	\$ 46,090.00	\$ 43,187.00	3/25/2024	McGrath	\$43,187.00	\$ -	\$ (2,903.00)
12/13/2023	Health Services	Senior Public Health Educator (2232)	N/A	PR	N/A	\$ 58,151.00	vacant				
12/14/2023	DPW	MEO (M) # 8 (1251)	Bunting	RS	\$ 52,890.00	\$ 46,090.00	1/14/2024	Krick	\$46,090.00	\$ -	\$ (6,800.00)
12/14/2023	DPW	Sign Maint. Worker # 2 (1204)	Monroe	PR	\$ 58,890.00	\$ 48,324.00	9/3/2024	Livingston	\$55,468.00	\$ 7,144.00	\$ (3,422.00)
12/20/2023	Social Services	Caseworker # 10 (1667)	LaPlant	RS	\$ 54,704.00	\$ 54,061.00	1/22/2024	Howe	\$54,061.00	\$ -	\$ (643.00)
12/20/2023	Social Services	Caseworker # 43 (2789)	N/A	O	N/A	\$ 54,061.00	9/9/2023	DeMarco	\$54,061.00	\$ -	\$ -
12/20/2023	Social Services	Principal Clerk # 1 (2792)	N/A	O	N/A	\$ 43,187.00	1/29/2024	Dashnaw	\$43,830.00	\$ 643.00	\$ -
12/20/2023	Social Services	Case Manager # 3 (2790)	N/A	O	N/A	\$ 51,356.00	2/12/2024	Langworthy	\$54,430.00	\$ 3,074.00	\$ -
12/20/2023	Social Services	Intake Clerk # 11 (2791)	N/A	O	N/A	\$ 38,447.00	1/29/2024	Finkle	\$38,447.00	\$ -	\$ -
12/28/2023	Social Services	Sr Social Services Investigator # 1 (2744)	Morgan	RS	\$ 60,636.00	\$ 50,300.00	2/26/2024	Biele	\$60,636.00	\$ 10,336.00	\$ -
12/28/2023	DPW	MEO (M) # 24 (2209)	Russell	RS	\$ 52,890.00	\$ 46,090.00	5/20/2024	Secor	\$46,090.00	\$ -	\$ (6,800.00)
1/2/2024	Social Services	SWE # 11 (1664)	Maranville	RT	\$ 54,807.00	\$ 44,729.00	2/5/2024	Kazlo	\$46,051.00	\$ 1,322.00	\$ (8,756.00)
1/3/2024	Health Services	Senior Account Clerk # 2 (2399)	Baker	RS	\$ 53,058.00	\$ 43,187.00	5/13/2024	Woods	\$43,187.00	\$ -	\$ (9,871.00)
1/3/2024	Health Services	RPN/PHN (2548)	Allocco	RS	\$ 67,376.00	\$ 60,912.00	4/8/2024	Jerdon	\$73,324.00	\$ 12,412.00	\$ 5,948.00
1/4/2024	Treasurer	Junior Accountant (1092)	Goard	RS	\$ 75,286.00	\$ 75,286.00	2/5/2024	Urrico	\$72,926.00	\$ (2,360.00)	\$ (2,360.00)
1/17/2024	Social Services	Caseworker # 9 (1653)	Hayes	O	\$ 55,547.00	\$ 54,061.00	1/22/2024	York	\$54,061.00	\$ -	\$ (1,486.00)
1/18/2024	DPW	Solid Waste/Recycle Comp. Coord (2650)	Szabo	RS	\$ 50,633.00	\$ 73,194.00	2/12/2024	Royal	\$73,194.00	\$ -	\$ 22,561.00
1/22/2024	Social Services	Caseworker # 15 (1665)	Austin-Avon	RS	\$ 54,061.00	\$ 54,061.00	2/20/2024	Mulcahy	\$54,061.00	\$ -	\$ -
1/23/2024	Social Services	Intake Clerk # 9 (2661)	Dashnaw	PR	\$ 39,089.00	\$ 38,447.00	1/29/2024	Mattison	\$38,447.00	\$ -	\$ (642.00)
1/23/2024	Social Services	Medicaid Clerk # 2 (2094)	Kazlo	PR	\$ 41,002.00	\$ 39,766.00	2/20/2024	Wright	\$41,002.00	\$ 1,236.00	\$ -
1/29/2024	Treasurer	Payroll Technician (2335)	Urrico	PR	\$ 59,017.00	\$ 56,219.00	2/22/2024	Paddock	\$59,017.00	\$ 2,798.00	\$ -
1/25/2024	Social Services	Caseworker # 16 (1670)	Ruiz	RS	\$ 54,704.00	\$ 54,061.00	2/26/2024	Herrington	\$54,061.00	\$ -	\$ (643.00)
2/7/2024	Social Services	SWE # 21 (1729)	Langworthy	O	\$ 47,448.00	\$ 44,729.00	2/12/2024	Licari	\$51,320.00	\$ 6,591.00	\$ 3,872.00
2/8/2024	Social Services	SWE # 40 (2101)	Palmatier	RT	\$ 54,807.00	\$ 44,729.00	3/18/2024	Luzzi	\$51,320.00	\$ 6,591.00	\$ (3,487.00)
2/13/2024	Tourism	Social Media Manager (2794)	N/A	PR	N/A	\$ 53,316.00	2/12/2024	Ellis	\$53,316.00	\$ -	\$ -
2/13/2024	Social Services	Sr Account Clerk (1703)	Cronin	RT	\$ 49,545.00	\$ 43,187.00	4/15/2024	Merrill	\$43,187.00	\$ -	\$ (6,358.00)
2/13/2024	Social Services	Resource Clerk # 3 (1636)	Warner	PR	\$ 39,661.00	\$ 38,447.00	6/17/2024	Mattison	\$38,447.00	\$ -	\$ (1,214.00)
2/14/2024	Social Services	SWE # 38 (2082)	Licari	O	\$ 51,320.00	\$ 44,729.00	3/4/2024	Warner	\$44,729.00	\$ -	\$ (6,591.00)
2/15/2024	Social Services	Principal Account Clerk # 3 (2709)	Phinney	O	\$ 58,644.00	\$ 47,667.00	3/25/2024	Stoller	\$54,710.00	\$ 7,043.00	\$ (3,934.00)
2/20/2024	Tourism	Marketing Coordinator (2798)	N/A	O	N/A	\$ 65,807.00	2/19/2024	O'Brien	\$65,807.00	\$ -	\$ -
2/20/2024	Self Insurance	Insurance Administrator (1974)	Clute	RT	\$ 101,654.00	\$ 83,760.00	2/19/2024	Burnham	\$83,760.00	\$ -	\$ (17,894.00)
2/20/2024	Social Services	Commissioner (1694)	Hanchett	RT	\$ 112,926.00	\$ 119,048.00	2/19/2024	Mastrianni	\$119,048.00	\$ -	\$ 6,122.00
2/21/2024	Office for the Aging	Services Assistant # 5 (2799)	N/A	O	N/A	\$ 43,187.00	5/20/2024	Pratt	\$43,187.00	\$ -	\$ -
2/22/2024	Social Services	SS Investigator # 2 (1758)	Biele	PR	\$ 58,390.00	\$ 48,324.00	3/25/2024	Lehrer	\$55,468.00	\$ 7,144.00	\$ (2,922.00)
2/23/2024	DPW	MEO (M) # 3 (1253)	Smith	RS	\$ 52,890.00	\$ 46,090.00	3/25/2024	Norton	\$46,090.00	\$ -	\$ (6,800.00)
2/23/2024	DPW	MEO (L) # 13 (1263)	Krick	PR	\$ 43,187.00	\$ 43,187.00	3/4/2024	Norton	\$43,187.00	\$ -	\$ -
2/23/2024	Planning	Office Specialist (1963)	Tucker	RT	\$ 53,558.00	\$ 43,187.00	3/18/2024	Castler	\$43,187.00	\$ -	\$ (10,371.00)
2/29/2024	Self Insurance	Deputy Ins Administrator (2228)	Burnham	PR	\$ 71,422.00	\$ 62,423.00	3/4/2024	Smith	\$64,115.00	\$ 1,692.00	\$ (7,307.00)
3/4/2024	Countryside	Institutional Aide Per Diem	N/A	O	N/A	\$ 47,031.00	vacant				
3/8/2024	Social Services	SWE # 14 (1631)	Luzzi	O	\$ 51,320.00	\$ 44,729.00	5/6/2024	Wick	\$45,372.00	\$ 643.00	\$ (5,948.00)

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
3/13/2024	Tourism	Communication Specialist (2560)	O'Brien	PR	\$ 51,931.00	\$ 48,893.00	5/20/2024	Frenette	\$48,983.00	\$ 90.00	\$ (2,948.00)
3/14/2024	DPW	MEO (L) # 6 (1259)	Barrett	RS	\$ 43,187.00	\$ 43,187.00	3/25/2024	Janos	\$43,187.00	\$ -	\$ -
3/20/2024	Social Services	Medicaid Clerk # 3 (2071)	Smith	PR	\$ 46,051.00	\$ 39,766.00	3/25/2024	Dong	\$39,766.00	\$ -	\$ (6,285.00)
3/20/2024	Social Services	SWE # 17 (1722)	Lehrer	PR	\$ 51,320.00	\$ 44,729.00	4/29/2024	Miller	\$47,448.00	\$ 2,719.00	\$ (3,872.00)
3/20/2024	Social Services	Intake Clerk # 4 (1736)	Dong	PR	\$ 38,447.00	\$ 38,447.00	6/17/2024	Pratt	\$38,447.00	\$ -	\$ -
3/20/2024	Social Services	SWE # 28 (1733)	Langford	RS	\$ 44,729.00	\$ 44,729.00	4/29/2024	Johnson	\$47,448.00	\$ 2,719.00	\$ 2,719.00
3/25/2024	DPW	HEO # 9 (1247)	Hayes	RS	\$ 58,144.00	\$ 47,667.00	3/25/2024	Necatera	\$48,311.00	\$ 644.00	\$ (9,833.00)
3/25/2024	DPW	HEO # 2 (1237)	Carpenter	RS	\$ 54,710.00	\$ 47,667.00	3/25/2024	Blydenburgh	\$49,043.00	\$ 1,376.00	\$ (5,667.00)
3/25/2024	DPW	HEO # 11 (1230)	Moffitt	RS	\$ 54,710.00	\$ 47,667.00	3/25/2024	Binder	\$49,043.00	\$ 1,376.00	\$ (5,667.00)
3/27/2024	Planning	Junior Planner (2483)	Beck	O	\$ 42,333.00	\$ 48,983.00	6/3/2024	Smith	\$48,983.00	\$ -	\$ 6,650.00
3/28/2024	Countryside	Senior Aide # 1 (2394)	Graves	O	\$ 54,058.00	\$ 43,187.00	3/27/2024	Dawkins	\$43,187.00	\$ -	\$ (10,871.00)
4/19/2024	Probation	Probation Assistant- Temp (2801)	N/A	O	N/A	\$ 43,187.00	4/22/2024	Bayle	\$43,187.00	\$ -	\$ -
4/19/2024	DPW	MEO (M) # 1 (1245)	Binder	RS	\$ 47,438.00	\$ 46,090.00	4/8/2024	Stockman	\$46,090.00	\$ -	\$ (1,348.00)
4/11/2024	Social Services	SWE # 31 (1713)	Johnson	O	\$ 47,448.00	\$ 44,729.00	6/10/2024	Dong	\$45,372.00	\$ 643.00	\$ (2,076.00)
4/23/2024	County Clerk	MV Supervisor (1110)	Corcoran	RT	\$ 65,330.00	\$ 52,674.00	9/23/2024	Conway	\$63,830.00	\$ 11,156.00	\$ (1,500.00)
4/24/2024	Planning	GIS Specialist PT (2800)	N/A	O	N/A	\$31.6827/HR	5/1/2024	Dixon	31.6827/HR	\$ -	\$ -
4/24/2024	Social Services	Caseworker # 13 (1679)	Flower	RS	\$ 55,547.00	\$ 54,061.00	5/20/2024	Gonroff	\$54,704.00	\$ 643.00	\$ (843.00)
4/24/2024	Social Services	Intake Clerk # 12 (2806)	N/A	O	N/A	\$ 38,447.00	6/10/2024	Gallup	\$38,447.00	\$ -	\$ -
4/24/2024	Social Services	Intake Clerk # 8 (2660)	Wick	PR	\$ 39,089.00	\$ 38,447.00	6/3/2024	Dezalia	\$38,447.00	\$ -	\$ (642.00)
4/24/2024	Social Services	Director of SS- Public Asst (2808)	N/A	O	N/A	\$ 83,846.00	4/29/2024	Murray	\$83,846.00	\$ -	\$ -
4/24/2024	Social Services	Director of SS- Child Serv (2807)	N/A	O	N/A	\$ 91,062.00	4/22/2024	Breen	\$91,062.00	\$ -	\$ -
4/29/2024	Social Services	Case Supervisor B # 1 (1641)	Murray	PR	\$ 73,682.00	\$ 60,912.00	7/22/2024	Pratt	\$69,983.00	\$ 9,071.00	\$ (3,699.00)
5/1/2024	Countryside	Institutional Aide # 12 (1870)	Dawkins	PR	\$ 36,995.00	\$ 36,995.00	5/8/2024	Briggs	\$36,995.00	\$ -	\$ -
5/8/2024	DPW	Assistant Naturalist-Temp (2247)	Smith	RS	17.4721/HR		5/30/2024	Florio	17.4721/HR	\$ -	\$ -
5/10/2024	DPW	MEO (M) #4 (1254)	Moulton	RS	\$ 46,734.00	\$ 46,090.00	6/3/2024	Carpenter	\$46,090.00	\$ -	\$ (644.00)
5/13/2024	County Clerk	MV Registration Clerk (1117)	Gonroff	RS	\$ 45,372.00	\$ 44,729.00	8/13/2024	Sacco	\$44,729.00	\$ -	\$ (643.00)
5/13/2024	Mental Health	Program Analyst (1623)	Wright	RS	\$ 74,263.00	\$ 69,393.00	vacant				
5/15/2024	DPW	Engineer II (2612)	Monroe	RS	\$ 75,880.00	\$ 83,640.00	5/20/2024	Holmes	\$83,640.00	\$ -	\$ 7,760.00
5/22/2024	Countryside	Institutional Aide # 2 PT (1894)	Yetto	RS	\$ 29,596.00	\$ 36,995.00	6/4/2024	Romano	\$29,596.00	\$ (7,399.00)	\$ -
5/23/2024	Treasurer	Principal Account Clerk # 2 (1085)	Labruzzo	RT	\$ 47,667.00	\$ 59,644.00	7/3/2024	Mundell	\$58,644.00	\$ (1,000.00)	\$ 10,977.00
5/29/2024	Office for the Aging	Meal Site Cook # 11 (1952)	Ostrander	RS	\$ 26,031.00	\$ 22,714.00	7/29/2024	Simola	\$22,714.00	\$ -	\$ (3,317.00)
5/29/2024	Probation	Probation Supervisor (1302)	Secor	RS	\$ 83,912.00	\$ 73,194.00	6/3/2024	Lane	\$81,664.00	\$ 8,470.00	\$ (2,248.00)
5/29/2024	Public Defender	3rd Assistant Public Defender (1076)	Kelly-Barnes	RS	\$ 73,116.00	\$ 74,865.00	5/29/2024	Aman	\$74,865.00	\$ -	\$ 1,749.00
6/4/2024	Workforce Development	Job Coach - Temp (2719)	Tucker	O	\$ 41,213.00	\$ 41,213.00	6/26/2024	Tucker	\$41,213.00	\$ -	\$ -
6/3/2024	Planning	Assistional County Planner (2521)	Nelson	O	\$ 78,367.00	\$ 78,357.00	vacant				
5/30/2024	Building Codes	Code Enforcement Officer # 3 (1971)	Gillingham	RT	\$ 68,007.00	\$ 56,356.00	vacant				
5/30/2024	Building Codes	Code Enforcement Officer # 6 (2163)	Farr	RS	\$ 58,780.00	\$ 56,356.00	8/19/2024	Oswald	\$56,356.00	\$ -	\$ (2,424.00)
6/4/2024	Social Services	Resource Clerk # 1 (1635)	Pratt	O	\$ 38,447.00	\$ 38,447.00	6/20/2024	Putney	\$38,447.00	\$ -	\$ -
6/4/2024	Health Services	Infant Feeding Advocate Part Time (2081)	Collums	RS	\$ 18,498.00	\$ 18,498.00	vacant				
6/3/2024	DPW	Fiscal Manager (1206)	Henkel	RT	\$ 79,567.00	\$ 65,807.00	6/3/2024	Barlow	\$69,139.00	\$ 3,332.00	\$ (10,428.00)
6/6/2024	Public Defender	1st Assistant Public Defender (1073)	Pilatzke	O	\$ 118,996.00	\$ 96,376.00	6/3/2024	Komon	\$118,995.00	\$ 22,619.00	\$ (1.00)
6/6/2024	Public Defender	Legal Clerk (2664)	Farone	RS	\$ 39,766.00	\$ 39,766.00	6/13/2024	Bolton	\$39,766.00	\$ -	\$ -
6/10/2024	Social Services	Secretary I (2270)	Gallup	O	\$ 38,447.00	\$ 38,447.00	8/19/2024	Beattie	\$38,447.00	\$ -	\$ -
6/10/2024	Social Services	Intake Clerk # 9 (2661)	Mattison	O	\$ 38,447.00	\$ 38,447.00	6/17/2024	Hamelin	\$39,089.00	\$ 642.00	\$ 642.00
6/10/2024	Social Services	Caseworker # 23 (1672)	Petteys	RS	\$ 54,704.00	\$ 54,061.00	7/8/2024	Campbell	\$54,061.00	\$ -	\$ (643.00)
6/10/2024	Social Services	SWE # 41 (2129)	Hamelin	O	\$ 45,372.00	\$ 44,729.00	vacant				
6/10/2024	Social Services	SWE # 19 (1721)	Conde	O	\$ 54,307.00	\$ 44,729.00	9/30/2024	Pratt	\$44,729.00	\$ -	\$ (9,578.00)
6/11/2024	Treasurer	Principal Account Clerk # 4 (2566)	Toll	RS	\$ 54,710.00	\$ 47,667.00	7/29/2024	Smith	\$47,667.00	\$ -	\$ (7,043.00)
6/11/2024	Treasurer	Administrative Secretary (2762)	Redmond	RS	\$ 53,378.00	\$ 53,378.00	7/22/2024	Bennett	\$53,378.00	\$ -	\$ -

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/18/2024	Tourism	Communications Assistant (2417)	Ellis	PR	\$ 46,734.00	\$ 46,090.00	6/24/2024	Slattery	\$46,090.00	\$ -	\$ (644.00)
5/28/2024	Planning	Principal Planner 2 (2811)	N/A	N	N/A	\$ 81,644.00	5/28/2024	Nelson	\$81,644.00	\$ -	\$ -
6/25/2024	DPW	Cleaner # 11 (2264)	Egan	RS	\$ 36,342.00	\$ 36,342.00	7/1/2024	Adamczyk	\$36,342.00	\$ -	\$ -
6/25/2024	DPW	Cleaner # 10 (1163)	Miller	RS	\$ 38,613.00	\$ 36,342.00	7/1/2024	Smith	\$36,342.00	\$ -	\$ (2,271.00)
6/28/2024	Social Services	Caseworker # 40 (2665)	Kubricky	RS	\$ 55,547.00	\$ 54,061.00	7/22/2024	Knox	\$54,061.00	\$ -	\$ (1,486.00)
6/28/2024	Social Services	Sr Caseworker # 7 (2268)	Pratt	PR	\$ 66,055.00	\$ 57,507.00	vacant				
7/3/2024	DPW	Sr Building Maint Mechanic # 2 (1161)	Leemans	RT	\$ 69,814.00	\$ 57,507.00	7/8/2024	Sargent	\$69,314.00	\$ 11,807.00	\$ (500.00)
7/3/2024	DPW	Sr Building Maint Mechanic # 3 (1157)	Miller	RT	\$ 69,814.00	\$ 57,507.00	7/8/2024	Spring	\$57,507.00	\$ -	\$ (12,307.00)
7/3/2024	Probation	Senior Probation Officer # 3 (1300)	Mason	PR	\$ 72,682.00	\$ 60,912.00	7/24/2024	Irwin	\$69,983.00	\$ 9,071.00	\$ (2,699.00)
7/10/2024	DPW	MEO (L) # 13 (1263)	Norton	O	\$ 43,187.00	\$ 43,187.00	7/15/2024	McNeill	\$43,187.00	\$ -	\$ -
7/12/2024	Treasurer	Senior Account Clerk # 4 (1086)	Mundell	PR	\$ 53,558.00	\$ 43,187.00	vacant				
7/12/2024	County Clerk	Pistol Permit Clerk (2812)	N/A	O	N/A	\$ 44,729.00	vacant				
7/15/2024	Health Services	RPN (2025)	Mattes	RT	\$ 76,055.00	\$ 69,983.00	7/22/2024	Sokol	\$69,983.00	\$ -	\$ (6,072.00)
7/15/2024	Social Services	Caseworker # 14 (1655)	Thrasher	RS	\$ 54,704.00	\$ 54,061.00	8/12/2024	Hatin	\$54,061.00	\$ -	\$ (643.00)
7/15/2024	Office for the Aging	Meal Site Manager # 9 (1949)	Brennan	RT	\$ 35,087.00	\$ 27,256.00	vacant				
7/18/2024	Workforce Development	Career Development Specialist (2729)	Graney	RS	\$ 51,999.00	\$ 51,356.00	vacant				
7/22/2024	County Attorney	Property & Casualty Risk Manager (2815)	N/A	N	N/A	\$ 34,696.00	7/24/2024	Rivers	\$34,696.00	\$ -	\$ -
7/22/2024	Public Defender	Assistant Public Defender # 8 (2460)	Moore	RS	\$ 96,936.00	\$ 81,920.00	7/22/2024	Cartmell	\$81,920.00	\$ -	\$ (15,016.00)
7/22/2024	Public Defender	Assistant Public Defender # 9 (2608)	Hladik	PR	\$ 81,921.00	\$ 81,920.00	7/22/2024	Aman	\$81,920.00	\$ -	\$ (1.00)
7/22/2024	Public Defender	Assistant Public Defender # 13 (2813)	N/A	N	N/A	\$ 89,318.00	7/22/2024	Hladik	\$89,318.00	\$ -	\$ -
7/23/2024	Health Services	Public Health Program Manager (2553)	N/A	N	N/A	\$ 62,310.00	8/12/2024	Shah	\$71,535.00	\$ 9,225.00	\$ -
8/2/2024	Human Resources	Civil Service Assistant (2568)	N/A	N	N/A	\$ 38,023.00	8/5/2024	Jones	\$38,023.00	\$ -	\$ -
7/29/2024	Social Services	Caseworker # 31 (1677)	Nelson	RS	\$ 55,547.00	\$ 54,061.00	9/16/2024	Hendrie	\$54,061.00	\$ -	\$ (1,486.00)
7/30/2024	Health Services	WIC Nutrition Aide # 2 (1581)	Clute	RT	\$ 50,814.00	\$ 41,213.00	9/9/2024	Harrington	\$50,314.00	\$ 9,101.00	\$ (500.00)
7/30/2024	Health Services	WIC Assistant # 2 (2272)	Harrington	PR	\$ 48,671.00	\$ 39,766.00	9/9/2024	Tarraran-Cassella	\$39,766.00	\$ -	\$ (8,905.00)
8/13/2024	Social Services	Assistant Social Service Attorney # 2 (2370)	Genchi	RS	\$ 84,135.00	\$ 81,920.00	9/16/2024	Destefano	\$84,735.00	\$ 2,815.00	\$ 600.00
8/12/2024	DPW	Building Maintenance Worker # 12 (1191)	Sutliff	RT	\$ 49,545.00	\$ 43,187.00	8/12/2024	Trask	\$43,187.00	\$ -	\$ (6,358.00)
8/12/2024	DPW	MEO (L) # 28 (2320)	Mahler	O	\$ 43,187.00	\$ 43,187.00	8/12/2024	Ortiz	\$43,187.00	\$ -	\$ -
8/12/2024	DPW	Senior Account Clerk (1207)	Kocsis	O	\$ 49,545.00	\$ 49,545.00	6/3/2024	Kocsis	\$49,545.00	\$ -	\$ -
8/19/2024	DPW	MEO (L) # 27 (2256)	Allen	RS	\$ 43,187.00	\$ 43,187.00	vacant				
8/19/2024	DPW	MEO (L) # 26 (1225)	Garelli	RS	\$ 43,187.00	\$ 43,187.00	vacant				
8/19/2024	Social Services	SWE # 44 (2531)	St.John	PR	\$ 54,307.00	\$ 44,729.00	8/26/2024	Luzzi	\$51,320.00	\$ 6,591.00	\$ (2,987.00)
8/19/2024	Social Services	Principal Social Welfare Examiner (1627)	Hill	PR	\$ 65,330.00	\$ 52,674.00	8/26/2024	McKinney	\$63,330.00	\$ 10,656.00	\$ (2,000.00)
8/19/2024	Social Services	Senior Social Welfare Examiner # 7 (1628)	Mckinney	PR	\$ 58,390.00	\$ 48,324.00	8/26/2024	St.John	\$58,390.00	\$ 10,066.00	\$ -
8/20/2024	Social Services	Community Services Worker LTPT (2718)	N/A	O	N/A	\$ 44,729.00	vacant				
8/22/2024	Treasurer	Accounting Technician # 3 (2818)	N/A	N	N/A	\$ 58,652.00	8/19/2024	VanAlen	\$70,118.00	\$ 11,466.00	\$ -
8/26/2024	DPW	Sign Maint. Worker # 2 (1204)	Monroe	PR	\$ 58,890.00	\$ 48,324.00	9/3/2024	Livingston	\$55,468.00	\$ 7,144.00	\$ (3,422.00)
8/28/2024	DPW	HEO # 5 (1226)	Kennedy	RS	\$ 38,817.00	\$ 47,667.00	8/28/2024	Kennedy	\$50,544.00	\$ 2,877.00	\$ 11,727.00
8/29/2024	Countryside	Cook # 5 (2600)	McGrath	RS	\$ 39,089.00	\$ 38,447.00	vacant			\$ -	\$ -
9/10/2024	DPW	Building Maintenance Mechanic # 4 (1155)	Sargent	PR	\$ 63,830.00	\$ 52,674.00	9/13/2024	Ruland	\$60,485.00	\$ 7,811.00	\$ (3,345.00)
9/16/2024	Social Services	Intake Clerk # 4 (1736)	Pratt	PR	\$ 38,447.00	\$ 38,447.00	vacant				
9/16/2024	Social Services	Caseworker # 33 (2080)	Oswald	O	\$ 62,081.00	\$ 54,061.00	vacant				
9/16/2024	Social Services	Assistant Social Services Attorney PT (2535)	Destefano	PR	\$ 65,536.00	\$ 65,536.00	vacant				
9/23/2024	DPW	Building Maintenance Worker # 6 (2138)	Gordon	RS	\$ 45,147.00	\$ 43,187.00	vacant				
9/23/2024	Social Services	Caseworker # 43 (2789)	N/A	O	N/A	\$ 54,061.00	9/9/2024	DeMarco	\$54,061.00	\$ -	\$ -
								<b>TOTALS</b>	<b>\$ 190,269.00</b>	<b>\$</b>	<b>\$ (271,995.00)</b>

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

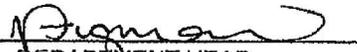
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Human Resources  
 BUDGET ACCOUNT CODE: A.1435

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$187,763.74	\$208,157.00	\$352,958.39	\$363,173.00
200's EQUIPMENT		\$0.00	\$1,688.99	\$0.00
400's CONTRACTUAL	\$49,671.45	\$55,156.00	\$77,892.58	\$87,700.00
800's EMPLOYEE BENEFITS	\$47,892.89	\$56,868.00	\$125,801.66	\$128,452.00
<b>TOTALS</b>	<b>\$285,328.08</b>	<b>\$320,181.00</b>	<b>\$558,341.62</b>	<b>\$579,325.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$77.60	\$0.00	\$7,052.50	\$9,000.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: HR Director  
 DATE: 9/16/24

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Human Resources - American Rescue Plan Act (ARPA)  
 BUDGET ACCOUNT CODE: A.1435 4999

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
<b>TOTALS</b>				<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$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 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service

BUDGET ACCOUNT CODE: A.1430

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$182,849.26	\$238,836.00	\$94,034.61	\$0.00
200's EQUIPMENT	\$297.65			\$0.00
400's CONTRACTUAL	\$29,902.53	\$25,400.00	\$974.43	\$0.00
800's EMPLOYEE BENEFITS	\$75,081.18	\$94,534.00	\$25,600.34	\$0.00
<b>TOTALS</b>	<b>\$288,130.62</b>	<b>\$358,770.00</b>	<b>\$120,609.38</b>	<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$8,090.00	\$9,000.00	\$1,947.50	\$0.00

SIGNED:   
DEPARTMENT HEAD

TITLE: HR Department

DATE: 9/16/24

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

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

BUDGET ACCOUNT CODE: A.1430 4999

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
<b>TOTALS</b>				<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

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

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 1435 - Human Resources						
<i>Intergovernmental Charges</i>						
2220	Civil Service Fees	.00	.00	7,052.50	1,030.00	9,000.00
	<i>Intergovernmental Charges Totals</i>	\$0.00	\$0.00	\$7,052.50	\$1,030.00	\$9,000.00
<i>Miscellaneous &amp; Local Source</i>						
2770	Other Unclassified Revenue	66.80	.00	.00	.00	.00
	<i>Miscellaneous &amp; Local Source Totals</i>	\$66.80	\$0.00	\$0.00	\$0.00	\$0.00
<i>Federal Aid</i>						
4960	Emergency Disaster Assist	10.80	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	\$10.80	\$0.00	\$0.00	\$0.00	\$0.00
	Department 1435 - Human Resources Totals	\$77.60	\$0.00	\$7,052.50	\$1,030.00	\$9,000.00
	<b>REVENUE TOTALS</b>	\$77.60	\$0.00	\$7,052.50	\$1,030.00	\$9,000.00
<b>EXPENSE</b>						
Department 1435 - Human Resources						
<i>Personal Services</i>						
110	Salaries - Regular	152,713.17	167,058.00	292,265.68	120,653.66	297,150.00
120	Salaries - Overtime	517.81	500.00	1,500.00	514.66	1,500.00
130	Salaries - Part Time	34,532.76	40,599.00	59,192.71	28,768.39	64,523.00
	<i>Personal Services Totals</i>	\$187,763.74	\$208,157.00	\$352,958.39	\$149,936.71	\$363,173.00
<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	1,688.99	298.99	.00
	<i>Equipment Totals</i>	\$0.00	\$0.00	\$1,688.99	\$298.99	\$0.00
<i>Contractual Expense</i>						
410	Supplies	1,421.88	800.00	2,057.90	843.38	2,400.00
422	Repair/Maint-Equipment	.00	600.00	600.00	.00	600.00
423	Telephone	767.90	1,260.00	2,216.30	678.62	2,500.00
424	Postage	.00	.00	811.37	373.33	1,000.00
427	Memberships & Dues	499.00	650.00	650.00	.00	850.00
428	Data Processing & Internet Fees	210.00	246.00	746.00	492.00	750.00
435	Medical Fees	.00	.00	8,000.00	1,001.00	8,000.00
436	Advertising Fees	.00	.00	2,400.00	44.57	2,500.00
439	Misc Fees & Expenses	.00	2,000.00	10,311.01	.00	12,500.00
444	Travel/Education/Conference	626.00	700.00	1,200.00	790.00	1,600.00

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request																		
<b>Fund A - General</b>																								
EXPENSE																								
Department 1435 - Human Resources																								
Contractual Expense																								
470	Contract	46,146.67	48,900.00	48,900.00	28,298.69	55,000.00																		
<i>Contractual Expense Totals</i>		<b>\$49,671.45</b>	<b>\$55,156.00</b>	<b>\$77,892.58</b>	<b>\$32,521.59</b>	<b>\$87,700.00</b>																		
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>439</td> <td>Departmental Request</td> <td>\$2500 ADA purchases</td> </tr> <tr> <td></td> <td></td> <td>\$10,000 CS testing fees</td> </tr> <tr> <td>470</td> <td>Departmental Request</td> <td>M&amp;S HRA/FSA fees - \$1.50 pepm * 125 ee * 12m</td> </tr> <tr> <td></td> <td></td> <td>Adirondack EAP - \$1.89 pepm * 725 * 3m, and \$2.50 pepm * 725 * 9m (est. increase)</td> </tr> <tr> <td></td> <td></td> <td>Ascendis \$2.35 pepm * 875 * 12m</td> </tr> </tbody> </table>							Account	Level	Comment	439	Departmental Request	\$2500 ADA purchases			\$10,000 CS testing fees	470	Departmental Request	M&S HRA/FSA fees - \$1.50 pepm * 125 ee * 12m			Adirondack EAP - \$1.89 pepm * 725 * 3m, and \$2.50 pepm * 725 * 9m (est. increase)			Ascendis \$2.35 pepm * 875 * 12m
Account	Level	Comment																						
439	Departmental Request	\$2500 ADA purchases																						
		\$10,000 CS testing fees																						
470	Departmental Request	M&S HRA/FSA fees - \$1.50 pepm * 125 ee * 12m																						
		Adirondack EAP - \$1.89 pepm * 725 * 3m, and \$2.50 pepm * 725 * 9m (est. increase)																						
		Ascendis \$2.35 pepm * 875 * 12m																						
<i>Employee Benefits</i>																								
810	Retirement	15,384.12	22,481.00	47,095.93	14,851.82	45,393.00																		
830	Social Security	11,242.51	12,808.00	21,866.66	9,029.86	22,516.00																		
831	Medicare Contribution	2,629.30	3,019.00	5,140.40	2,111.83	5,267.00																		
860	Hospitalization	16,088.19	15,891.00	33,841.32	9,168.15	26,752.00																		
865	Dental Insurance	299.16	288.00	607.36	166.20	408.00																		
<i>Employee Benefits Totals</i>		<b>\$45,643.28</b>	<b>\$54,487.00</b>	<b>\$108,551.67</b>	<b>\$35,327.86</b>	<b>\$100,336.00</b>																		
<i>Other Benefits</i>																								
840	Workmen's Compensation	756.00	881.00	881.00	881.00	1,835.00																		
861	Retirees Hospitalization	.00	.00	14,868.99	5,126.41	24,781.00																		
862	Health Insurance Cost Reimbursement	1,493.61	1,500.00	1,500.00	613.12	1,500.00																		
<i>Other Benefits Totals</i>		<b>\$2,249.61</b>	<b>\$2,381.00</b>	<b>\$17,249.99</b>	<b>\$6,620.53</b>	<b>\$28,116.00</b>																		
Department 1435 - Human Resources Totals		<b>\$285,328.08</b>	<b>\$320,181.00</b>	<b>\$558,341.62</b>	<b>\$224,705.68</b>	<b>\$579,325.00</b>																		
EXPENSE TOTALS		<b>\$285,328.08</b>	<b>\$320,181.00</b>	<b>\$558,341.62</b>	<b>\$224,705.68</b>	<b>\$579,325.00</b>																		
<b>Fund A - General Totals</b>																								
REVENUE TOTALS		\$77.60	\$0.00	\$7,052.50	\$1,030.00	\$9,000.00																		
EXPENSE TOTALS		\$285,328.08	\$320,181.00	\$558,341.62	\$224,705.68	\$579,325.00																		
<b>Fund A - General Totals</b>		<b>(\$285,250.48)</b>	<b>(\$320,181.00)</b>	<b>(\$551,289.12)</b>	<b>(\$223,675.68)</b>	<b>(\$570,325.00)</b>																		
Net Grand Totals																								
REVENUE GRAND TOTALS		\$77.60	\$0.00	\$7,052.50	\$1,030.00	\$9,000.00																		
EXPENSE GRAND TOTALS		\$285,328.08	\$320,181.00	\$558,341.62	\$224,705.68	\$579,325.00																		
<b>Net Grand Totals</b>		<b>(\$285,250.48)</b>	<b>(\$320,181.00)</b>	<b>(\$551,289.12)</b>	<b>(\$223,675.68)</b>	<b>(\$570,325.00)</b>																		

2025 Salary Schedule (Position Budgeting)  
Human Resources

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13587	Baker, Neil	Human Resources Coordinator	\$65,567.00	Full Time	Out of UnitFT	7/19/2021
	N/A / \$31.52	N/A / \$31.52				
12524	Figueroa, Jacqueline	Director of Human Resources	\$119,726.00	Full Time	Appointed F/T	5/12/2014
	N/A / \$65.78	N/A / \$65.78				
13495	Hoffman, Candice	Human Resources Assistant	\$54,132.00	Part Time	Out of UnitFT	12/14/2020
	N/A / \$26.03	N/A / \$26.03				
13979	Jones, Katie	Civil Service Assistant	\$38,023.00	Part Time	Out of UnitPT	8/5/2024
	N/A / \$24.37	N/A / \$24.37				
13134	Palmer, Kimberly	Civil Service Assistant - Temp	\$17,500.00	Temporary	Per Diem	7/3/2023
	N/A / \$25.02	N/A / \$25.02				
13426	Plumley, Kandace	Civil Service Specialist	\$57,725.00	Full Time	Out of UnitFT	2/24/2020
	N/A / \$27.75	N/A / \$27.75				
		HR Overtime	\$1,500.00			
	N/A / \$0.00	N/A / \$0.00				
		Test Administrator	\$9,000.00			
	N/A / \$25.00	N/A / \$25.00				
		<b>8</b>	<b>\$363,173.00</b>			

## RESOLUTION REQUEST FORM NO. 10

### Request for Transfer of Funds

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

**DEPARTMENT NAME:** Medical Examiner & Coroner

**SIGNED:**

**DATE:** 09/16/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

**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.1185 435	Medical Examioner, Medical Fee's	\$75,000.00

**Please state reason for transfer request:**

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

**RESOLUTION REQUEST FORM NO. 10**

*Request for Transfer of Funds*

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

DEPARTMENT NAME: CLERK OF THE BOARD

SIGNED:

DATE: 10/03/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfers requested:

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1010 437	Legislative Board, Consulting Fees	\$12,280.00

**Please state reason for transfer request:**

To pay FMBF and CMA bills related to bonding which were not funded in the 2024 Budget.

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



# INVOICE

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

Warren County  
c/o Christine V. Norton, Treasurer  
1340 State Route 9  
Lake George, NY 12845

Invoice Number: 85785  
Invoice Date: 9/4/2024

File Number: 10715-0002-001

**Please pay \$5,780.00  
by 10/4/2024**

Previous Statement Balance	\$5,500.00
<b>Current Billing Activity</b>	
Interest	\$0.00
Legal Services Rendered	\$280.00
Disbursements and Other Costs Incurred	\$0.00
<b>Total Current Billing</b>	<b>\$280.00</b>
Payments and Credits Since Last Statement:	\$0.00
<b>Balance Due:</b>	<b>\$5,780.00</b>

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



Amount enclosed: \$ \_\_\_\_\_

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

### Credit Card Authorization

Card Number: \_\_\_\_\_  
Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_  
Amount \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**Please return this page with your payment.**

Pay online via card  
or eCheck

Visit [www.fmbf-law.com/pay](http://www.fmbf-law.com/pay)

85785



Please enter  
'85785' in the  
'What's this for'  
box



CapitalMarketsAdvisors,LLC

Independent Financial Advisors

11 Grace Avenue, Suite 308

Great Neck, NY 11021

**Invoice**

# 2919

5/22/2024

Bill To
Ms. Christine Norton Treasurer County of Warren 1340 State Route 9 Lake George, NY 12845

Description	Amount
\$8,420,000 Bond Anticipation Notes – 2024	6,500.00
Total:	\$6,500.00

**www.capmark.org**

Phone 516-487-9815

Fax 516-487-2575

**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: CLERK OF THE BOARD**

**DATE: OCTOBER 3, 2024**

- (a) Purpose of Request:  
**To amend Resolution No. 219 of 2024, Approving Standard Work Day and Time Reporting Resolution for All Elected and Appointed Officials for Retirement Purposes**
- (b) Details:  
**Resolution needs to be updated to include additional elected/appointed officials**
- (c) Previous Resolution Number:  
**R219 2024**
- (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. OF 2024

### RESOLUTION INTRODUCED BY SUPERVISORS

### AMENDING RESOLUTION NO. 219 OF 2024; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES

RESOLVED, that Resolution No. 219 of 2024 be, and hereby is, amended accordingly regarding the standard workday and time reporting resolution for all elected and appointed officials in Warren County government as set forth in “Schedule A” attached, is hereby approved by the Warren County Board of Supervisors.



APPOINTED OFFICIALS									
Dailey, Jeff	3 <sup>rd</sup> Deputy Fire Coord.	XXXX	XXXXXXXXXX	6	10.01.23 - 12.31.25	N	2.51		
Dickinson, Jeremy	Fire Investigator Helper	XXXX	XXXXXXXXXX	6	04.26.24 - 12.31.25	N	.74		
Jones, Richard	Fire Investigator	XXXX	XXXXXXXXXX	6	04.26.24 - 12.31.25	N	2.18		
Mellon, Patrick	EMS Coordinator	XXXX	XXXXXXXXXX	6	01.01.24 - 12.31.25	N	9.47		
Stone, Scott	2 <sup>nd</sup> Deputy EMS Coord.	XXXX	XXXXXXXXXX	6	01.01.24 - 12.31.25	N	1.11		
Thomas, Timothy	Fire Investigator	XXXX	XXXXXXXXXX	6	05.02.24 - 12.31.25	N	.53		

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1010 - Legislative Board

.410, Supplies -	<b>Decreased by \$1,000.00</b> <i>Budget reduction</i>
.417, Water/Sewer/Taxes -	<b>Decreased by \$42,793.00</b> <i>Reduction in amount of Hudson River-Black River Regulating District assessment</i>
.424, Postage -	<b>Decreased by \$300.00</b> <i>Budget reduction</i>
.426, Subscriptions -	Increased by \$65.00 <i>Cost of increase in Post Star annual subscription</i>
.427, Memberships -	Increased by \$1.00 <i>Cost of increase in NACo annual membership</i>
.428, Data Processing -	<b>Decreased by \$35.00</b> <i>Amount provided by IT</i>
.436, Advertising Fees	<b>Decreased by \$500.00</b> <i>Budget reduction</i>
.437, Consulting Fees -	<b>Decreased by \$2,600.00</b> <i>Bond Counsel expenses - will be moved to Treasurer's budget for 2025</i>
.444, Travel, Ed., Conf. -	<b>Decreased by \$2,000.00</b> <i>Budget reduction</i>

Overall impact of A.1010 budget request = **\$49,162.00 decrease**

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Legislative Board

BUDGET ACCOUNT CODE: A.1010

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$409,780.77	\$422,296.00	\$422,296.00	\$422,296.00
200's EQUIPMENT	\$1,031.18	\$0.00	\$1,174.66	\$0.00
400's CONTRACTUAL	\$519,270.84	\$517,298.00	\$527,533.26	\$468,136.00
800's EMPLOYEE BENEFITS	\$144,188.12	\$157,453.00	\$151,472.00	\$126,198.00
<b>TOTALS</b>	<b>\$1,074,270.91</b>	<b>\$1,097,047.00</b>	<b>\$1,102,475.92</b>	<b>\$1,016,630.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$33,791,789.05	\$0.00	\$37,138,096.00	\$0.00

SIGNED:   
 DEPARTMENT HEAD

TITLE: Clerk of the Board

DATE: 9/14/24

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
<b>REVENUE</b>						
Department 1010 - Legislative Board						
<i>Real Property Tax Items</i>						
1001	Real Property Taxes	33,791,789.05	.00	37,138,096.00	37,142,439.69	.00
	<i>Real Property Tax Items Totals</i>	<b>\$33,791,789.05</b>	<b>\$0.00</b>	<b>\$37,138,096.00</b>	<b>\$37,142,439.69</b>	<b>\$0.00</b>
	Department 1010 - Legislative Board Totals	<b>\$33,791,789.05</b>	<b>\$0.00</b>	<b>\$37,138,096.00</b>	<b>\$37,142,439.69</b>	<b>\$0.00</b>
	<b>REVENUE TOTALS</b>	<b>\$33,791,789.05</b>	<b>\$0.00</b>	<b>\$37,138,096.00</b>	<b>\$37,142,439.69</b>	<b>\$0.00</b>
<b>EXPENSE</b>						
Department 1010 - Legislative Board						
<i>Personal Services</i>						
130	Salaries - Part Time	409,780.77	422,296.00	422,296.00	265,184.86	422,296.00
	<i>Personal Services Totals</i>	<b>\$409,780.77</b>	<b>\$422,296.00</b>	<b>\$422,296.00</b>	<b>\$265,184.86</b>	<b>\$422,296.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	985.20	.00	1,154.68	.00	.00
220	Office Equipment	45.98	.00	19.98	19.98	.00
	<i>Equipment Totals</i>	<b>\$1,031.18</b>	<b>\$0.00</b>	<b>\$1,174.66</b>	<b>\$19.98</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	7,995.45	6,000.00	5,763.68	3,278.99	5,000.00
417	Water/Sewer/Taxes	252,624.00	252,624.00	252,624.00	230,827.50	209,831.00
424	Postage	554.86	1,000.00	1,000.00	539.98	700.00
425	Reproduction Expenses	2,028.43	650.00	728.34	728.34	650.00
426	Subscriptions	183.88	200.00	200.00	119.95	265.00
427	Memberships & Dues	1,314.00	1,314.00	1,314.00	1,314.00	1,315.00
428	Data Processing & Internet Fees	499.90	410.00	755.78	755.78	375.00
436	Advertising Fees	2,058.75	2,000.00	2,000.00	997.90	1,500.00
437	Consulting Fees	6,500.00	2,600.00	14,010.92	6,380.92	.00
439	Misc Fees & Expenses	165.00	.00	234.97	234.97	.00
444	Travel/Education/Conference	10,859.65	17,000.00	14,986.23	5,042.02	15,000.00
445	Foods	.00	.00	415.34	415.34	.00
470	Contract	234,486.92	233,500.00	233,500.00	146,620.09	233,500.00
	<i>Contractual Expense Totals</i>	<b>\$519,270.84</b>	<b>\$517,298.00</b>	<b>\$527,533.26</b>	<b>\$397,255.78</b>	<b>\$468,136.00</b>

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
Department 1010 - Legislative Board						
Comments						
	Account	Level	Comment			
	470	Departmental Request	City of Glens Falls: \$99,000.00 Adirondack North Country Assoc.: \$3,000.00 Warren County Historical Society: \$3,500.00 Invasive Species (Glen Lake): \$25,000.00 Lake George Park Comm.: \$100,000.00 Lakes to Locks: \$2,000.00 Warren County Conservation Council: \$1,000.00			
<i>Employee Benefits</i>						
810	Retirement	30,338.83	37,289.00	37,289.00	20,512.79	35,766.00
830	Social Security	24,094.76	26,187.00	26,187.00	16,003.07	26,187.00
831	Medicare Contribution	5,635.08	6,123.00	6,123.00	3,742.73	6,123.00
860	Hospitalization	62,182.23	66,663.00	60,806.00	18,314.78	41,597.00
865	Dental Insurance	1,391.03	1,464.00	1,340.00	357.08	696.00
	<i>Employee Benefits Totals</i>	<b>\$123,641.93</b>	<b>\$137,726.00</b>	<b>\$131,745.00</b>	<b>\$58,930.45</b>	<b>\$110,369.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	3,149.00	3,149.00	3,149.00	3,149.00	3,138.00
861	Retirees Hospitalization	14,716.74	14,328.00	14,328.00	6,294.00	11,941.00
862	Health Insurance Cost Reimbursement	2,680.45	2,250.00	2,250.00	633.86	750.00
	<i>Other Benefits Totals</i>	<b>\$20,546.19</b>	<b>\$19,727.00</b>	<b>\$19,727.00</b>	<b>\$10,076.86</b>	<b>\$15,829.00</b>
Department 1010 - Legislative Board Totals		<b>\$1,074,270.91</b>	<b>\$1,097,047.00</b>	<b>\$1,102,475.92</b>	<b>\$731,467.93</b>	<b>\$1,016,630.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,074,270.91</b>	<b>\$1,097,047.00</b>	<b>\$1,102,475.92</b>	<b>\$731,467.93</b>	<b>\$1,016,630.00</b>
Fund A - General Totals						
<b>REVENUE TOTALS</b>		<b>\$33,791,789.05</b>	<b>\$0.00</b>	<b>\$37,138,096.00</b>	<b>\$37,142,439.69</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,074,270.91</b>	<b>\$1,097,047.00</b>	<b>\$1,102,475.92</b>	<b>\$731,467.93</b>	<b>\$1,016,630.00</b>
Fund A - General Totals		<b>\$32,717,518.14</b>	<b>(\$1,097,047.00)</b>	<b>\$36,035,620.08</b>	<b>\$36,410,971.76</b>	<b>(\$1,016,630.00)</b>
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		<b>\$33,791,789.05</b>	<b>\$0.00</b>	<b>\$37,138,096.00</b>	<b>\$37,142,439.69</b>	<b>\$0.00</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$1,074,270.91</b>	<b>\$1,097,047.00</b>	<b>\$1,102,475.92</b>	<b>\$731,467.93</b>	<b>\$1,016,630.00</b>
Net Grand Totals		<b>\$32,717,518.14</b>	<b>(\$1,097,047.00)</b>	<b>\$36,035,620.08</b>	<b>\$36,410,971.76</b>	<b>(\$1,016,630.00)</b>

2025 Salary Schedule (Position Budgeting)  
Legislative Board

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13873	Bean, Kevin N/A / \$25.00	Supervisor #4 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2024
13412	Bruno, Daniel N/A / \$25.00	Supervisor #3 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2020
11727	Conover, Ronald N/A / \$25.00	Supervisor #18 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2010
13916	Crocitto Jr, Vincent N/A / \$25.00	Supervisor #1 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	4/9/2024
13140	Diamond, John N/A / \$25.00	Supervisor #14 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2018
13152	Driscoll, Bennet N/A / \$25.00	Supervisor #9 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/9/2018
13839	Etu, Nathan N/A / \$25.00	Supervisor #17 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	8/7/2023
13627	Geraci, Michael N/A / \$25.00	Supervisor #8 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2022
11038	Geraghty, Kevin N/A / \$25.00	Supervisor #16 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2006
13870	Gilligan, Haley N/A / \$25.00	Supervisor #19 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2024
9040	Maday, John N/A / \$25.00	Supervisor #6 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2024
13142	Magowan, William N/A / \$25.00	Supervisor #2 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2018
11037	Merlino, Eugene N/A / \$25.00	Supervisor #15 N/A / \$25.00	\$19,932.00	Elected	Elected/PT	1/1/2006

13872	Patchett, Joshua N/A / \$25.00	Supervisor #5 N/A / \$25.00	\$19,932.00 Elected	Elected/PT	1/1/2024
13439	Runyon, Debra N/A / \$25.00	Supervisor #10 N/A / \$25.00	\$19,932.00 Elected	Elected/PT	1/1/2022
11401	Strainer, David N/A / \$25.00	Supervisor #20 N/A / \$25.00	\$19,932.00 Elected	Elected/PT	1/1/2024
12479	Strough, John N/A / \$25.00	Supervisor #13 N/A / \$25.00	\$19,932.00 Elected	Elected/PT	1/1/2014
10562	Thomas, Frank N/A / \$25.00	Supervisor #12 N/A / \$25.00	\$19,932.00 Elected	Elected/PT	5/20/2003
13871	Turner, Nancy N/A / \$25.00	Supervisor #11 N/A / \$25.00	\$19,932.00 Elected	Elected/PT	1/1/2024
13143	Wild, Michael N/A / \$25.00	Supervisor #7 N/A / \$25.00	\$19,932.00 Elected	Elected/PT	1/1/2018
	N/A / \$25.00	Chair of the Board N/A / \$25.00	\$23,656.00		

**21****\$422,296.00**



## Hudson River - Black River Regulating District

**KATHY HOCHUL**  
Governor

**MARK M. FINKLE**  
Chairman

**JOHN C. CALLAGHAN**  
Executive Director

July 9, 2024

John Taflan, Warren County Administrator  
County Municipal Center  
1340 U.S. 9,  
Lake George, NY 12845



Dear County Administrator Taflan,

A year ago, I wrote your predecessor to share the unfortunate news of a ruling from the Federal Energy Regulatory Commission (FERC) unfavorable to the Regulating District, and Warren County taxpayers, upon which Brookfield Renewable Energy's wholly-owned subsidiary, Erie Boulevard Hydropower (Erie) elected to cease making payments to the Regulating District for the use of the Great Sacandaga Lake and Conklingville Dam in generating and selling electricity at its E.J. West hydroelectric plant. This revenue had totaled \$1.5 million annually in recent years, an amount equal to the revenue Brookfield generates from North American hydroelectric power generation *every day*.

As I indicated in my July 5, 2023 letter, this development would significantly cut into, if not erase, any relief the County would see in its annual assessments as a result of the good news we'd shared with you in April 2022, namely that efforts to shift the Regulating District's property tax obligations for taxable State lands under its jurisdiction to the State had been successful. I also indicated that – as we had every reason to expect at the time – the equalized annual assessments charged to Warren County would be reduced accordingly beginning with the assessment payment due by October 31, 2024.

The loss of the revenue from Erie presented significant, structural challenges for the Regulating District as we sought to develop, pursuant to statute, our next three-year financial plan and beneficiary assessment schedule. Fortunately, thanks to the aforementioned relief in 2022 and continuing support and partnership from Governor Hochul's administration, including additional dedicated capital funding in the recently-enacted State budget, we have developed, and the Board has adopted, a financial plan and budget for the 2024-2027 cycle that still provides meaningful relief to Warren County.

When you receive your formal assessment notice from the Regulating District in the coming weeks, you will see that it represents a 17.3% reduction, to \$209,831, from the previous cycle. Pursuant to statute, this will remain the amount for 2025 and 2026 also. We hope you'll agree that this is all good news for Warren County taxpayers. But we certainly recognize that the news is not as good as we anticipated it would be when we wrote you in 2022.

To that end, we continue to vigorously seek restoration of Erie's payments for its use of Great Sacandaga Lake and Conklingville Dam, so that the company pays its fair share, just as Warren County taxpayers are asked to do each year. We are represented by the Office of the New York State Attorney General, and have every hope that we will prevail in the State courts, and that eventual restoration of this revenue will enable us to deliver even greater relief in the 2027-2030 cycle.

As always, please do not hesitate to contact me or CFO Tim Maniccia with any questions or for further discussion.

Sincerely,

  
John C. Callaghan  
Executive Director

~~CC: Christine Norton, Warren County Treasurer~~

---

54 State Street, Suite 501, Albany, NY 12207 | 518-465-3491  
737 Bunker Hill Road, Mayfield, NY 12117 | 518-661-5535  
317 Washington Street, Watertown, NY 13601 | 315-788-5440

[www.hrbrrd.ny.gov](http://www.hrbrrd.ny.gov)

**Hogan, Samantha**

---

**From:** Allen, Amanda  
**Sent:** Wednesday, July 24, 2024 4:57 PM  
**To:** Hogan, Samantha  
**Subject:** FW: 2025 Membership Dues

*Amanda Allen, CLBC*  
*Clerk of the Warren County Board of Supervisors*  
*1340 State Route 9*  
*Lake George, NY 12845*  
*Phone: (518) 761-7656*  
*Fax: (518) 761-7652*

**From:** Membership <membership@naco.org>  
**Sent:** Wednesday, July 24, 2024 4:41 PM  
**To:** Allen, Amanda <allena@warrencountyny.gov>; Membership <membership@naco.org>  
**Subject:** RE: 2025 Membership Dues

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

Hello Amanda, your county dues for 2025 FY are \$1,315. The change is just \$1 from 2024.

Feel free to reach out if you have any questions.

Best,

Priscila

**Priscila Chrappah**  
Membership Manager  
National Association of Counties NACo.  
660 North Capitol St. NW ste.400  
Washington, DC 20001  
Direct - 202-942-4217  
[www.naco.org](http://www.naco.org)



**From:** Allen, Amanda <allena@warrencountyny.gov>  
**Sent:** Tuesday, July 23, 2024 11:58 AM  
**To:** Membership <membership@naco.org>

**Subject:** 2025 Membership Dues

**Importance:** High

**External Email:** Do not click links or open attachments unless you recognize the sender and know the content is safe unless you are certain that this email is safe.

Good Morning!

We are currently working on our 2025 Budget proposal and need to include our NACo dues for next year. Would you please forward me an invoice showing what that will be?

Many thanks!!

Amanda

*Amanda Allen, CLBC  
Clerk of the Warren County Board of Supervisors  
1340 State Route 9  
Lake George, NY 12845  
Phone: (518) 761-7656  
Fax: (518) 761-7652*

**Hogan, Samantha**

---

**From:** Allen, Amanda  
**Sent:** Tuesday, July 23, 2024 11:53 AM  
**To:** Hogan, Samantha  
**Subject:** FW: 2024 Internet Billing

*Amanda Allen, CLBC*  
*Clerk of the Warren County Board of Supervisors*  
*1340 State Route 9*  
*Lake George, NY 12845*  
*Phone: (518) 761-7656*  
*Fax: (518) 761-7652*

**From:** Hosford, Rob <hosfordr@warrencountyny.gov>  
**Sent:** Thursday, June 27, 2024 1:42 PM  
**To:** Allen, Amanda <allena@warrencountyny.gov>  
**Subject:** 2024 Internet Billing

We're almost ready to do Internet Billing for the year. According to our records you have 5 employee(s) in your department Board of Supervisors with Internet Access. The current rate is \$82 per user per year so in this case it would be \$410.

The Account Code that will be used is A1010 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 \$75 per user per year. Use this for 2025 budgeting. Let me know if you have any questions.  
Thank you.

# Warren County Board of Supervisors

## RESOLUTION NO. 535 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD, DIAMOND, FRASIER, MERLINO AND BEATY**

**ALLOCATING FUNDING EARMARKED FOR COMBATING AQUATIC INVASIVE SPECIES IN PUBLICLY ACCESSIBLE WATER BODIES IN WARREN COUNTY OTHER THAN LAKE GEORGE AND AUTHORIZING INTERMUNICIPAL AGREEMENTS FOR THE YEAR 2024**

WHEREAS, the Warren County Budget allocated a total of Two Hundred Fifty Thousand Dollars (\$250,000) for the purpose of combating aquatic invasive species in 2024 with One Hundred Fifty Thousand Dollars (\$150,000) of this total being earmarked for distribution to towns having lakes located within Warren County other than Lake George, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors allocates funding to each of the following Towns to combat aquatic invasive species in publicly accessible water bodies within the respective Towns for 2024, in the amounts specified below, with One Hundred Twenty-Five Thousand Dollars (\$125,000) to be paid from Budget Code A.6417.0002 480.07, Tourism/Occupancy, Occupancy Tax, Warren County Environmental Projects, and the remaining Twenty-Five Thousand Dollars (\$25,000) to be paid from Budget Code A.1010.470 Legislative Board, Contract:

Town of Chester - \$41,666.67

Town of Horicon - \$41,666.67,

Town of Lake Luzerne - \$41,666.66 and

Town of Queensbury - \$25,000 for Glen Lake, and be it further

RESOLVED, that the Chair of the Board of Supervisors is authorized to enter into agreements with each of the foregoing Towns in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION NO. 536 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD DIAMOND, FRASIER, MERLINO AND BEATY**

**AUTHORIZING AGREEMENT WITH AND PAYMENT TO THE LAKE GEORGE PARK COMMISSION FOR INVASIVE SPECIES PREVENTION AND ERADICATION EFFORTS FOR LAKE GEORGE, SPECIFICALLY FOR THE COMMISSION'S 2024 BOAT INSPECTION AND BOAT WASHING PROGRAM**

WHEREAS, the Warren County Budget allocated a total of Two Hundred and Fifty Thousand Dollars (\$250,000) for the purpose of combating aquatic invasive species in 2024 with One Hundred Thousand Dollars (\$100,000) of this total being earmarked for distribution to the Lake George Park Commission, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors authorizes an agreement with the Lake George Park Commission for invasive species prevention and eradication efforts for Lake George and authorize payment of One Hundred Thousand Dollars (\$100,000) to the Lake George Park Commission specifically for the Commission's 2024 boat inspection and boat washing program, and be it further

RESOLVED, that the Chair of the Board be, and hereby is, authorized to execute an agreement for same with the Lake George Park Commission, 75 Fort George Rd., PO Box 749, Lake George, New York 12845 in an amount not to exceed One Hundred Thousand Dollars (\$100,000), in a form approved by the County Attorney, and for a term commencing upon execution and terminating when all funds have been expended and accounted for, and funding shall be expended from Budget Code A.1010 470, Legislative Board, Contract.

# Warren County Board of Supervisors

## RESOLUTION NO. 537 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD DIAMOND, FRASIER, MERLINO AND BEATY**

**AUTHORIZING AGREEMENT WITH ADIRONDACK NORTH COUNTRY ASSOCIATION FOR PROMOTIONAL AND ECONOMIC DEVELOPMENT**

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 781 of 2022) with Adirondack North Country Association, 67 Main Street, Suite 201, Saranac Lake, New York 12983, for promotional and economic development in Warren County, for an amount of Three Thousand Dollars (\$3,000), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2024 and terminating December 31, 2024, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION NO. 539 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD DIAMOND, FRASIER, MERLINO AND BEATY**

### **AUTHORIZING AGREEMENT WITH THE CITY OF GLENS FALLS FOR CAPITAL IMPROVEMENTS AND OPERATION AND MAINTENANCE FOR VARIOUS RECREATIONAL FACILITIES**

RESOLVED, that Warren County enter into an agreement with the City of Glens Falls under the following terms and conditions for the year 2024:

1. the County will allocate up to Nineteen Thousand Eight Hundred Dollars (\$19,800) for capital improvements to the Coles Woods, East Field and the Crandall Park Recreation Center Ice Rink;
2. the County will allocate up to Seventy-Nine Thousand Two Hundred Dollars (\$79,200) for operation and maintenance expenses or capital improvements associated with the Coles Woods, East Field and the Crandall Park Recreation Center Ice Rink;
3. Warren County residents shall be permitted to use any facility for which County funds are provided at the same time and upon the same charges which apply to City of Glens Falls residents;
4. the City shall, on a quarterly basis, provide a voucher and invoices for payments with all supporting documentation to the County for expenditures to be reimbursed under the contract. The information to be furnished shall include the following:
  - A. the particular facility and a general description of the capital improvements and/or operation and maintenance expenditures for which reimbursement is sought;
  - B. the amount sought for reimbursement;
  - C. a statement as to whether the expenditures were incurred for improvements made and paid for in 2024; and
  - D. a certification that the reimbursement requested is for one of the facilities and in the amount provided for under the contract;
5. payment shall be made on a reimbursement basis only and only after the County receives the required documentation provided for herein;
6. all documentation for payment shall be submitted to the Clerk of the Board of Supervisors, who shall review the same for purposes of ascertaining whether the documentation provided is consistent with the requirements of this resolution, and accordingly, the contract;

*RESOLUTION NO. 539 OF 2023**PAGE 2 OF 2*

7. the City shall have sixty (60) days from the date of the execution of the agreement authorized by this resolution to provide the first claims for payment for the year 2024, and shall thereafter provide claims within thirty (30) days of June 30<sup>th</sup>, September 30<sup>th</sup>, and December 30<sup>th</sup> to claim funds pursuant to the terms of the contract for the quarters prior thereto; and
8. Upon request of the Board of Supervisors a full and complete report of activities will be rendered to the Warren County Board of Supervisors for the previous year,

and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized and directed to execute an agreement with the City of Glens Falls consistent with the terms and provisions set forth in the preambles of this resolution, and in a form approved by the County Attorney, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to pay an amount not to exceed Nineteen Thousand Eight Hundred Dollars (\$19,800) for capital improvements to the Coles Woods, East Field and Crandall Park Recreation Center Ice Rink and Seventy-Nine Thousand Two Hundred Dollars (\$79,200) for operation and maintenance or capital improvements of said facilities, for the purposes hereinabove specified, after the same has been reviewed by the Clerk of the Board of Supervisors and approved by the County Auditor, and said funds to be expended from A.1010 470 Legislative Board, Contract.

# Warren County Board of Supervisors

## RESOLUTION NO. 546 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD DIAMOND, FRASIER, MERLINO AND BEATY**

### **AUTHORIZING AGREEMENT WITH THE WARREN COUNTY HISTORICAL SOCIETY FOR CONTINUATION OF HISTORICAL PROGRAMS**

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 790 of 2022) with the Warren County Historical Society, 50 Gurney Lane, Queensbury, New York 12804, with the understanding that an amount not to exceed Three Thousand Five Hundred Dollars (\$3,500) shall be used to offset costs associated with the following programs: historical programs for the public, educational programs for children, museum or public displays, collections, acquisition, inventory and preservation, research library support and technology (outreach to the public), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2024 and terminating December 31, 2024, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.



# Warren County Historical Society

50 Gurney Lane, Queensbury, New York 12804

518-743-0734 Fax: 518-824-5861

E-mail: [mail@wcnrhs.org](mailto:mail@wcnrhs.org)

Website: <http://wcnrhs.org>



## Officers:

**Dr. Stan Cianfarano**  
*President*

**Tom Lynch**  
*Vice President*

**Marianne Moran**  
*Secretary*

**John Berry**  
*Treasurer*

## Trustees:

**Bob Bayle**  
**Patricia Berry**  
**Cherie Brooks**  
**John DiNuzzo**  
**Patricia Dolton**  
**Chuck Farrar**  
**Gerri Groff**  
**Bruce Hazard**  
**Wally Hirsch**  
**Kurt Kilmer**  
**Andrea Matte**  
**Stephen Matte**  
**Eloise O'Neil**  
**John Schroeter, Jr.**  
**Dr. John Simon**  
**John Strough**  
**Wayne Wright**

**Teri Rogers**  
*Executive Director*

July 9, 2024

Supervisor Kevin Geraghty,  
Chairman of the Warren County Board of Supervisors  
Warren County Municipal Center  
1340 State Route 9  
Lake George, NY 12845

Dear Supervisor Geraghty,

On behalf of the Warren County Historical Society, I want to formally request that we be considered in 2024 for \$4,000 in funding through the county voucher process. The Society is very grateful for the support that the Board of Supervisors has given us over the twenty-seven years of our existence. We have been at our current location at 50 Gurney Lane, Queensbury, under a facilities agreement, since 2017, and we have enjoyed this advantageous location as we fulfill our mission to preserve and promote the history and heritage of Warren County. We serve residents and tourists alike with our exhibits, programs, archives and collections, and resource center.

With the advent of the 250<sup>th</sup> anniversary of the American Revolution (2025-2033), the WCHS is embarking upon a new focus – that is, to support the nation – and state-wide efforts to commemorate the founding of our country by showcasing the rich and significant stories, personages, and events that happened during the formative years of our democracy. Specifically, we will be developing a new exhibition on the first floor of our headquarters that will tell the story of our County's namesake, Dr. Joseph Warren, and his special place in our history. We will also create content to feature the local events of the American Revolution. A new viewing room with digital devices and seating will augment displays and interpretive panels. Programs that we plan to hold for our members and the public over the next year and beyond will also highlight the important role of Dr. Warren and the celebration of the nation's 250<sup>th</sup>.

In years past, Warren County has supported us with funding for the creation of our exhibition, *Warren County 360: Celebrating Place and People*, historical programs, the publication of our historical journal *Pasttimes* and new books on local history, as well as computers and equipment. We are sincerely grateful for this ongoing support. The Board of Supervisors has said that it is committed to the promotion of history and culture, and the WCHS is likewise dedicated to the fullest.

We look forward to your confirmation that the Society will be the recipient of \$4,000 by the end of this year, and we will, as always, work at our highest and best level to serve the people of Warren County with preservation of our rich and important history and heritage.

Truly yours,

A handwritten signature in cursive script that reads "Teri Rogers".

Teri Rogers  
Executive Director

Cc: Dr. Stan Cianfarano, President  
Tom Lynch, Vice President  
John Berry, Treasurer  
Marianne Moran, Board Secretary

# Warren County Board of Supervisors

## RESOLUTION No. 544 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD DIAMOND, FRASIER, MERLINO AND BEATY**

### **AUTHORIZING AGREEMENT WITH LAKES TO LOCKS PASSAGE FOR PROMOTIONAL AND ECONOMIC DEVELOPMENT**

RESOLVED, that Warren County enter into a contractual relationship with Lakes to Locks Passage, 814 Bridge Road, Crown Point, New York 12928, for promotional and economic development in Warren County, for an amount of Two Thousand Dollars (\$2,000), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2024 and terminating December 31, 2024, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

2025 Warren County Self-Insurance Workers' Compensation Assessments						
	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2025 Total Assessment	Year 2024 Total Assessment
<b>Participant:</b>						
Towns/Village/City:						
Glens Falls	\$ 46,529.48	\$ -	\$ -	\$ 117,526.88	\$ 164,056	\$ 199,065
Bolton	\$ 10,166.23	\$ -	\$ -	\$ 40,783.01	\$ 50,949	\$ 44,204
Chester	\$ 8,349.13	\$ -	\$ -	\$ 27,370.47	\$ 35,720	\$ 28,876
Hague	\$ 4,335.00	\$ -	\$ -	\$ 817.92	\$ 5,153	\$ 4,631
Horicon	\$ 5,041.44	\$ -	\$ -	\$ 16,424.46	\$ 21,466	\$ 21,765
Johnsburg	\$ 6,017.68	\$ -	\$ -	\$ 46,263.58	\$ 52,281	\$ 53,373
Lake George	\$ 14,883.47	\$ -	\$ -	\$ 28,736.78	\$ 43,620	\$ 44,237
Luzerne	\$ 7,071.66	\$ -	\$ -	\$ 16,486.22	\$ 23,558	\$ 21,520
Stony Creek	\$ 3,028.58	\$ -	\$ -	\$ 2,563.28	\$ 5,592	\$ 5,110
Thurman	\$ 3,626.93	\$ -	\$ -	\$ 3,945.65	\$ 7,573	\$ 8,043
Warrensburg	\$ 8,498.94	\$ -	\$ -	\$ 10,344.18	\$ 18,843	\$ 18,885
Village of Lake George	\$ 8,757.42	\$ -	\$ -	\$ 18,052.42	\$ 26,810	\$ 31,579
Other than Towns:						
SUNY Adirondack	\$ 89,995.43	\$ -	\$ -	\$ 37,333.74	\$ 127,329	\$ 126,818
Crandall Library	\$ 11,357.27	\$ -	\$ -	\$ 16,291.31	\$ 27,649	\$ 27,196
LG/LC Regional Planning	\$ 2,892.73	\$ -	\$ -	\$ 1,239.80	\$ 4,133	\$ 3,727
County Departments:						
WC Administrator	\$ 1,714.59	\$ -	\$ -	\$ -	\$ 1,715	\$ 1,616
WC Attorney	\$ 2,709.62	\$ -	\$ -	\$ -	\$ 2,710	\$ 2,573
WC Auditor	\$ 686.76	\$ -	\$ -	\$ -	\$ 687	\$ 652
WC Bd of Elections	\$ 1,765.85	\$ -	\$ -	\$ -	\$ 1,766	\$ 1,639
WC Bldg Codes	\$ 2,081.59	\$ -	\$ -	\$ 3,444.34	\$ 5,526	\$ 1,970
WC Civil Service	\$ 908.79	\$ -	\$ -	\$ -	\$ 909	\$ 1,083
WC Clerk	\$ 4,985.77	\$ -	\$ -	\$ 537.92	\$ 5,524	\$ 5,090
WC Data Processing	\$ 3,824.97	\$ -	\$ -	\$ -	\$ 3,825	\$ 3,444
WC District Attorney	\$ 8,017.23	\$ -	\$ -	\$ 80.54	\$ 8,098	\$ 7,762
WC DPW	\$ 21,584.74	\$ -	\$ -	\$ 54,279.08	\$ 75,864	\$ 79,393
WC DPW - Airport	\$ 1,014.46	\$ -	\$ -	\$ -	\$ 1,014	\$ 1,020
WC DPW - Bldg & Grounds	\$ 3,570.68	\$ -	\$ -	\$ 19,172.46	\$ 22,743	\$ 20,456
WC DPW - Up Yonda	\$ 854.86	\$ -	\$ -	\$ 1,177.33	\$ 2,032	\$ 1,951
WC E&T	\$ 2,400.13	\$ -	\$ -	\$ 4,655.86	\$ 7,056	\$ 9,155
WC Health Services	\$ 10,846.81	\$ -	\$ -	\$ 29,979.28	\$ 40,826	\$ 34,752
WC Historian	\$ 99.39	\$ -	\$ -	\$ -	\$ 99	\$ 94
WC Human Resources	\$ 923.20	\$ -	\$ -	\$ -	\$ 923	\$ 881
WC Legal Def	\$ 564.97	\$ -	\$ -	\$ -	\$ 565	\$ 501
WC Mail Room	\$ 205.60	\$ -	\$ -	\$ -	\$ 206	\$ 225
WC Mental Health	\$ 2,180.46	\$ -	\$ -	\$ -	\$ 2,180	\$ 2,139
WC OES	\$ 1,506.69	\$ -	\$ -	\$ 9,958.50	\$ 11,465	\$ 11,271
WC OFA	\$ 5,013.67	\$ -	\$ -	\$ 20,986.18	\$ 26,000	\$ 23,766
WC Planning	\$ 2,290.35	\$ -	\$ -	\$ 24.09	\$ 2,314	\$ 2,275
WC Probation	\$ 5,577.24	\$ -	\$ -	\$ 4.91	\$ 5,582	\$ 5,620
WC Public Defender	\$ 6,269.80	\$ -	\$ -	\$ 1,130.13	\$ 7,400	\$ 7,234
WC Purchasing	\$ 1,080.27	\$ -	\$ -	\$ -	\$ 1,080	\$ 1,053
WC Real Property	\$ 1,595.62	\$ -	\$ -	\$ -	\$ 1,596	\$ 1,522
WC Residential Hall	\$ 6,371.38	\$ -	\$ -	\$ 20,517.16	\$ 26,889	\$ 26,303
WC Self-Insurance	\$ 1,101.19	\$ -	\$ -	\$ 902.45	\$ 2,004	\$ 1,983
WC Sheriff's Dept	\$ 54,030.44	\$ -	\$ -	\$ 80,756.74	\$ 134,787	\$ 129,968
WC Sheriff's Dept - Jail	\$ 35,017.26	\$ -	\$ -	\$ 153,706.22	\$ 188,723	\$ 180,029
WC Social Services	\$ 37,039.23	\$ -	\$ -	\$ 3,471.19	\$ 40,510	\$ 39,240
WC Soil & Water	\$ 1,869.78	\$ -	\$ -	\$ -	\$ 1,870	\$ 1,984
WC Supervisors	\$ 3,921.77	\$ -	\$ -	\$ 262.21	\$ 4,184	\$ 4,258
WC Tourism	\$ 1,695.10	\$ -	\$ -	\$ -	\$ 1,695	\$ 2,515
WC Traffic Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WC Treasurer	\$ 4,409.71	\$ -	\$ -	\$ -	\$ 4,410	\$ 4,376
WC Veterans	\$ 869.43	\$ -	\$ -	\$ -	\$ 869	\$ 791
WC WIC	\$ 1,604.18	\$ -	\$ -	\$ 171.24	\$ 1,775	\$ 1,851
WC Wts and Meas	\$ 355.97	\$ -	\$ -	\$ -	\$ 356	\$ 358
Westmount	\$ -	\$ -	\$ -	\$ 21,566.85	\$ 21,567	\$ 24,503
Volunteers:						

	1/1/2016-12/31/2023		Claims Based
Participant:	Total Claims	Experience Factor	Allocation
WC Public Defender	\$ 5,674.19	0.001271335	\$ 1,130.13
WC Purchasing	\$ -	0.000000000	\$ -
WC Real Property	\$ -	0.000000000	\$ -
WC Residential Hall	\$ 103,013.34	0.023080736	\$ 20,517.16
WC Self-Insurance	\$ 4,531.06	0.001015210	\$ 902.45
WC Sheriff's Dept	\$ 405,466.57	0.090847134	\$ 80,756.74
WC Sheriff's Dept - Jail	\$ 771,734.13	0.172911503	\$ 153,706.22
WC Social Services	\$ 17,428.26	0.003904903	\$ 3,471.19
WC Soil & Water	\$ -	0.000000000	\$ -
WC Supervisors	\$ 1,316.53	0.000294976	\$ 262.21
WC Tourism	\$ -	0.000000000	\$ -
WC Traffic Safety	\$ -	0.000000000	\$ -
WC Treasurer	\$ -	0.000000000	\$ -
WC Veterans	\$ -	0.000000000	\$ -
WC WIC	\$ 859.76	0.000192634	\$ 171.24
WC Wts and Meas	\$ -	0.000000000	\$ -
Westmount	\$ 108,283.67	0.024261584	\$ 21,566.85
Volunteers:			
Bakers Mills FD	\$ -	0.000000000	\$ -
Bolton ER	\$ 1,975.53	0.000442629	\$ 393.47
Bolton FD	\$ -	0.000000000	\$ -
Chester FD	\$ 40,080.23	0.008980208	\$ 7,982.78
Garnet Lake FD	\$ 2,362.89	0.000529419	\$ 470.62
Hague ER	\$ 719.71	0.000161255	\$ 143.34
Hague FD	\$ 1,024.69	0.000229588	\$ 204.09
Horicon FD	\$ 46,427.75	0.010402406	\$ 9,247.01
Johnsburg ER	\$ 83,305.14	0.018664999	\$ 16,591.88
Johnsburg FD	\$ -	0.000000000	\$ -
Lake George ER	\$ -	0.000000000	\$ -
Lake George FD	\$ 55,195.38	0.012366845	\$ 10,993.26
Luzerne ER	\$ 66,870.63	0.014982752	\$ 13,318.62
Luzerne FD	\$ 10,579.83	0.002370472	\$ 2,107.18
North Creek FD	\$ 2,351.58	0.000526885	\$ 468.36
North River FD	\$ -	0.000000000	\$ -
North Warren ER	\$ 56,618.94	0.012685802	\$ 11,276.79
Pottersville FD	\$ -	0.000000000	\$ -
Riverside FD	\$ 2,340.34	0.000524367	\$ 466.13
Stony Creek ER	\$ -	0.000000000	\$ -
Stony Creek FD	\$ 165.31	0.000037039	\$ 32.92
Thurman FD	\$ -	0.000000000	\$ -
Warrensburg ER*	\$ 16,890.91	0.003784506	\$ 3,364.16
Warrensburg FD	\$ 4,543.89	0.001018085	\$ 905.01
Totals	\$ 4,463,174.03	1.000000000	\$ 888,930.00
			\$ 888,930.00
Total Claims 8 years	\$ 4,447,699.96		
plus WEMS w/prior carrier	\$ 15,474.07	2016-2022	
Total claims for allocation	\$ 4,463,174.03		
7/7/24 jb			

## WARREN COUNTY COMPENSATION LISTING WITH CAP

PAYMENTS MADE FROM 01/01/2016 TO 12/31/2023 FOR ALL EMPLOYERS FOR ALL INJURIES SORTED BY NAME

Case No.	Name (*)=inactive	Injury	Inj. Date	Date File Opened	Section 32 Date	Section 25a Date	Compensation	Medical	Other	Total
		Where Occured	Shift	DOW	Job Title	Days Away	Days Rest.	Out of Work	Cap Total	
<b>WC SUPERVISOR</b>										
7291	*HOGAN, ANDREA	Lower Extremity-RT LEG	07/23/2018	07/27/2018	/ /	/ /	\$0.00	\$1316.53	\$0.00	\$1316.53
		DMV ENTRANCE	1	MO	TOWN SUPERVISOR	0	0	NO		\$1316.53
<b>Sub-totals:</b>							\$0.00	\$1316.53	\$0.00	\$1316.53
										\$1316.53

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

## A.1040 - Clerk of the Board

.410, Supplies -	Decreased by \$200.00 <i>Budget reduction</i>
.423, Telephone -	Decreased by \$100.00 <i>Budget reduction</i>
.427, Memberships & Dues -	Increased by \$200.00 <i>2025 membership dues increase</i>

Overall impact of A.1040 budget request = \$100.00 decrease

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

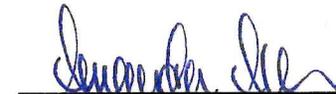
**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Clerk-Legislative Board  
 BUDGET ACCOUNT CODE: A.1040

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$322,204.32	\$335,924.00	\$335,924.00	\$335,924.00
200's EQUIPMENT	\$3,379.75	\$0.00	\$1,000.00	\$0.00
400's CONTRACTUAL	\$603.18	\$1,200.00	\$1,200.00	\$1,100.00
800's EMPLOYEE BENEFITS	\$123,903.15	\$135,605.00	\$135,605.00	\$148,158.00
<b>TOTALS</b>	<b>\$450,090.40</b>	<b>\$472,729.00</b>	<b>\$473,729.00</b>	<b>\$485,182.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Clerk of the Board  
 DATE: 8/15/2024

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
Department 1040 - Clerk-Legislative Board						
<i>Personal Services</i>						
110	Salaries - Regular	322,204.32	335,924.00	335,924.00	206,723.20	335,924.00
<i>Personal Services Totals</i>		<b>\$322,204.32</b>	<b>\$335,924.00</b>	<b>\$335,924.00</b>	<b>\$206,723.20</b>	<b>\$335,924.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	3,379.75	.00	.00	.00	.00
220.1	Office Equipment - Reserve	.00	.00	1,000.00	749.06	.00
<i>Equipment Totals</i>		<b>\$3,379.75</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$749.06</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	76.13	500.00	500.00	17.16	300.00
423	Telephone	427.05	600.00	600.00	194.49	500.00
427	Memberships & Dues	100.00	100.00	100.00	100.00	300.00
<i>Contractual Expense Totals</i>		<b>\$603.18</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>	<b>\$311.65</b>	<b>\$1,100.00</b>
<i>Employee Benefits</i>						
810	Retirement	35,896.94	46,603.00	46,603.00	28,275.23	52,820.00
830	Social Security	18,720.09	20,828.00	20,828.00	11,948.15	20,828.00
831	Medicare Contribution	4,378.06	4,871.00	4,871.00	2,794.34	4,871.00
860	Hospitalization	50,821.62	50,201.00	50,201.00	30,892.48	58,033.00
865	Dental Insurance	1,146.96	1,104.00	1,104.00	679.68	1,104.00
<i>Employee Benefits Totals</i>		<b>\$110,963.67</b>	<b>\$123,607.00</b>	<b>\$123,607.00</b>	<b>\$74,589.88</b>	<b>\$137,656.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	1,050.00	1,109.00	1,109.00	1,109.00	1,064.00
861	Retirees Hospitalization	11,889.48	10,889.00	10,889.00	4,536.44	9,438.00
<i>Other Benefits Totals</i>		<b>\$12,939.48</b>	<b>\$11,998.00</b>	<b>\$11,998.00</b>	<b>\$5,645.44</b>	<b>\$10,502.00</b>
Department 1040 - Clerk-Legislative Board Totals		<b>\$450,090.40</b>	<b>\$472,729.00</b>	<b>\$473,729.00</b>	<b>\$288,019.23</b>	<b>\$485,182.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,524,361.31</b>	<b>\$1,569,776.00</b>	<b>\$1,576,204.92</b>	<b>\$1,018,205.38</b>	<b>\$1,504,068.00</b>
Fund A - General Totals						
<b>REVENUE TOTALS</b>		<b>\$33,791,789.05</b>	<b>\$0.00</b>	<b>\$37,138,096.00</b>	<b>\$37,142,439.69</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,524,361.31</b>	<b>\$1,569,776.00</b>	<b>\$1,576,204.92</b>	<b>\$1,018,205.38</b>	<b>\$1,504,068.00</b>

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
	Fund A - General Totals	\$32,267,427.74	(\$1,569,776.00)	\$35,561,891.08	\$36,124,234.31	(\$1,504,068.00)
	Net Grand Totals					
	<b>REVENUE GRAND TOTALS</b>	\$33,791,789.05	\$0.00	\$37,138,096.00	\$37,142,439.69	\$0.00
	<b>EXPENSE GRAND TOTALS</b>	\$1,524,361.31	\$1,569,776.00	\$1,576,204.92	\$1,018,205.38	\$1,504,068.00
	Net Grand Totals	\$32,267,427.74	(\$1,569,776.00)	\$35,561,891.08	\$36,124,234.31	(\$1,504,068.00)

2025 Salary Schedule (Position Budgeting)  
Clerk of the Legislative Board

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11101	Allen, Amanda N/A / \$55.76	Clerk of the Board N/A / \$55.76	\$101,491.00	Full Time	Appointed F/T	5/22/2006
12775	Ganotes-Gleason, Molly N/A / \$25.04	Legislative Office Specialist #4 N/A / \$25.04	\$52,089.00	Full Time	Out of UnitFT	6/1/2015
12431	Hogan, Samantha N/A / \$34.36	2nd Deputy Clerk of the Board N/A / \$34.36	\$62,534.00	Full Time	Appointed F/T	9/23/2013
12875	Lovelace, Leslie N/A / \$25.04	Secretary to the Clerk of Board N/A / \$25.04	\$52,089.00	Full Time	Out of UnitFT	1/19/2016
11462	McLenithan, Sarah N/A / \$37.21	Deputy Clerk of the Board N/A / \$37.21	\$67,721.00	Full Time	Appointed F/T	4/29/2013
			<b>5</b>			<b>\$335,924.00</b>

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1180 - Justices & Constables

NO CHANGE - *carried over adopted 2024 budget figures*

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

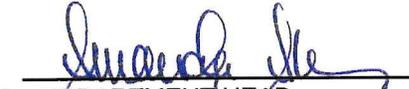
**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Justices & Constables

BUDGET ACCOUNT CODE: A.1180

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$1,980.00	\$1,680.00	\$1,680.00	\$1,680.00
<b>TOTALS</b>	<b>\$1,980.00</b>	<b>\$1,680.00</b>	<b>\$1,680.00</b>	<b>\$1,680.00</b>

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Clerk of the Board  
 DATE: 8/15/2024

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1180 - Justices & Constables					
	Contractual Expense					
440	Legal/Transcript Fees	1,980.00	1,680.00	1,680.00	570.00	1,680.00
	<i>Contractual Expense Totals</i>	<b>\$1,980.00</b>	<b>\$1,680.00</b>	<b>\$1,680.00</b>	<b>\$570.00</b>	<b>\$1,680.00</b>
	Department 1180 - Justices & Constables Totals	<b>\$1,980.00</b>	<b>\$1,680.00</b>	<b>\$1,680.00</b>	<b>\$570.00</b>	<b>\$1,680.00</b>

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1185 - Medical Examiners & Coroners

NO CHANGE TO .400 LINE - *carried over adopted 2024 budget figures*

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Medical Examiner & Coroners

BUDGET ACCOUNT CODE: A.1185

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$56,311.96	\$57,915.00	\$57,915.00	\$57,915.00
400's CONTRACTUAL	\$263,775.23	\$200,000.00	\$200,000.00	\$200,000.00
800's EMPLOYEE BENEFITS	\$10,500.41	\$11,195.00	\$11,195.00	\$12,084.00
<b>TOTALS</b>	<b>\$330,587.60</b>	<b>\$269,110.00</b>	<b>\$269,110.00</b>	<b>\$269,999.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD

TITLE: Clerk of the Board

DATE: 8/15/2024

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1185 - Medical Examiner & Coroners						
<i>Personal Services</i>						
130	Salaries - Part Time	56,311.96	57,915.00	57,915.00	33,412.35	57,915.00
	<i>Personal Services Totals</i>	<b>\$56,311.96</b>	<b>\$57,915.00</b>	<b>\$57,915.00</b>	<b>\$33,412.35</b>	<b>\$57,915.00</b>
<i>Contractual Expense</i>						
410	Supplies	684.98	.00	.00	.00	.00
424	Postage	.00	.00	226.75	.00	.00
435	Medical Fees	262,254.00	200,000.00	199,773.25	114,080.00	200,000.00
444	Travel/Education/Conference	836.25	.00	.00	.00	.00
	<i>Contractual Expense Totals</i>	<b>\$263,775.23</b>	<b>\$200,000.00</b>	<b>\$200,000.00</b>	<b>\$114,080.00</b>	<b>\$200,000.00</b>
<i>Employee Benefits</i>						
810	Retirement	6,192.53	6,762.00	6,762.00	4,286.47	7,651.00
830	Social Security	3,491.34	3,592.00	3,592.00	2,071.55	3,592.00
831	Medicare Contribution	816.54	841.00	841.00	484.46	841.00
	<i>Employee Benefits Totals</i>	<b>\$10,500.41</b>	<b>\$11,195.00</b>	<b>\$11,195.00</b>	<b>\$6,842.48</b>	<b>\$12,084.00</b>
	Department 1185 - Medical Examiner & Coroners Totals	<b>\$330,587.60</b>	<b>\$269,110.00</b>	<b>\$269,110.00</b>	<b>\$154,334.83</b>	<b>\$269,999.00</b>

2025 Salary Schedule (Position Budgeting)  
Medical Exam & Coroners

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8234	Bachman, Paul N/A / \$25.00	Coroners Physician N/A / \$25.00	\$16,327.00	Elected	Elected/PT	11/16/1990
13278	Goedert, Connie N/A / \$25.00	Coroner #1 N/A / \$25.00	\$10,397.00	Elected	Elected/PT	1/1/2019
13419	Keil, Lynn N/A / \$25.00	Coroner #3 N/A / \$25.00	\$10,397.00	Elected	Elected/PT	1/17/2020
10184	Murphy, Timothy N/A / \$25.00	Coroner #4 N/A / \$25.00	\$10,397.00	Elected	Elected/PT	7/14/2000
	N/A / \$25.00	Coroner #2 N/A / \$25.00	\$10,397.00			
			<b>5</b>			
			<b>\$57,915.00</b>			

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1340 - Budget Officer

This budget is all salary/benefits - no changes requested by Clerk

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Budget Officer

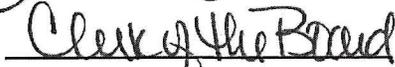
BUDGET ACCOUNT CODE: A.1340

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$8,316.26	\$15,000.00	\$15,000.00	\$15,000.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$6,272.61	\$3,683.00	\$9,664.00	\$1,148.00
<b>TOTALS</b>	<b>\$14,588.87</b>	<b>\$18,683.00</b>	<b>\$24,664.00</b>	<b>\$16,148.00</b>

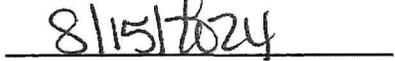
SIGNED:

  
 DEPARTMENT HEAD

TITLE:



DATE:



Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1340 - Budget Officer						
<i>Personal Services</i>						
130	Salaries - Part Time	8,316.26	15,000.00	15,000.00	8,076.88	15,000.00
	<i>Personal Services Totals</i>	<b>\$8,316.26</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$8,076.88</b>	<b>\$15,000.00</b>
<i>Employee Benefits</i>						
810	Retirement	1,270.12	2,535.00	2,535.00	1,257.53	.00
830	Social Security	427.76	930.00	930.00	426.81	930.00
831	Medicare Contribution	100.09	218.00	218.00	99.79	218.00
860	Hospitalization	4,391.67	.00	5,857.00	3,573.64	.00
865	Dental Insurance	82.97	.00	124.00	66.64	.00
	<i>Employee Benefits Totals</i>	<b>\$6,272.61</b>	<b>\$3,683.00</b>	<b>\$9,664.00</b>	<b>\$5,424.41</b>	<b>\$1,148.00</b>
	Department 1340 - Budget Officer Totals	<b>\$14,588.87</b>	<b>\$18,683.00</b>	<b>\$24,664.00</b>	<b>\$13,501.29</b>	<b>\$16,148.00</b>

2025 Salary Schedule (Position Budgeting)  
Budget Officer

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
		Budget Officer	\$15,000.00			
	N/A / \$9.62	N/A / \$9.62				
			<b>1</b>			
			<b>\$15,000.00</b>			

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1910 - Unallocated Insurance

.418, Ins.-General Liability - Increase of \$978.00

*Figure provided by Self-Insurance; 2025 increase*

Overall impact of A.1910 budget request = \$978.00 increase

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Unallocated Insurance

BUDGET ACCOUNT CODE: A.1910

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$228,216.69	\$264,293.00	\$264,293.00	\$265,271.00
<b>TOTALS</b>	<b>\$228,216.69</b>	<b>\$264,293.00</b>	<b>\$264,293.00</b>	<b>\$265,271.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$406.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD

TITLE: Clerk of the Board

DATE: 8/15/2024

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1910 - Unallocated Insurance						
<i>Contractual Expense</i>						
418	Ins-General Liability	228,216.69	264,293.00	264,293.00	246,535.49	265,271.00
	<i>Contractual Expense Totals</i>	<u>\$228,216.69</u>	<u>\$264,293.00</u>	<u>\$264,293.00</u>	<u>\$246,535.49</u>	<u>\$265,271.00</u>
	Department 1910 - Unallocated Insurance Totals	\$228,216.69	\$264,293.00	\$264,293.00	\$246,535.49	\$265,271.00

Budget Breakdown Line of Coverage	2025 Estimates at 7/30/2024	apportionment means	BOS	Sheriff	HS
General Liability	\$ 129,871.50	% co budget	\$ 55,305.59	\$ 21,645.16	\$ 6,818.74
Healthcare Prof/Liab.	\$ 50,956.82	% budget			\$ 40,419.02
Healthcare GL(incl w/ Prof)	\$ -	% budget			\$ -
Property	\$ 100,140.70	% prop sched		\$ 33,609.68	
Inland Marine	\$ 13,763.20	% equip sched	\$ 3,224.19	\$ 1,855.34	
Crime (3 year 2023-2025 installments)	\$ 7,554.80	all BOS	\$ 7,554.80		
LDC Crime	\$ 288.20	all BOS	\$ 288.20		
Auto Liability	\$ 121,599.50	per auto, flat		\$ 33,985.50	\$ 5,300.49
Auto PD	\$ 47,021.70	per auto, flat		\$ 16,179.51	\$ 1,685.37
Law Enforcement	\$ 100,256.20	all WCSD		\$ 100,256.20	
Boiler & Machinery	\$ 12,423.40	% B&M sched		\$ 4,169.60	
Umbrella	\$ 34,255.10	% co budget	\$ 14,390.50	\$ 5,632.07	\$ 1,774.23
Public Officials	\$ 86,759.20	all BOS	\$ 86,759.20		
OCP (NYS Dept State)	\$ 825.00	all BOS	\$ 825.00		
OCP (Highway work permit)	\$ 825.00	all DPW			
Pollution (3 yr 2025-2027 pay all in 2025)	\$ 52,000.00	% poll sched		\$ -	
Airport Liability	\$ 23,762.20	all Airport			
Employers Liability	\$ -	all SIF			
Excess Work Comp	\$ 172,994.80	all SIF			
Difference in conditions	\$ -	% prop sched		\$ -	
NFIP	\$ -	all BOS	\$ -		
Privacy & Security (Cyber Liability)	\$ 62,923.30	all BOS	\$ 62,923.30		
Service Fee	\$ 34,000.00	all BOS	\$ 34,000.00		
<b>2024 Totals</b>	<b>\$ 1,052,220.62</b>		<b>\$ 265,270.78</b>	<b>\$ 217,333.05</b>	<b>\$ 55,997.85</b>

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1920 - Municipal Assoc. Dues

.427, Memberships & Dues - Increase of \$359.00

*Figure provided by NYSAC; 2025 dues increase*

Overall impact of A.1920 budget request = \$359.00 increase

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Municipal Assoc. Dues

BUDGET ACCOUNT CODE: A.1920

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$23,570.00	\$11,959.00	\$11,959.00	\$12,318.00
<b>TOTALS</b>	<b>\$23,570.00</b>	<b>\$11,959.00</b>	<b>\$11,959.00</b>	<b>\$12,318.00</b>

SIGNED:

  
 DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/15/2024

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1920 - Municipal Assoc. Dues					
	Contractual Expense					
427	Memberships & Dues	23,570.00	11,959.00	11,959.00	.00	12,318.00
	<i>Contractual Expense Totals</i>	<b>\$23,570.00</b>	<b>\$11,959.00</b>	<b>\$11,959.00</b>	<b>\$0.00</b>	<b>\$12,318.00</b>
	Department 1920 - Municipal Assoc. Dues Totals	<b>\$23,570.00</b>	<b>\$11,959.00</b>	<b>\$11,959.00</b>	<b>\$0.00</b>	<b>\$12,318.00</b>



# NYSAC

— NEW YORK STATE —  
ASSOCIATION OF COUNTIES

515 Broadway, Suite 402, Albany, New York 12207

Phone: (518) 465-1473 • Fax: (518) 465-0506

www.nysac.org

President: Hon. Daniel P. McCoy, President, Albany County

Executive Director: Stephen J. Acquario, Esq.

Budget Officer Board of Supervisors  
Warren County  
Municipal Center  
1340 State St., Rt. 9  
Lake George, NY 12845



July 11, 2024

Dear Budget Officer Supervisors,

The New York State Association of Counties (NYSAC) was established nearly 100 years ago, in 1925, *by* county officials and *for* county officials. As we approach this milestone, we reflect on our storied history with pride, and we look forward to celebrating our centennial anniversary with you and your colleagues.

As a member of NYSAC, you are part of a united group of county officials who come together to learn from each other, share best practices, and advocate with one voice. With our united voice, we can accomplish far more in Albany and Washington, D.C. for our residents and communities than we ever could alone.

Together over this past year, we successfully advocated for a state budget that delivers new funds to counties and avoids additional cost shifts to local taxpayers. We tracked thousands of pieces of legislation, fought to rescue our EMS systems, and championed short-term rental legislation that will level the hospitality field between hotels and companies like Airbnb and VRBO. As always, our small staff worked hard to keep county leaders apprised of new and timely policy decisions being made by state and federal lawmakers.

As you prepare your 2025 county budgets, please be advised that your county's share of the Association's operating budget for 2025 will be \$12318

This contribution is critical to our association's ability to continue providing a full range of programs and services designed for the unique needs of today's county government, including legislative advocacy, legal and technical assistance, educational programs, policy analysis and briefs, research reports, daily news clips, electronic newsletters and the *NYSAC News Magazine*.

*Committed to counties since 1925*

Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Erie, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, New York, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Rensselaer, Queens, Richmond, Rockland, St. Lawrence, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Westchester, Wyoming, Yates



Additionally, the NYSAC board of directors recommended at their June meeting that the association ask its members for a special contribution in honor of our centennial celebration. This contribution will fund various projects and events designed to commemorate our century-long journey, including displays, a grand celebration event, and other activities that will mark this significant achievement.

We respectfully encourage each county to make an additional contribution to augment this once-in-a-lifetime celebration.

*Please choose a level of support:*

\_\_\_\_\_ \$10,000    \_\_\_\_\_ \$5,000    \_\_\_\_\_ \$2,500    \_\_\_\_\_ \$ Other

Thank you for your continued membership of this great Association of Counties. Our success is inextricably bound to the continued membership and involvement of *all 57* counties and the City of New York. We look forward to working with and for your county again in 2025. If you have any questions, please feel free to contact me at 518-465-1473.

Sincerely,



Stephen J. Acquario  
Executive Director

*Committed to counties since 1925*

*Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Erie, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, New York, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Rensselaer, Queens, Richmond, Rockland, St. Lawrence, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Westchester, Wyoming, Yates*



SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.7410 - Southern Adirondack Library

NO CHANGE TO .400 LINE - *carried over adopted 2024 budget figures*

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Southern Adir. Library

BUDGET ACCOUNT CODE: A.7410

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
<b>TOTALS</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>

SIGNED:

  
 DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/15/2024

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 7410 - Southern Adir. Library					
	Contractual Expense					
469	Other Payments/Contributions	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00
	Contractual Expense Totals	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
	Department 7410 - Southern Adir. Library Totals	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00

Sals



July 18, 2024

Kevin B. Geraghty, Chairman of the Board  
Warren County Municipal Center  
1340 State Route 9  
Lake George, NY 12845

Dear Chairman Geraghty,

On behalf of the Board of Directors of Crandall Public Library, the staff, and the patrons of our Library, I want to thank you and the Warren County Board of Supervisors for again providing \$26,400 in Warren County Aid funding for FY2024.

This funding will lead to enhanced library programs for all ages. As you know, the programs and services Crandall Public Library provides to educate, enrich and encourage our thriving community are indispensable to our children, families and seniors. Our activities and relationships play a critical role in making the region such a desirable place to live. The yearly aid you provide allows us to continue providing the services upon which our neighbors have come to depend. Furthermore, the Warren County Aid is welcome news, not just for us, but also for all the smaller libraries in our county.

We look forward to working with you in 2024 and beyond. Thank you for continuing to enrich our entire community.

Sincerely,



Kathleen U. Naftaly  
Director, Crandall Public Library

*Your Story. Our Mission.*

# Warren County Board of Supervisors

## RESOLUTION NO. 545 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD DIAMOND, FRASIER, MERLINO AND BEATY**

### **AUTHORIZING PAYMENT TO SOUTHERN ADIRONDACK LIBRARY SYSTEM**

WHEREAS, it has been recommended that Warren County participate in the joint financing of the Southern Adirondack Library System in the amount of Fifty-Five Thousand Dollars (\$55,000) as its proportionate share, in conjunction with the neighboring Counties of Hamilton, Saratoga and Washington, and

WHEREAS, the amount of Fifty-Five Thousand Dollars (\$55,000) has been appropriated in the Warren County budget for 2024 for such purpose, now, therefore, be it

RESOLVED, in 2024 that the Warren County Treasurer be, and hereby is, authorized and directed to pay to the bonded Treasurer of the Southern Adirondack Library System the amount of Fifty-Five Thousand Dollars (\$55,000), said funds to be expended from Budget Code A.7410 469 Southern Adir. Library, Other Payments/Contributions, upon receipt of a duly executed voucher for said amount.

SUMMARY OF 2025 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.8026 - A.P.A. Local Government Review Board

NO CHANGE TO .400 LINE - *carried over adopted 2024 budget figures*

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

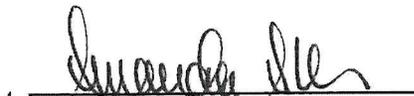
**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: A.P.A. Local Gov't Rev. Bd.

BUDGET ACCOUNT CODE: A.8026

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
<b>TOTALS</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>

SIGNED:

  
 DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/15/2024

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 8026 - A.P.A. Local Gov't Rev. Bd.						
Contractual Expense						
470	Contract	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
	<i>Contractual Expense Totals</i>	<u>7,500.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>7,500.00</u>
Department 8026 - A.P.A. Local Gov't Rev. Bd. Totals		<u>7,500.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>7,500.00</u>
	EXPENSE TOTALS	<u>\$2,185,804.47</u>	<u>\$2,198,001.00</u>	<u>\$2,210,410.92</u>	<u>\$1,347,796.34</u>	<u>\$2,175,468.00</u>
Fund A - General Totals						
	REVENUE TOTALS	\$33,792,195.05	\$0.00	\$37,138,096.00	\$37,142,439.69	\$0.00
	EXPENSE TOTALS	\$2,185,804.47	\$2,198,001.00	\$2,210,410.92	\$1,347,796.34	\$2,175,468.00
Fund A - General Totals		<u>\$31,606,390.58</u>	<u>(\$2,198,001.00)</u>	<u>\$34,927,685.08</u>	<u>\$35,794,643.35</u>	<u>(\$2,175,468.00)</u>
Net Grand Totals						
	REVENUE GRAND TOTALS	\$33,792,195.05	\$0.00	\$37,138,096.00	\$37,142,439.69	\$0.00
	EXPENSE GRAND TOTALS	\$2,185,804.47	\$2,198,001.00	\$2,210,410.92	\$1,347,796.34	\$2,175,468.00
Net Grand Totals		<u>\$31,606,390.58</u>	<u>(\$2,198,001.00)</u>	<u>\$34,927,685.08</u>	<u>\$35,794,643.35</u>	<u>(\$2,175,468.00)</u>

# Warren County Board of Supervisors

## RESOLUTION NO. 538 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, LEGGETT, WILD DIAMOND, FRASIER, MERLINO AND BEATY**

### **AUTHORIZING AGREEMENT WITH ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD FOR FUNDING OF OPERATING COSTS**

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 782 of 2022) with Adirondack Park Local Government Review Board, 326 Downs Road Cadyville, NY 12918, for Warren County's share of the actual cost of operation of the Review Board, for an amount of Seven Thousand Five Hundred Dollars (\$7,500), said funds to be expended from Budget Code A.8026 470 - A.P.A. Local Gov. Rev. Bd., Contract, for a term commencing January 1, 2024 and terminating December 31, 2024, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney, and be it further

RESOLVED, that a report of activities of the Review Board shall be made annually to the Board of Supervisors of Warren County by February 1, 2025.

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Information Technology**

**DATE: October 3, 2024**

- (a) Purpose of Contract Change: **Upgrade on site equipment to support SIP connection**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **577 of 2021 and 280 of 2020**
- (c) Name of Contractor: **Windstream Enterprises**
- (d) Address of Contractor: **225 West 34th Street, New York, NY 10122**
- (e) Contractor's Contact Person and Telephone Number: **Mark Reynolds  
585-794-4059**
- (f) Commencement Date of Extension: **September 13, 2024**
- (g) Termination Date of Extension: **September 12, 2027**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **\$1,345.66 per month, plus any additional minutes over the allotted base price per month**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.1681 423 Telecommunications, Telephone**

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

\*as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: Information Technology**

**DATE: October 3, 2024**

(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:

<b>DPW</b>	<b>A.1490 220.1</b>	<b>\$2,250</b>
<b>Planning</b>	<b>A.8022 220.1</b>	<b>\$1,500</b>
<b>County Clerk</b>	<b>A.1410.220.1</b>	<b>\$1,000</b>

(c) Previous Resolution Number:

(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

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Information Technology

BUDGET ACCOUNT CODE: A.1680

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$692,156.73	\$728,318.00	\$728,318.00	\$728,318.00
200's EQUIPMENT	\$144,696.73	\$0.00	\$41,100.00	\$0.00
400's CONTRACTUAL	\$132,468.42	\$207,480.00	\$182,380.00	\$211,480.00
800's EMPLOYEE BENEFITS	\$266,458.72	\$302,558.00	\$302,558.00	\$335,649.00
<b>TOTALS</b>	<b>\$1,235,780.60</b>	<b>\$1,238,356.00</b>	<b>\$1,254,356.00</b>	<b>\$1,275,447.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$110,280.00	\$110,000.00	\$110,000.00	\$110,000.00

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 2025 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

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$0.00			\$0.00
200's EQUIPMENT	\$33,555.01	\$0.00	\$70,348.97	\$0.00
400's CONTRACTUAL	\$178.35			\$0.00
800's EMPLOYEE BENEFITS	\$0.00			\$0.00
<b>TOTALS</b>	<b>\$33,733.36</b>	<b>\$0.00</b>	<b>\$70,348.97</b>	<b>\$0.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$33,733.36	\$0.00	\$70,348.97	\$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 2025 APPROPRIATIONS**

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

NAME OF DEPARTMENT: Telecommunications

BUDGET ACCOUNT CODE: A.1681

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$85,464.09	\$89,176.00	\$89,176.00	\$89,176.00
200's EQUIPMENT	\$218.00	\$0.00	\$160,000.00	\$0.00
400's CONTRACTUAL	\$32,233.98	\$33,500.00	\$33,500.00	\$22,000.00
800's EMPLOYEE BENEFITS	\$39,558.14	\$43,828.00	\$43,828.00	\$49,019.00
<b>TOTALS</b>	<b>\$157,474.21</b>	<b>\$166,504.00</b>	<b>\$326,504.00</b>	<b>\$160,195.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$37,636.33	\$33,000.00	\$33,000.00	\$20,000.00

SIGNED:

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

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
REVENUE						
Department 1680 - Information Technology						
<i>Intergovernmental Charges</i>						
2228	Information Tech. Fees	110,280.00	110,000.00	110,000.00	91,142.00	110,000.00
	<i>Intergovernmental Charges Totals</i>	<b>\$110,280.00</b>	<b>\$110,000.00</b>	<b>\$110,000.00</b>	<b>\$91,142.00</b>	<b>\$110,000.00</b>
	Department 1680 - Information Technology Totals	<b>\$110,280.00</b>	<b>\$110,000.00</b>	<b>\$110,000.00</b>	<b>\$91,142.00</b>	<b>\$110,000.00</b>

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
REVENUE						
Department 1681 - Telecommunications						
Intergovernmental Charges						
2227	Telecommunications	37,636.33	33,000.00	33,000.00	16,818.46	20,000.00
	<i>Intergovernmental Charges Totals</i>	<b>\$37,636.33</b>	<b>\$33,000.00</b>	<b>\$33,000.00</b>	<b>\$16,818.46</b>	<b>\$20,000.00</b>
	Department 1681 - Telecommunications Totals	<b>\$37,636.33</b>	<b>\$33,000.00</b>	<b>\$33,000.00</b>	<b>\$16,818.46</b>	<b>\$20,000.00</b>
	<b>REVENUE TOTALS</b>	<b>\$147,916.33</b>	<b>\$143,000.00</b>	<b>\$143,000.00</b>	<b>\$107,960.46</b>	<b>\$130,000.00</b>

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
Department 1680 - Information Technology						
<i>Personal Services</i>						
110	Salaries - Regular	687,389.76	724,318.00	724,318.00	417,873.84	724,318.00
120	Salaries - Overtime	4,766.97	4,000.00	4,000.00	2,629.01	4,000.00
<i>Personal Services Totals</i>		<b>\$692,156.73</b>	<b>\$728,318.00</b>	<b>\$728,318.00</b>	<b>\$420,502.85</b>	<b>\$728,318.00</b>
<i>Contractual Expense</i>						
410	Supplies	2,831.58	2,500.00	2,500.00	1,829.19	2,500.00
422	Repair/Maint-Equipment	11,877.47	14,000.00	13,000.00	8,328.78	5,000.00
423	Telephone	1,451.40	2,000.00	2,000.00	706.04	1,500.00
424	Postage	.00	30.00	30.00	.00	30.00
426	Subscriptions	64,332.18	146,000.00	122,000.00	107,180.29	155,000.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	26,375.79	29,000.00	29,000.00	19,904.73	34,000.00
444	Travel/Education/Conference	100.00	1,000.00	900.00	100.00	500.00
470	Contract	15,450.00	12,900.00	12,900.00	6,900.00	12,900.00
<i>Contractual Expense Totals</i>		<b>\$122,468.42</b>	<b>\$207,480.00</b>	<b>\$182,380.00</b>	<b>\$144,999.03</b>	<b>\$211,480.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
426	Departmental Request	Accessibe, Annual, \$1,500 Atera RMM, Annual, \$20,000 Barracuda, Annual, \$3,800 Cisco DUO, Annual, \$10,000 IT Glue, Annual, \$4,212 KnowBe4, Annual, \$19,000 MailArchiva, Annual, \$1,700 Microsoft O365 \$10,000 Netwrix, Annual, \$26,000 NO-IP, Annual, \$60 PaloAlto, Annual, \$13,000 Sensorsoft, Annual, \$165 Solarwinds FTP, Annual, \$800 TrendMicro, Annual, \$2,500 Veeam, Annual, \$6,000 Vinyl, Annual, \$24,000 Wasabi, Annual, \$7,100				
470	Departmental Request	Website, Discover eGov, Annual, \$7,200 Jitterbit Support, Annual \$5,000 (as needed)				
<i>Employee Benefits</i>						
810	Retirement	78,201.81	109,763.00	109,763.00	60,753.19	123,674.00
830	Social Security	40,039.32	45,156.00	45,156.00	24,220.41	45,156.00
831	Medicare Contribution	9,364.03	10,561.00	10,561.00	5,664.45	10,561.00

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
<i>Employee Benefits</i>						
860	Hospitalization	123,190.50	122,433.00	122,433.00	72,670.80	145,615.00
865	Dental Insurance	2,135.94	2,088.00	2,088.00	1,205.10	2,088.00
<i>Employee Benefits Totals</i>		<b>\$252,931.60</b>	<b>\$290,001.00</b>	<b>\$290,001.00</b>	<b>\$164,513.95</b>	<b>\$327,094.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	3,524.00	3,444.00	3,444.00	3,444.00	3,825.00
861	Retirees Hospitalization	7,193.45	6,113.00	6,113.00	1,552.16	3,230.00
862	Health Insurance Cost Reimbursement	2,809.67	3,000.00	3,000.00	376.71	1,500.00
<i>Other Benefits Totals</i>		<b>\$13,527.12</b>	<b>\$12,557.00</b>	<b>\$12,557.00</b>	<b>\$5,372.87</b>	<b>\$8,555.00</b>
Department 1680 - Information Technology Totals		<b>\$1,081,083.87</b>	<b>\$1,238,356.00</b>	<b>\$1,213,256.00</b>	<b>\$735,388.70</b>	<b>\$1,275,447.00</b>

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1681 - Telecommunications						
Personal Services						
110	Salaries - Regular	85,101.59	88,726.00	88,726.00	51,187.55	88,726.00
120	Salaries - Overtime	362.50	450.00	450.00	.00	450.00
<i>Personal Services Totals</i>		<b>\$85,464.09</b>	<b>\$89,176.00</b>	<b>\$89,176.00</b>	<b>\$51,187.55</b>	<b>\$89,176.00</b>
Contractual Expense						
410	Supplies	172.68	500.00	500.00	77.90	.00
423	Telephone	32,061.30	33,000.00	33,000.00	14,704.64	22,000.00
<i>Contractual Expense Totals</i>		<b>\$32,233.98</b>	<b>\$33,500.00</b>	<b>\$33,500.00</b>	<b>\$14,782.54</b>	<b>\$22,000.00</b>
Employee Benefits						
810	Retirement	11,052.83	15,044.00	15,044.00	8,358.38	16,854.00
830	Social Security	4,875.15	5,529.00	5,529.00	2,921.70	5,529.00
831	Medicare Contribution	1,140.15	1,294.00	1,294.00	683.30	1,294.00
860	Hospitalization	22,190.85	21,673.00	21,673.00	12,503.85	25,054.00
865	Dental Insurance	299.16	288.00	288.00	166.20	288.00
<i>Employee Benefits Totals</i>		<b>\$39,558.14</b>	<b>\$43,828.00</b>	<b>\$43,828.00</b>	<b>\$24,633.43</b>	<b>\$49,019.00</b>
Department 1681 - Telecommunications Totals		<b>\$157,256.21</b>	<b>\$166,504.00</b>	<b>\$166,504.00</b>	<b>\$90,603.52</b>	<b>\$160,195.00</b>
EXPENSE TOTALS		<b>\$1,238,340.08</b>	<b>\$1,404,860.00</b>	<b>\$1,379,760.00</b>	<b>\$825,992.22</b>	<b>\$1,435,642.00</b>
Fund A - General Totals						
REVENUE TOTALS		\$147,916.33	\$143,000.00	\$143,000.00	\$107,960.46	\$130,000.00
EXPENSE TOTALS		\$1,238,340.08	\$1,404,860.00	\$1,379,760.00	\$825,992.22	\$1,435,642.00
Fund A - General Totals		<b>(\$1,090,423.75)</b>	<b>(\$1,261,860.00)</b>	<b>(\$1,236,760.00)</b>	<b>(\$718,031.76)</b>	<b>(\$1,305,642.00)</b>
Net Grand Totals						
REVENUE GRAND TOTALS		\$147,916.33	\$143,000.00	\$143,000.00	\$107,960.46	\$130,000.00
EXPENSE GRAND TOTALS		\$1,238,340.08	\$1,404,860.00	\$1,379,760.00	\$825,992.22	\$1,435,642.00
Net Grand Totals		<b>(\$1,090,423.75)</b>	<b>(\$1,261,860.00)</b>	<b>(\$1,236,760.00)</b>	<b>(\$718,031.76)</b>	<b>(\$1,305,642.00)</b>

2025 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 / \$37.13	Cybersecurity & Network Analyst N/A / \$37.13	\$77,224.00	Full Time	Out of UnitFT	6/10/2019
13098	Brownell, Tosha N/A / \$33.42	Programmer I N/A / \$33.42	\$69,517.00	Full Time	Out of UnitFT	8/14/2017
9646	Colvin, Michael N/A / \$60.63	Director Information Technology N/A / \$60.63	\$110,344.00	Full Time	Appointed F/T	4/13/1998
11034	Hosford, Robert N/A / \$35.28	Computer Help Desk Technician II N/A / \$35.28	\$73,383.00	Full Time	Out of UnitFT	9/18/2006
10979	Mahar, William N/A / \$39.28	Network Coordinator N/A / \$39.28	\$81,709.00	Full Time	Out of UnitFT	8/22/2005
10932	Osgood, John N/A / \$35.28	Computer Help Desk Tech II #2 N/A / \$35.28	\$73,383.00	Full Time	Out of UnitFT	6/20/2005
13722	Povie, Christopher N/A / \$32.53	Computer Help Desk Tech II #3 N/A / \$32.53	\$67,668.00	Full Time	Out of UnitFT	1/17/2023
10857	Scrimie, Jeremy N/A / \$48.83	Sr. Computer Sys Analyst/Program N/A / \$48.83	\$101,573.00	Full Time	Out of UnitFT	11/18/2004
13048	Smith, Albert N/A / \$33.42	Computer Help Desk Tech II #4 N/A / \$33.42	\$69,517.00	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>\$728,318.00</b>			

2025 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	\$88,726.00	Full Time	Out of UnitFT	6/6/1990
	N/A / \$42.66	N/A / \$42.66				
		Telecomm Overtime	\$450.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>2</b>	<b>\$89,176.00</b>			

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

DEPARTMENT NAME: Workforce Development

DATE: 9/26/2024

- (a) Title of Requested Position: Fiscal Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): \$52,674
- (c) Effective Date for New Position\*: October 21, 2024  
*\*Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
 (Include annual salary and grade if applicable):  
 Employment & Training Account Manager \$61,136 In Unit Grade 13 effective January 13, 2025
- (e) Where are Funds in the Budget for this Position?  
 List Budget Code, Object Code, Full Title and Amount:  
 40.6293.0300 110      40.6293.0313 110  
 40.6293.0305 110      40.6293.0310 110
- (f) Is a Budget Transfer needed?  YES  NO  
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* HR Director Initial AE
- (h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* Co. Admin Initial CF
- (i) Is this a mandated position?  YES  NO  
 If yes, please explain:  
 The federal funding does require a designated Fiscal position for reporting purposes
- (j) Is there expected revenue from this position?  YES  NO  
 If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

## FISCAL COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position oversees the accounting and financial management functions of a municipal department. Areas of responsibility include fiscal management, budget preparation, accounts payable, accounts receivable, purchasing, cost analysis and program/grant contract monitoring. The work is performed under the general supervision of the department head. Does related work as required.

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

Oversees and participates in department's fiscal and accounting processes including fiscal control of program and/or grant funds, accounts payable, accounts receivable and purchasing;

Prepares vouchers, purchase orders, encumbrances and other fiscal documents relating to all applicable Federal, State and locally-funded programs and/or grants with accuracy to ensure maximum appropriations of charges;

Maintains and reconciles ledgers of revenues received with bank statements;

Oversees and assists in the classification of a variety of receipts and expenditures and the distribution of costs according to prescribed codes and accounts;

Performs all support functions in the preparation of the department's budget, including data collection, preparation of budget forms, reconciliation, analysis and summaries;

Assists and advises department head in formulating, administering and assessing policies relating to fiscal administration of the budget, program expenses and agency procedures;

Prepares departmental financial reports and correspondence; Monitors contracts and service agreements;

Monitors agency adherence to regulations regarding the disbursement of Federal, State and locally-funded programs and/or grants;

Communicates with various Federal, State and local representatives regarding program funding and fiscal affairs within scope of responsibility;

Performs all work related to the efficient execution of the accounting functions of the agency;

Resourcefulness in resolving varied administration problems.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

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

Good knowledge of methods used in keeping financial accounts and records;

Good knowledge of modern fiscal terminology, practices and procedures;

Good knowledge of the laws, rules and regulations related to departmental functions;

Ability to acquire a working knowledge of agency affairs related to fiscal management;

Ability to prepare complete and accurate financial reports and statements;

Ability to present written and oral comments and opinions clearly and concisely;

Good judgment, accuracy, integrity, resourcefulness and tact.

**MINIMUM QUALIFICATIONS:**

- (A) Bachelor's degree or higher in accounting, business administration or closely related field and one (1) year of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (B) Associate's degree in accounting, business administration or closely related field and three (3) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management.

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

***RESOLUTION REQUEST FORM NO. 11******Request to Create New Position*****DEPARTMENT NAME: DPW****DATE: 09/26/24**

- (a) Title of Requested Position: Solid Waste Supervisor
- (b) Annual **Base** Salary (and Grade if Applicable): \$52,674 (Grade 15)
- (c) Effective Date for New Position:\* 12/1/24  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

## SOLID WASTE SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for overseeing the Solid Waste Department's operational functions by assigning, reviewing and supervising the daily work activities to ensure the efficient collection, transportation, disposal and recycling of solid waste throughout the County of Warren. Direct supervision is received from the Warren County Department of Public Works Superintendent or the Solid Waste and Recycling Compliance Coordinator with leeway allowed for exercising independent judgment and initiative. Direct supervision is exercised over a several lower level skilled and non-skilled solid waste employees. Does related work as required.

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

Oversees the activities of the solid waste departmental field operations (hauling) for all the Towns throughout the County. This would include the hauling of municipal solid waste and recyclables for each of the Towns, this would also include an equipment repair shop;

Responsible for overseeing the daily work activities of solid waste personnel and other assigned workers by assigning and/or reassigning the duties to be performed or equipment used;

Supervises employees and assists with disciplinary matters;

Coordinates with contractors and brokers for timely delivery of empty trailers and shipment of municipal solid waste, construction and demolition debris and various recyclable materials;

Directs employees in all aspects of safety, which includes the safe operation of and care for all equipment;

Inspects vehicles and equipment and ensures that proper preventive maintenance service and repairs are performed on all vehicles and equipment;

Operates loader, forklift, baler, skidsteer, and various trucks and equipment as required;

Performs a variety of related duties as necessary.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of refuse collection methods, practice and equipment;

Good knowledge of the geography of the municipality;

Ability to plan, supervise and review the work of others;

Ability to follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to prepare and keep accurate records and written reports of materials, equipment and labor used;

Ability to make arithmetic computations involving counting, addition, subtraction, division, multiplication and fractions;

Ability to maintain working relationships with staff, vendors and the general public;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from high school or possession of a high school equivalency diploma; and
- B) At least five (5) years of overall work experience; and
- C) At least two (2) years involving the supervision of the daily work activities of lower-level skilled workers and coordination of the transportation and delivery of large amounts of materials.

**SPECIAL REQUIREMENT:** Must have possession of valid driver's license either appropriate to the vehicle(s) operated or a CDL Class B at the time of appointment and maintain that license throughout employment.

WC:

JC: Competitive

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: DPW****DATE: 09/26/24**

- (a) Title of Requested Position: MEO - Medium (PT)
- (b) Annual **Base** Salary (and Grade if Applicable): \$23,045 - Grade 9 (20 hours/week)
- (c) Effective Date for New Position:\* 12/1/24  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

### MOTOR EQUIPMENT OPERATOR (MEDIUM)

**GENERAL STATEMENT OF DUTIES:** Operates one or more types of medium size automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

**EXAMPLES OF WORK:** (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;  
Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;  
Operates a snow plow or related snow removal equipment;  
Performs minor mechanical repairs on automotive equipment;  
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;  
Services assigned vehicle and maintains it in clean condition;  
Loads and unloads trucks;  
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;  
Responds after normal working hours to emergency situations and during snow and ice events.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of the operation of trucks, tractors and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** One year of experience in the operation of motorized construction equipment.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession at time of appointment.

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

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

**DEPARTMENT NAME: County Attorney**

**DATE: October 3, 2024**

- (a) Purpose of Request: **Adopting the Warren County Policy for Use of Copyright Materials in County Business Operations**
- (b) Details: **See Attached Policy**
- (c) Previous Resolution Number: **N/A**
- (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 \_\_ of 2024

**WARREN COUNTY POLICY FOR USE OF COPYRIGHT MATERIALS  
IN COUNTY BUSINESS OPERATIONS**

**SECTION 1: PURPOSE**

Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. It is the policy of Warren County that all rights in copyright shall remain with the copyright owner and that permission must be legally received from the copyright owner for the use of the copyrighted material prior to its use by the County of Warren, its departments, offices, agencies, officers and employees.

**SECTION 2: DEFINITIONS AND CONCEPTS**

A. **COPYRIGHT:** an “original work of authorship” which has been fixed in a tangible medium of expression from which they can be perceived, reproduced or otherwise communicated, either directly or indirectly with the aid of a device.

B. **WORKS PROTECTED BY COPYRIGHT LAWS:** (Examples for illustration)

- Literary;
- Musical works including any accompanying words;
- Dramatic works including any accompanying music, *i.e.* plays or musicals;
- Pantomimes and choreographic works;
- Pictorial, graphic and sculptural works;
- Motion pictures and other audiovisual works;
- Sound recordings, which are works that result from the fixation of a series of musical;
- Spoken, or other sounds;
- Architectural works.

C. **WORKS NOT PROTECTED BY COPYRIGHT LAWS:** (Examples for illustration)

- Ideas, procedures, methods, systems, processes, concepts, principles, or discoveries;
- Works that are not fixed in a tangible form (such as a choreographic work that has not been notated or recorded or an improvisational speech that has not been written down);
- Titles, names, short phrases, and slogans;
- Familiar symbols or designs;
- Mere variations of typographic ornamentation, lettering, or coloring;
- Mere listings of ingredients or contents.

D. Additional resources concerning the basics of copyright law are available at <https://www.copyright.gov>

*Resolution \_\_ of 2024*

**SECTION 3: PROTOCOL**

County employees should take care when contemplating the use of any potentially protected copyrighted image, picture or item covered by US Copyright Laws. County employees who require the use of copyrighted material as defined by the United States Copyright Laws shall consult with the County Attorney prior to any use of any potentially copyrighted material in any presentation, County work product or social media account or activity.

**RESOLUTION REQUEST FORM NO. 3*****Request for New Contract*****DEPARTMENT NAME: COUNTY ATTORNEY'S OFFICE****DATE: October 3, 2024**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Mail fulfillment services for 2025 tax foreclosure**
- (c) Name of Contractor: **New York State Industries for the Disabled, Inc. (NYSID)**
- (d) Address of Contractor: **11 Columbia Circle Drive, Albany, NY 12203**
- (e) Contractor's Contact Person and Telephone Number: **Ethan Durham  
edurham@nysid.org  
518-694-0255**
- (f) Has or will the Contract be provided, if so, please attach: **Proposal attached**
- (g) Commencement Date of Contract: **January 1, 2025**
- (h) Termination Date of Contract: **December 31, 2025, renewing annually upon mutual agreement of both parties, with a renewal term of no more than a 5% annual rate increase**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$13,300 (based on 800 interested parties requiring legal notice)**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1420 470 County Attorney, Contract**

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

\*as listed in budget and LOGOS

**CORPORATE OFFICES:**

11 Columbia Circle Drive, Albany, NY 12203  
Phone: (518) 463-9706 Fax: (518) 463-9708

August 12, 2024

Amy Turcotte  
Legal Office Coordinator  
Warren County Attorney's Office  
1340 State Route 9  
Lake George, New York 12845  
(518) 761-6361  
(518) 761-6377 (fax)  
[turcottea@warrencountyny.gov](mailto:turcottea@warrencountyny.gov)

Re: Mail Fulfillment

Dear Amy,

This is to inform you that New York State Industries for the Disabled, Inc. (NYSID) is interested in providing Mail Fulfillment as a Preferred Source service.

Thank you for this opportunity to provide a quote for Mail Fulfillment for Warren County. The price for this service will be \$1,290.00. Please find the full proposal with specifics below. The term would be one year from start of contract.

Any questions or concerns, please feel free to reach out.

Thank you for your support of the Preferred Source Program.

Respectfully,

Ethan Durham  
NYSID Account Representative – Capital Region  
[edurham@nysid.org](mailto:edurham@nysid.org)  
Office: 518-694-0255  
Cell: 315-868-5002

Cc: Katie Tucci

# Mail Fulfillment Center

At the Center for Disability Services

Where people get better at life™

63 Karner Rd  
Albany, NY 12205  
518.437.5812  
[www.cfdsny.org](http://www.cfdsny.org)

08/9/2024

Estimate: 28218

## Warren County Mail Fulfillment

We are pleased to submit this estimate based on the following specifications and prices:

**Description:** Mail Fulfillment

- Warren County will provide fully composed files for printing in PDF format, along with a Mailing Address file in Microsoft Excel format. CFDS will provide a Secure File Transfer Protocol to transfer the print files securely.
- The fully composed PDF files will be formatted 8.5 x 11.
- CFDS will process the mailing list to create mailing and return address cover pages for each mailing from the supplied Excel Mailing List file.
- CFDS will print in black ink the fully composed PDF Files, on 24# white paper, in duplex format.
- CFDS will provide double window 9.5" x 12" white envelopes for mailing.
- Each recipient will be mailed two envelopes; one First Class Mail and a second Certified Mail.
- CFDS will insert printed materials with cover letter on top, seal, add First Class postage, presort, and deliver to USPS at 30 Karner Rd Albany NY.
- CFDS will insert printed materials with cover letter on top, seal, add Certified Mail postage, and deliver to USPS at 30 Karner Rd Albany NY. CFDS will provide Warren County with a listing of Certified Mail Tracking numbers for their record.
- CFDS will be the Return Address and receive and manage mail pieces returned undeliverable. CFDS will send a data file to Warren County to document mail pieces that are undeliverable to the recipient.
- CFDS will mail a second time to recipients whose mail pieces are undeliverable to the recipient at the direction of Warren County.

---

Print Processing Rate: \$0.06 / printed side (black only)

Mail Processing Rate: \$0.13 / envelope

Presorted First Class Postage: \$3.15 / envelope (\*\*Subject to change per USPS-rates as of 8/8/24\*\*)

Certified Mail Postage: \$8.00 / envelope (\*\*Subject to change per USPS-rates as of 8/8/24\*\*)

Envelopes:

Quantity: 2,000

Price: \$1290.00

Sincerely,

Chris Schelin

518.437.5812

[Chris.schelin@cfdsmail.org](mailto:Chris.schelin@cfdsmail.org)



## Request for Price Concurrence

Date Sent: August 12, 2024  
 Contracting Agency: Warren County  
 Customer Contact: Amy Turcotte  
 Job Title: Legal Office Coordinator  
 Street Address: 1340 State Route 9  
 City, State Zip: Lake George, NY 12845  
 Phone: 518-761-6361 Fax# 518-761-6377 E-Mail: turcottea@warrencountyny.gov

PLEASE UPDATE  
 INFORMATION IF  
 NEEDED

Member Agency: Center for Disability Services  
 Corporate Partner: n/a  
 Service: Mail Fulfillment  
 Location: 314 South Manning Boulevard, Albany, NY 12208  
 Proposed Price: - \$1,290.00  
 Proposed Term: One year from start of contract

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested, a cost analysis can be provided for your review documenting proposed cost of service.

**Please Note: All contracts with NYS Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules.**

**All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule.**

**Pricing Notes:**

- Print Processing Rate: \$0.06 / printed side (black only)
- Mail Processing Rate: \$0.13 / envelope
- Presorted First Class Postage: \$3.15 / envelope (\*\*Subject to change per USPS-rates as of 8/8/24\*\*)
- Certified Mail Postage: \$8.00 / envelope (\*\*Subject to change per USPS-rates as of 8/8/24\*\*)
- Envelopes: Quantity: 2,000, Price: \$1290.00

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.  
 ATTN: Ethan Durham  
 11 Columbia Circle Drive  
 Albany, NY 12203-5156

E-mail: edurham@nysid.org  
 Phone: 518-694-0265  
 Ext: 255  
 Fax:

NYSID Account Representative

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

See attached documents in lieu of signed form

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

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

**DEPARTMENT NAME: County Attorney**

**DATE: October 3, 2024**

- (a) Purpose of Request: **Authorizing the Chair of the Board, the County Attorney and Napoli & Shkolnik to accept and execute all necessary documents relating to the Opioid Settlement Agreement with Target Corp.**
- (b) Details: **Settlement terms are confidential. Details reserved for Executive Session.**
- (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: County Attorney**

**DATE: October 3, 2024**

- (a) Purpose of Request: **Authorizing the Chair of the Board, the County Attorney and Napoli & Shkolnik to accept and execute all necessary documents relating to the Opioid Settlement Agreement with Henry Schein, Inc. and Henry Schein Medical Systems, Inc.**
- (b) Details: **Settlement terms are confidential. Details reserved for Executive Session.**
- (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

# Warren County Board of Supervisors

## RESOLUTION No. \_\_\_ OF 2024

**RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, MERLINO, MADAY, BEAN, ETU AND THOMAS**

**INTRODUCING PROPOSED LOCAL LAW NO. 7 OF 2024, ENTITLED “A LOCAL LAW REPEALING LOCAL LAW NO. 4 OF 2008, ‘A LOCAL LAW ADOPTING AND RATIFYING CERTAIN EMPLOYEE BENEFITS FOR COUNTY EMPLOYEES OUTSIDE VARIOUS BARGAINING UNITS,’” AND AUTHORIZING PUBLIC HEARING THEREON**

WHEREAS, pursuant to Resolution No. 242 of 2008, the Warren County Board of Supervisors enacted Local Law No. 4 of 2008, entitled “A Local Law Adopting and Ratifying Certain Employee Benefits for County Employees Outside Various Bargaining Units,” and

WHEREAS, the County Attorney requested and the Personnel, Administration & Higher Education Committee approved that Resolution No. 242 of 2008 and Local Law 4 of 2008 be rescinded as Local Law No. 4 of 2008 conflicts with Resolution Nos. 54 of 2013 and/or 499 of 2021 which sought by resolution to rescind the County employee benefit policies related to: (1) Paying out accrued and unused sick time benefits upon the retirement of certain County employees; and (2) Reimbursing certain employees for the costs of job-related certifications and course work, now, therefore, be it

RESOLVED, that proposed Local Law No. 7 of 2024 entitled “A Local Law Repealing Local Law No. 4 of 2008, ‘A Local Law Adopting and Ratifying Certain Employee Benefits for County Employees Outside Various Bargaining Units’” hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing at the Supervisors’ Rooms in the Warren County Municipal Center on the 15<sup>th</sup> day of November, 2024, at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 7 of 2024, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed

**RESOLUTION No. \_\_\_\_ OF 2024****PAGE 2 OF 2**

to give notice of such public hearing in the manner provided by law.

**COUNTY OF WARREN  
PROPOSED LOCAL LAW NO. 7 OF 2024****A LOCAL LAW REPEALING LOCAL LAW NO. 4 OF 2008, ‘A LOCAL LAW ADOPTING  
AND RATIFYING CERTAIN EMPLOYEE BENEFITS FOR COUNTY EMPLOYEES  
OUTSIDE VARIOUS BARGAINING UNITS’**

**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 entitled “A Local Law Repealing Local Law No. 4 of 2008, ‘A Local Law Adopting and Ratifying Certain Employee Benefits for County Employees Outside Various Bargaining Units.’”

**SECTION 2: PURPOSE.** The purpose of this Local Law is to:

- 1) Repeal Local Law No. 4 of 2008, ‘A Local Law Adopting and Ratifying Certain Employee Benefits for County Employees Outside Various Bargaining Units’

**SECTION 3: PRIOR LAWS REPEALED.** Local Law No. 4 of 2008 entitled “A Local Law Adopting and Ratifying Certain Employee Benefits for County Employees Outside Various Bargaining Units,” is hereby repealed.

**SECTION 4: EFFECTIVE DATE.** This local law shall take effect on November 30, 2024 and after filing with the Office of the Secretary of State.

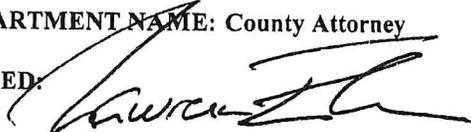
**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** County Attorney

**SIGNED:**



**DATE:** 10/3/24

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

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.1420 440.2	County Attorney, Transcription Fees	\$3,000.00

Please state reason for transfer request: To pay for 3 deposition transcripts

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 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Law (County Attorney)

BUDGET ACCOUNT CODE: A.1420

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$549,538.91	\$566,514.00	\$584,014.00	\$601,210.00
200's EQUIPMENT	\$29.97	\$0.00	\$334.76	\$0.00
400's CONTRACTUAL	\$225,787.32	\$118,300.00	\$145,359.39	\$107,185.00
800's EMPLOYEE BENEFITS	\$161,539.95	\$172,464.00	\$173,802.75	\$202,179.00
<b>TOTALS</b>	<b>\$936,896.15</b>	<b>\$857,278.00</b>	<b>\$903,510.90</b>	<b>\$910,574.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$73,103.34	\$70,000.00	\$70,000.00	\$91,298.00

SIGNED:

*Lawrence E. Jones*  
DEPARTMENT HEAD

TITLE:

*County Attorney*

DATE:

*August 29, 2024*

## DEPARTMENT REQUEST: COUNTY ATTORNEY OVERVIEW

- ▶ 2025 Revenue: Increases **23.33%** (RPTL, Article 11 changes)
- ▶ 2025 100s: Increases \$17,196.00
- ▶ 2025 200s: Zero
- ▶ 2025 400s: Decreased by **26.26%**
- ▶ 2025 800s: Increased by **14.04%** (2024-2025)  
FY 2023 to FY 2025 (**21% increase**)

## DEPARTMENT REQUEST FOR CONTRACTUAL EXPENSES:

<b>G/L Categories</b>	<b>2024 Amended Budget</b>	<b>2025 Department Request &amp; Rationale</b>	<b>Percentage Change</b>
423 Telephones	\$2,220	\$300 (end all cell phones-\$700/each)	86% decrease
424 Postage	\$9,000	\$2,000 (NYSID contract & RPTL)	78% decrease
426 Subscriptions	\$11,253.90	\$15,000 (CLIO & Microsoft 365)	25% increase
436 Advertising (Legal Ads)	\$4,500	\$3,200 (Tax Foreclosure & RPTL)	40% decrease
440 Legal (Outside Counsel)	\$101,840.25	\$55,000 (\$45,000 & \$10,000)	85% decrease
440.2 Transcription Fees	\$3,602.95	\$6,000 ("Legacy" Lawsuits)	40% increase
444 Travel/Education/Conf	\$5,097.05	\$5,000 (CASSNY-2; NYSAC; CLEs)	No change
<b>470 Contracts (NYSID) (Tax Foreclosure)</b>	<b>\$0.00</b>	<b>\$13,300 (based on 800 interested parties for 2025 lawsuit)</b>	<b>New Contract Requested</b>

## 2025 DEPARTMENT REQUEST: COUNTY ATTORNEY CONCLUSION

Financial: Dollars & Cents

2023 Actual Total Cost (Revenue - Expenses)	2024 Amended Budget Total Cost	2025 Department Cost (Revenue - Expenses)
\$863,792.81	\$833,510.90	\$819,276

Net Total Cost Decrease:

2023 Actual to 2024 Amended Budget:	<u>3.51% decrease</u>
2024 Amended Budget to 2025 Department Request:	<b><u>1.7% decrease</u></b>
2023 Actual to 2025 Department Request:	<u>4.21% decrease</u>

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

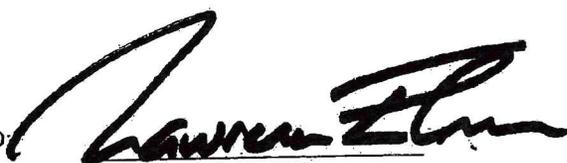
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Law (County Attorney) - American Rescue Plan Act (ARPA)  
 BUDGET ACCOUNT CODE: A.1420 4999

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT	\$0.00			\$0.00
<b>TOTALS</b>	<b>\$0.00</b>			<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: County Attorney  
 DATE: August 29, 2024

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 1420 - Law (County Attorney)						
Departmental Income						
1265	Attorney Fees	73,100.31	70,000.00	70,000.00	52,874.78	.00
1265.01	Attorney Fees - Foreclosure	.00	.00	.00	.00	91,298.00
Departmental Income Totals		\$73,100.31	\$70,000.00	\$70,000.00	\$52,874.78	\$91,298.00
State Aid						
3319	Raise the Age	.00	.00	.00	.00	.00
State Aid Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Aid						
4960	Emergency Disaster Assist	3.03	.00	.00	.00	.00
Federal Aid Totals		\$3.03	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Property And Compensation for Loss						
2655	Minor Sales, Other	.00	.00	.00	.00	.00
2680	Insurance Recoveries	.00	.00	.00	.00	.00
Sale of Property And Compensation for Loss Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Department 4999 - American Rescue Plan Act (ARPA)						
Federal Aid						
4090	Coronavirus Local Fiscal Recovery Fund (CLFRF)	.00	.00	.00	.00	.00
Federal Aid Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Department 4999 - American Rescue Plan Act (ARPA) Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department 1420 - Law (County Attorney) Totals		\$73,103.34	\$70,000.00	\$70,000.00	\$52,874.78	\$91,298.00
<b>REVENUE TOTALS</b>		<b>\$73,103.34</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$52,874.78</b>	<b>\$91,298.00</b>
<b>EXPENSE</b>						
Department 1420 - Law (County Attorney)						
Personal Services						
110	Salaries - Regular	549,532.57	566,514.00	566,514.00	338,114.31	566,514.00
120	Salaries - Overtime	6.34	.00	.00	35.38	.00
130	Salaries - Part Time	.00	.00	17,500.00	1,979.35	34,696.00
140	Salaries - Sick Leave Incentive	.00	.00	.00	.00	.00
Personal Services Totals		\$549,538.91	\$566,514.00	\$584,014.00	\$340,129.04	\$601,210.00
Equipment						
210	Furniture/Furnishings	.00	.00	319.98	119.99	.00
220	Office Equipment	29.97	.00	14.78	14.78	.00
220.1	Office Equipment - Reserve	.00	.00	.00	.00	.00
260	Other Equipment	.00	.00	.00	.00	.00
Equipment Totals		\$29.97	\$0.00	\$334.76	\$134.77	\$0.00
Contractual Expense						
410	Supplies	4,254.03	6,000.00	5,465.24	2,819.65	5,000.00

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1420 - Law (County Attorney)						
Contractual Expense						
419	Settlements	125,000.00	.00	.00	.00	.00
421	Equipment Rental	.00	.00	.00	.00	.00
422	Repair/Maint-Equipment	.00	.00	.00	.00	.00
423	Telephone	2,024.39	2,200.00	2,200.00	1,019.21	360.00
424	Postage	7,322.76	9,000.00	9,000.00	7,518.79	2,000.00
425	Reproduction Expenses	.00	.00	.00	.00	.00
426	Subscriptions	3,775.76	5,700.00	11,253.90	8,638.22	15,000.00
427	Memberships & Dues	623.00	500.00	700.00	679.00	700.00
428	Data Processing & Internet Fees	420.00	500.00	500.00	492.00	525.00
436	Advertising Fees	3,170.82	4,500.00	4,500.00	2,956.78	3,200.00
437	Consulting Fees	.00	.00	.00	.00	.00
439	Misc Fees & Expenses	177.00	200.00	200.00	9.42	100.00
440	Legal/Transcript Fees	73,782.06	80,000.00	101,840.25	39,803.10	55,000.00
440.1	Service of Process	.00	1,000.00	1,000.00	460.80	1,000.00
440.2	Transcription Fees	.00	2,700.00	3,602.95	2,560.95	6,000.00
444	Travel/Education/Conference	5,237.50	6,000.00	5,097.05	2,384.04	5,000.00
470	Contract	.00	.00	.00	.00	13,300.00
Comments						
Level		Comment				
Departmental Request		Foreclosure Printing, Service of Process and Tracking				
<i>Contractual Expense Totals</i>		\$225,787.32	\$118,300.00	\$145,359.39	\$69,341.96	\$107,185.00
<i>Employee Benefits</i>						
810	Retirement	49,451.17	61,185.00	61,185.00	37,477.27	77,224.00
830	Social Security	32,698.86	34,958.00	36,043.00	20,188.06	37,276.00
831	Medicare Contribution	7,647.33	8,215.00	8,468.75	4,721.40	8,718.00
860	Hospitalization	61,171.34	56,759.00	56,759.00	37,973.44	71,335.00
865	Dental Insurance	1,094.42	936.00	936.00	576.32	936.00
<i>Employee Benefits Totals</i>		\$152,063.12	\$162,053.00	\$163,391.75	\$100,936.49	\$195,489.00
<i>Other Benefits</i>						
840	Workmen's Compensation	2,138.00	2,573.00	2,573.00	2,573.00	2,710.00
850	Unemployment Insurance	.00	.00	.00	.00	.00
855	Disability	.00	.00	.00	.00	.00
861	Retirees Hospitalization	5,127.00	5,588.00	5,588.00	1,784.98	3,230.00
862	Health Insurance Cost Reimbursement	2,211.83	2,250.00	2,250.00	282.87	750.00
<i>Other Benefits Totals</i>		\$9,476.83	\$10,411.00	\$10,411.00	\$4,640.85	\$6,690.00

Warren County, NY

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department 1420 - Law (County Attorney)						
Sub Department 4999 - American Rescue Plan Act (ARPA)						
Equipment						
220	Office Equipment	.00	.00	.00	.00	.00
	<i>Equipment Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Sub Department 4999 - American Rescue Plan Act (ARPA) Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 1420 - Law (County Attorney) Totals	<u>\$936,896.15</u>	<u>\$857,278.00</u>	<u>\$903,510.90</u>	<u>\$515,183.11</u>	<u>\$910,574.00</u>
	EXPENSE TOTALS	<u>\$936,896.15</u>	<u>\$857,278.00</u>	<u>\$903,510.90</u>	<u>\$515,183.11</u>	<u>\$910,574.00</u>
Fund A - General Totals						
	REVENUE TOTALS	\$73,103.34	\$70,000.00	\$70,000.00	\$52,874.78	\$91,298.00
	EXPENSE TOTALS	\$936,896.15	\$857,278.00	\$903,510.90	\$515,183.11	\$910,574.00
	Fund A - General Totals	<u>(\$863,792.81)</u>	<u>(\$787,278.00)</u>	<u>(\$833,510.90)</u>	<u>(\$462,308.33)</u>	<u>(\$819,276.00)</u>
Net Grand Totals						
	REVENUE GRAND TOTALS	\$73,103.34	\$70,000.00	\$70,000.00	\$52,874.78	\$91,298.00
	EXPENSE GRAND TOTALS	\$936,896.15	\$857,278.00	\$903,510.90	\$515,183.11	\$910,574.00
	Net Grand Totals	<u>(\$863,792.81)</u>	<u>(\$787,278.00)</u>	<u>(\$833,510.90)</u>	<u>(\$462,308.33)</u>	<u>(\$819,276.00)</u>

2025 Salary Schedule (Position Budgeting)  
County Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13705	[REDACTED] N/A / \$42.35	3rd Assistant County Attorney N/A / \$42.35	\$77,080.00	Full Time	Appointed F/T	9/12/2022
13251	[REDACTED] N/A / \$53.20	2nd Assistant County Attorney N/A / \$53.20	\$96,815.00	Full Time	Appointed F/T	8/13/2018
13609	[REDACTED] N/A / \$89.49	County Attorney N/A / \$89.49	\$162,879.00	Full Time	Appointed F/T	11/8/2021
13614	[REDACTED] N/A / \$28.88	Secretary to the County Attorney N/A / \$28.88	\$60,078.00	Full Time	Out of UnitFT	11/15/2021
13379	[REDACTED] N/A / \$55.02	1st Assistant County Attorney N/A / \$55.02	\$100,145.00	Full Time	Appointed F/T	8/12/2019
13263	[REDACTED] N/A / \$33.42	Legal Office Coordinator N/A / \$33.42	\$69,517.00	Full Time	Out of UnitFT	9/10/2018
	N/A / \$0.00	Legal Assistant #2 N/A / \$0.00	\$0.00			
	N/A / \$33.36	Property & Casualty Risk Manager N/A / \$33.36	\$34,696.00			
		<b>8</b>	<b>\$601,210.00</b>			