

Warren County Board of Supervisors

AGENDA FRIDAY NOVEMBER 15, 2024 BOARD MEETING



10:00 a.m. Call Meeting to Order

Pledge of Allegiance - Supervisor Merlino

Roll call

Motion to approve minutes of the October 18, 2024 Board Meeting and the November 1, 2024 Special Board Meeting, subject to correction by the Clerk of the Board

Presentation of Cornell Cooperative Extension Conservationist of the Year Award

Chair declares public hearing open on 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 requests Clerk of the Board read the Notice of Public Hearing aloud - privilege extended to anyone wishing to be heard on this matter

Chair declares Public Hearing open on Warren County Sewer District (Industrial Park) Tax Roll and requests Clerk of the Board read the Notice of Public Hearing aloud - privilege of the floor extended to anyone wishing to be heard

Chair declares Public Hearing open on 2025 Tentative Budget and requests Clerk of the Board read the Notice of Public Hearing aloud - privilege of the floor extended to anyone wishing to be heard

Privilege of the Floor and Public Comment

Report of Chairman of the Board and Committee Chairs

Report of County Administrator

Report of County Attorney

Reading of Communications

Reading of Resolutions

Recusals on Resolutions

Discussion and Public Comment on Proposed Resolutions

Requests for Roll Call Votes

Vote on Resolutions

Privilege of the Floor and Public Comment

Announcements

Motion to Adjourn

Warren County Board of Supervisors

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
STE01		ESTIMATE OF SALES TAX
MTR02		MORTGAGE TAX REPORT
PROC 40		PROCLAMATION - APPRENTICESHIP WEEK
PROC 41		PROCLAMATION - ALZHEIMER'S AWARENESS MONTH
PROC 42		PROCLAMATION - DIABETES AWARENESS MONTH
PROC 43		PROCLAMATION - HOME CARE AND HOSPICE MONTH
PROC 44		PROCLAMATION - PANCREATIC CANCER AWARENESS MONTH
399	ROLL CALL	FINANCE & BUDGET - MAKING SUPPLEMENTAL APPROPRIATIONS
400	ROLL CALL	FINANCE & BUDGET - AMENDING WARREN COUNTY BUDGET FOR 2024 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY
401		COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>)-AWARDING BID AND AUTHORIZING AGREEMENT WITH BLUE DIAMOND SEPTIC, LLC FOR ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS (WC 65-24)
402		COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>)-AWARDING BID AND AUTHORIZING AGREEMENT WITH STONE INDUSTRIES, LLC FOR ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS (WC 65-24)
403		CRIMINAL JUSTICE & PUBLIC SAFETY (<i>PUBLIC DEFENDER</i>) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR FUNDING UNDER THE FOURTH FAMILY DEFENSE (CHILD WELFARE) QUALITY IMPROVEMENT & CASELOAD REDUCTION GRANT FOR THE PUBLIC DEFENDER'S OFFICE
404		CRIMINAL JUSTICE & PUBLIC SAFETY (<i>SHERIFF</i>)-RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD OF SUPERVISORS IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR POLICE TRAFFIC SERVICES PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
405		CRIMINAL JUSTICE & PUBLIC SAFETY (<i>SHERIFF</i>) - RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD OF SUPERVISORS IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE STOP-DWI FOUNDATION FOR HIGH VISIBILITY ENGAGEMENT CAMPAIGN FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE
406		CRIMINAL JUSTICE & PUBLIC SAFETY (<i>SHERIFF</i>) - AMENDING RESOLUTION NO. 39 OF 2024, WHICH AUTHORIZED AN AGREEMENT WITH LAKE GEORGE PARK COMMISSION FOR ROUTINE SERVICE, EMERGENCY REPAIRS, REPLACEMENT PARTS AND FUEL FOR THE SHERIFF'S OFFICE VESSELS, TO ALLOW FOR THE PURCHASE, REIMBURSEMENT/REPLACEMENT OF FUEL
407		ECONOMIC GROWTH & DEVELOPMENT (<i>WORKFORCE DEVELOPMENT</i>) - RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD OF SUPERVISORS IN EXECUTING AN APPLICATION TO THE UNITED STATES DEPARTMENT OF LABOR FOR INCREASING VIABLE CHILD CARE OPTIONS THROUGH WORKFORCE DEVELOPMENT IN WARREN AND SARATOGA COUNTIES (NY) GRANT PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME
408		LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS (<i>COUNTY CLERK</i>) - HOME RULE REQUEST BY WARREN COUNTY TO AMEND SECTION 261(1)(G) OF THE TAX LAW BASED ON WARREN COUNTY BEING A MEMBER OF THE CAPITAL DISTRICT TRANSPORTATION DISTRICT
409		LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS (<i>COUNTY CLERK</i>) - HOME RULE REQUEST BY WARREN COUNTY FOR AN EXTENSION TO THE LAW AUTHORIZING AND EMPOWERING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX
410		LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS (<i>PURCHASING</i>) - APPROVING REVISIONS TO THE PURCHASING POLICY FOR WARREN COUNTY
411		LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS - APPROVING REVISIONS TO THE WARREN COUNTY FREEDOM OF INFORMATION LAW (FOIL) POLICY

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
412		PUBLIC WORKS (DPW) - RESOLUTION CONCERNING THE IMPACTS OF EFFORTS TO ELECTRIFY HIGHWAY DEPARTMENT VEHICLES BY ADOPTION OF THE ADVANCE CLEAN TRUCK RULE
413		PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AGREEMENT WITH SOUTH WARREN SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2025
414		PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AGREEMENT WITH HAGUE SNO-GOERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2025
415		PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AGREEMENT WITH NORTHERN WARREN TRAILBLAZERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2025
416		PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AGREEMENT WITH THURMAN CONNECTION SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2025
417		PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AN AGREEMENT WITH SARATOGA SNOWMOBILE ASSOCIATION TO ALLOW SNOWMOBILES TO USE COUNTY RAILROAD RIGHT-OF-WAY PROPERTY FROM MP55.89 (TOWN OF HADLEY) TO MP58.65 (TOWN OF HADLEY)
418		PUBLIC WORKS (SOLID WASTE) - ADOPTING THE WARREN COUNTY ORGANICS MANAGEMENT PLAN
419	ROLL CALL	TOURISM & OCCUPANCY TAX COORDINATION - AUTHORIZING AGREEMENT WITH THE ADIRONDACK CIVIC CENTER COALITION, INC. FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES
420		TOURISM & OCCUPANCY TAX COORDINATION - RESCINDING RESOLUTION NO. 282 OF 2024, WHICH AUTHORIZED AN AGREEMENT WITH WARREN COUNTY COALITION, INC. FOR THE DISBURSEMENT OF 2024 OCCUPANCY TAX FUNDING FOR WINTER'S DREAM

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421		TOURISM & OCCUPANCY TAX COORDINATION - RESCINDING RESOLUTION NO. 330 OF 2024, WHICH AUTHORIZED THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AND AMENDING 2024 WARREN COUNTY BUDGET
422	ROLL CALL	TOURISM & OCCUPANCY TAX COORDINATION - 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 VILLAGE OF LAKE GEORGE
423	ROLL CALL	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2024 TO CREATE POSITION WITHIN THE SHERIFF'S OFFICE
424	ROLL CALL	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>COUNTY ADMINISTRATOR</i>)- RESCINDING RESOLUTION NO. 597 OF 2019, WHICH ADOPTED THE DEPARTMENT HEAD EVALUATION POLICY
425	ROLL CALL	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>COUNTY ADMINISTRATOR</i>)- RESCINDING RESOLUTION NO. 535 OF 2022, WHICH REQUIRED ALL WARREN COUNTY EMPLOYEES TO COMPLETE AN ANNUAL DIVERSITY, EQUALITY AND INCLUSION TRAINING
426		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>COUNTY ATTORNEY</i>)- AUTHORIZING COUNTY ATTORNEY TO NEGOTIATE AND SETTLE ALL CLAIMS FILED BY MICHAEL DAVIS; AND AUTHORIZING THE CHAIR TO EXECUTE SETTLEMENT DOCUMENTS
427		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>COUNTY ATTORNEY</i>) - APPROVING THE WARREN COUNTY POLICY AGAINST DISCRIMINATION AND HARASSMENT WHICH REPLACES RESOLUTION NO. 203 OF 2023
428	ROLL CALL	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>COUNTY ATTORNEY</i>) - ENACTING 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'"

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
429		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - AUTHORIZING CONTINUATION OF MEDICARE ADVANTAGE INSURANCE PLAN FOR WARREN COUNTY RETIREES
430		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - ADOPTING REVISED OUT-OF-UNIT EMPLOYEE BENEFITS POLICY FOR WARREN COUNTY
431		FINANCE & BUDGET - RESCINDING RESOLUTION NO. 513 OF 2022, WHICH AUTHORIZED ARPA FUNDS DISBURSEMENT TO ADK EXCURSIONS, LLC; AND AMENDED THE WARREN COUNTY BUDGET FOR 2022
432	ROLL CALL	FINANCE & BUDGET - AUTHORIZING ARPA FUNDS DISBURSEMENT TO ADK EXCURSIONS, LLC; AND AMENDING WARREN COUNTY BUDGET FOR 2024 <i>RESOLUTION FAILED</i>
433	ROLL CALL	FINANCE & BUDGET - RESCINDING RESOLUTION NO. 595 OF 2022, WHICH AUTHORIZED ARPA FUNDS DISBURSEMENT TO ADK EXCURSIONS, LLC; AND AMENDED THE WARREN COUNTY BUDGET FOR 2022
434	ROLL CALL	FINANCE & BUDGET (<i>COUNTY ADMINISTRATOR</i>) - ESTABLISHING CAPITAL PROJECT NO. H437, BOARD ROOM RENOVATIONS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2024
435	ROLL CALL	FINANCE & BUDGET (<i>COUNTY ADMINISTRATOR</i>) - ESTABLISHING CAPITAL PROJECT NO. H438, MUNICIPAL CENTER ROOF REPAIRS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2024
436	ROLL CALL	FINANCE & BUDGET (<i>COUNTY ADMINISTRATOR</i>) - DECREASING CAPITAL PROJECT NO. H424, JOSEPH B. WARREN CAPITAL PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2024

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
437		FINANCE & BUDGET (COUNTY ADMINISTRATOR) - AMENDING RESOLUTION NO. 175 OF 2024, AUTHORIZING REALLOCATION OF UNOBLIGATED ARPA FUNDING FOR USE BY WARREN COUNTY FOR PROVIDING GOVERNMENT SERVICES, TO AUTHORIZE THE COUNTY TREASURER TO AMEND BUDGETS ACCORDINGLY <i>RESOLUTION REVISED AFTER DISTRIBUTION</i>
438	ROLL CALL	FINANCE & BUDGET (COUNTY ATTORNEY) - AUTHORIZING INCREASE TO THE ASSIGNED, SEXUAL ABUSE LAWSUITS FUND BALANCE (A.918.00) WITH THE SOURCE OF FUNDING TO BE THE RECEIPT OF SETTLEMENT FUNDS
439	ROLL CALL	FINANCE & BUDGET (OCCUPANCY TAX COORDINATION) - AUTHORIZING THE RE-APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AMENDING 2024 WARREN COUNTY BUDGET TO FUND AGREEMENT WITH ADIRONDACK-1000 ISLANDS SPORTS & EVENTS COMMISSION INC. DBA ADIRONDACK SPORTS COUNCIL FOR THE 2023 FISU WORLD UNIVERSITY GAMES SNOWBOARD COMPETITION
440	ROLL CALL	FINANCE & BUDGET (OCCUPANCY TAX COORDINATION) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AND AMENDING 2024 WARREN COUNTY BUDGET TO FUND AGREEMENT BETWEEN WILDERNESS PROPERTY MANAGEMENT, INC. AND THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT TO PROVIDE CONSULTING SERVICES
441	ROLL CALL	FINANCE & BUDGET (OCCUPANCY TAX COORDINATION) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AND AMENDING 2024 WARREN COUNTY BUDGET TO FUND AGREEMENT WITH THE VILLAGE OF LAKE GEORGE FOR LEASE OF LIGHT DISPLAYS
442	ROLL CALL	FINANCE & BUDGET (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED FUND BALANCE TO THE OFFICE OF EMERGENCY SERVICES BUDGET TO COVER THE COST OF LOCAL SHARE FUNDING FOR THE HAZARD MITIGATION GRANT PROGRAM (HMGP) AND FOR CONTRACTOR COSTS NOT REIMBURSED BY HMGP FUNDS; AND AMENDING 2024 WARREN COUNTY BUDGET

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
443	ROLL CALL	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - APPROVING AND ADOPTING THE WARREN COUNTY SEWER DISTRICT (INDUSTRIAL PARK) TAX ROLL FOR 2025 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION PROCESS</i>
444	ROLL CALL	FINANCE & BUDGET - ADOPTING BUDGET FOR FISCAL YEAR 2025 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION PROCESS</i>
445	ROLL CALL	FINANCE & BUDGET - MAKING APPROPRIATIONS FOR THE CONDUCT OF COUNTY GOVERNMENT FOR THE FISCAL YEAR 2025 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION PROCESS</i>
446	ROLL CALL	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - ADOPTING SALARY AND COMPENSATION PLAN FOR 2025 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION PROCESS</i>
447	ROLL CALL	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - INTRODUCING PROPOSED LOCAL LAW NO. 1 OF 2025, ENTITLED "A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS AND EMPLOYEES OF WARREN COUNTY", AND AUTHORIZING PUBLIC HEARING THEREON <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION PROCESS</i>
448		FINANCE & BUDGET - LEVYING TAX - CITY OF GLENS FALLS - 2025 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION PROCESS</i>
449		SUPERVISORS MERLINO AND RUNYON - WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION AWARDED BID AND AUTHORIZING AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR MUNICIPAL CENTER CHIMNEY DEMOLITION AND ROOF REPAIR (WC 71-24)

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
450		SUPERVISORS RUNYON AND BEAN - AWARDING BID AND AUTHORIZING AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR MUNICIPAL CENTER CHIMNEY DEMOLITION AND ROOF REPAIR (WC 71-24)
EA01		REPORT OF EQUALIZATION AND APPORTIONMENT OF COUNTY TAX LEVY <i>ESTIMATE OF SALES TAX; MORTGAGE TAX REPORT; RESOLUTION NOS. 399-448; AND REPORT OF EQUALIZATION AND APPORTIONMENT OF COUNTY TAX LEVY POSTED TO THE WARREN COUNTY WEBSITE AND DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON WEDNESDAY, NOVEMBER 6, 2024</i> <i>PROCLAMATION NOS. 40-44; REVISED RESOLUTION NO. 437; AND FLOOR RESOLUTION NOS. 1 AND 2 (LATER RESOLUTION NOS. 449 AND 450) WERE POSTED TO THE WARREN COUNTY WEBSITE AND DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON TUESDAY NOVEMBER 12, 2024</i>

Supervisor	Town	Wt Vote	Vote
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Y means yes
N means no
A means absent
NV means not voting

Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Merlino	Lake Luzerne	47	Y
Strough	Queensbury	89	Y
Wild	Queensbury	89	Y
Magowan	Queensbury	89	a
Strainer	Queensbury	89	Y
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	913
No	-
Absent	89
Not Voting	-

Resolution PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
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Y means yes
N means no
A means absent
NV means not voting

Merlino	Lake Luzerne	47	Y
Strough	Queensbury	89	Y
Wild	Queensbury	89	Y
Magowan	Queensbury	89	a
Strainer	Queensbury	89	Y
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	913
No	-
Absent	89
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
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Merlino	Lake Luzerne	47	Y
Strough	Queensbury	89	Y
Wild	Queensbury	89	Y
Magowan	Queensbury	89	a
Strainer	Queensbury	89	Y
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	913
No	-
Absent	89
Not Voting	-

Resolution PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
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Merlino	Lake Luzerne	47	Y
Strough	Queensbury	89	Y
Wild	Queensbury	89	Y
Magowan	Queensbury	89	a
Strainer	Queensbury	89	Y
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	a
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	868
No	-
Absent	134
Not Voting	-

Resolution PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
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Strough	Queensbury	89	Y
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Magowan	Queensbury	89	a
Strainer	Queensbury	89	Y
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	913
No	-
Absent	89
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
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Merlino	Lake Luzerne	47	Y
Strough	Queensbury	89	n
Wild	Queensbury	89	n
Magowan	Queensbury	89	a
Strainer	Queensbury	89	n
Etu	Queensbury	89	n
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	n
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	n
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	n
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	434
No	479
Absent	89
Not Voting	-
Resolution	FAILS

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

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Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	913
No	-
Absent	89
Not Voting	-

Resolution PASSES

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Strainer	Queensbury	89	Y
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	n
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	880
No	33
Absent	89
Not Voting	-

Resolutior PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
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Y means yes
 N means no
 A means absent
 NV means not voting

Merlino	Lake Luzerne	47	Y
Strough	Queensbury	89	n
Wild	Queensbury	89	Y
Magowan	Queensbury	89	a
Strainer	Queensbury	89	n
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	735
No	178
Absent	89
Not Voting	-
Resolution	PASSES

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Required for 2/3 vote	668
Required for 3/4 vote	752

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Strainer	Queensbury	89	Y
Etu	Queensbury	89	Y
Thomas	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
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Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Geraghty	Warrensburg	60	Y

1,002

Yes	913
No	-
Absent	89
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

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Etu	Queensbury	89	n
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Conover	Bolton	31	n
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Bruno	GF - 4	45	n
Driscoll	GF - 5	45	n
Patchett	Hague	10	n
Geraci	Horicon	22	n
Bean	Johnsburg	33	n
Crocitto	Lake George	53	n
Geraghty	Warrensburg	60	n

1,002

Yes	-
No	913
Absent	89
Not Voting	-
Resolution	FAILS

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Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
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Yes	913
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Resolution PASSES

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Resolutior PASSES

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Yes	913
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Absent	89
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No	-
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Resolutior PASSES

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1,002

Yes	880
No	33
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Resolution PASSES

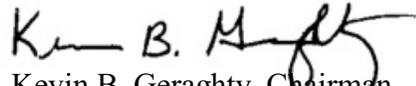
Required for simple majority	502
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REPORT OF EQUALIZATION AND APPORTIONMENT OF COUNTY TAX LEVY

To the Board of Supervisors:

As provided by Local Law No. 1 of 1968, I herewith submit the Report of Equalization and Apportionment of County taxes based on ratios determined by the Real Property Tax Services Committee of the Board, and I hereby certify that the amounts of levy for County purposes are apportioned on these rates.

Dated: November 15, 2024



Kevin B. Geraghty, Chairman
Warren County Board of Supervisors

2025 Equalization & Apportionment Table.xls
Adopted

	EQUALIZATION RATE	ASSESSED VALUE	FULL VALUE	PERCENTAGE	AMOUNT TO BE RAISED	SALES TAX CREDIT	Exemption Removal	NET AMOUNT TO BE RAISED	COLUMN 2 OF FOOTINGS	2025 TAX RATES	2024 TAX RATES	DIFFERENCE	PERCENTAGE
Bolton	77.00%	\$1,946,229,349	\$2,527,570,583	15.521949	\$8,244,597.45	650,000	\$ -	\$7,594,597.45	\$1,946,229,349	\$3.902	\$4.041	-\$0.139	-3.44%
Chester	100.00%	\$1,066,986,511	\$1,066,986,511	6.552422	\$3,480,367.17	*	\$ 4,201.94	\$3,476,165.23	\$1,066,985,011	\$3.258	\$3.606	-\$0.348	-9.65%
Glens Falls	93.51%	\$1,366,200,798	\$1,461,021,065	8.972210	\$4,765,655.38	*	\$ 4,987.62	\$4,760,667.76	\$1,366,200,798	\$3.485	\$3.490	-\$0.005	-0.14%
Hague	97.50%	\$976,039,522	\$1,001,066,176	6.147602	\$3,265,344.05	300,000	\$ 162.12	\$2,965,181.93	\$976,035,022	\$3.038	\$2.974	\$0.064	2.15%
Horicon	88.00%	\$829,513,094	\$942,628,516	5.788733	\$3,074,728.14	*	\$ 120.12	\$3,074,608.02	\$829,511,594	\$3.707	\$3.351	\$0.356	10.62%
Johnsburg	78.70%	\$592,882,785	\$753,345,343	4.626335	\$2,457,311.89	*	\$ 1,115.66	\$2,456,196.23	\$592,878,285	\$4.143	\$3.813	\$0.330	8.65%
Lake George In Out	80.00% 80.00%	\$256,028,605 \$1,156,674,122	\$320,035,756 \$1,445,842,653	1.965357 8.878999	\$1,043,913.84 \$4,716,145.67	*	\$ - \$ 113.32	\$1,043,913.84 \$4,716,032.35	\$256,028,605 \$1,156,674,122	\$4.077 \$4.077	\$3.910 \$3.910	\$0.167 \$0.167	4.27% 4.27%
Lake Luzerne	65.00%	\$434,017,140	\$667,718,677	4.100497	\$2,178,009.16	*	\$ 644.44	\$2,177,364.72	\$434,012,640	\$5.017	\$4.438	\$0.579	13.05%
Queensbury	100.00%	\$5,175,026,988	\$5,175,026,988	31.780124	\$16,880,246.76		\$ 9,364.11	\$16,870,882.65	\$5,175,009,788	\$3.260	\$3.859	-\$0.599	-15.52%
Stony Creek	0.73%	\$1,412,636	\$193,511,781	1.188366	\$631,209.35	*	\$ 346.43	\$630,862.92	\$1,411,436	\$446.965	\$401.033	\$45.932	11.45%
Thurman	71.87%	\$174,358,414	\$242,602,496	1.489835	\$791,336.83	*	\$ -	\$791,336.83	\$174,356,914	\$4.539	\$4.468	\$0.071	1.59%
Warrensburg	100.00%	\$486,491,512	\$486,491,512	2.987571	\$1,586,870.33	*	\$ 1,626.51	\$1,585,243.82	\$486,491,512	\$3.259	\$3.817	-\$0.558	-14.62%
TOTALS		\$14,461,861,476	\$16,283,848,057	100.000000	\$53,115,736.00	\$ 950,000.00	\$ 22,682.27	\$52,143,053.75	\$14,461,825,076				

Warren County Board of Supervisors

MORTGAGE TAX REPORT

To the Board of Supervisors of Warren County:

Your committee on Finance would respectfully report from the financial statement relative to mortgage tax receipts made by the County Clerk and County Treasurer of Warren County for the period ending September 30, 2024, and filed in the Office of the Board of Supervisors of Warren County. It appears that the amount received by the County Clerk from mortgage taxes for the period ending September 30, 2024, from current taxes was \$925,825.60 and that after receipt of all interest and payment of all expenses, the County's share to be distributed among the several tax districts amounts to \$925,864.88.

The amounts to be distributed to the several districts are as follows:

Bolton	\$51,905.70
Chester.....	34,955.98
Glens Falls	194,052.59
Hague.....	4,715.20
Horicon	49,106.58
Johnsburg.....	28,316.94
Lake George	96,661.62
Lake Luzerne.....	41,077.74
Queensbury	372,071.72
Stony Creek.....	2,089.61
Thurman	10,695.45
Warrensburg	27,912.68
Village of Lake George	12,303.07

Your committee recommends the adoption of this report and recommends that the Chairman and the Clerk of the Board be authorized and directed to issue the proper warrant to the Treasurer of Warren County for the distribution of said tax.

Dated: November 15, 2024

Respectfully submitted,
FINANCE & BUDGET COMMITTEE


Frank E. Thomas, Chair


Michael Geraci


Eugene J. Merlino


John Maday Sr.


Bennet Driscoll Jr.


Vincent Crocitto Sr.


John F. Strough


Daniel Bruno


Nathan Etu

Warren County Board of Supervisors

Proclamation

WHEREAS, National Apprenticeship Week (November 17-23) is celebrating its 10th anniversary of raising awareness about the vital role that registered apprenticeships provide in creating opportunities by allowing apprentices to earn while they learn and preparing a pathway to well-paying careers in Warren County, and across the United States, and

WHEREAS, registered apprenticeship programs enable employers to develop and train their future workforce while offering career seekers affordable paths to secure high-paying jobs, and

WHEREAS, Warren County recognizes the role of Registered Apprenticeships in expanding opportunities in our workforce that are inclusive of individuals who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequity, thus providing a path for all qualified individuals, including women, youth, people of color, rural communities, justice-involved individuals and individuals with disabilities, to become apprentices and contribute to America's industries, and

WHEREAS, Warren County recognizes that registered apprenticeships, a proven and industry-driven training model, provide a critical talent pipeline that can train and build up our workforce to address our Nation's pressing issues such as responding to climate change, modernizing our cybersecurity response, addressing public health issues, and rebuilding our nation's infrastructure, and

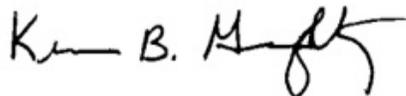
WHEREAS, the Warren County Department of Workforce Development, the Warren County Career Center, and the New York State Department of Labor promote and advocate for registered apprenticeship programs which are a time-honored approach to training skilled workers through a combination of on-the-job training and classroom instruction, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Board of Supervisors, do hereby declare the week of November 17-23, 2024 to be

APPRENTICESHIP WEEK

in Warren County, and encourage all Warren County residents to observe this month with appropriate ceremonies, activities and programs.

DATED: NOVEMBER 15, 2024



**KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS**

Warren County Board of Supervisors

Proclamation

WHEREAS, Alzheimer's Disease is a common form of dementia that is a cruel and fatal condition that erodes the ability to think, recall precious memories, and to live independently, and

WHEREAS, Alzheimer's Disease devastatingly affects more than six million Americans, as well as the family members and friends who love them, exacting a heartbreaking human toll, in addition to the deep economic impact with the cost of treatment exceeding \$321 billion nationally in 2022 alone, and

WHEREAS, the greatest known risk factor for Alzheimer's Disease, which is the leading cause of death in seniors, is increasing age with the majority of people afflicted being aged 65 and over, and

WHEREAS, while there is no current cure for Alzheimer's Disease, recent advances in biomedical science offer hope for strides toward a better understanding of this debilitating disease, improved treatments, and ultimately a cure, and

WHEREAS, there are many regional facilities and agencies in Warren County that provide compassionate care and assistance to individuals with Alzheimer's Disease, such as the Alzheimer's Association's Adirondack Office, Countryside Adult Home, Glen at Hiland Meadows and Warren County Office for the Aging, and

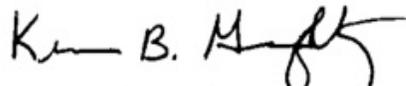
WHEREAS, during the month of November we stand with all those families confronting this challenging disease and recommit ourselves to improving treatment and finding a cure, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Board of Supervisors, do hereby declare the month of November 2024 to be

ALZHEIMER'S AWARENESS MONTH

in Warren County, and encourage all Warren County residents to observe this month with appropriate ceremonies, activities and programs.

DATED: NOVEMBER 15, 2024



**KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS**

Warren County Board of Supervisors

Proclamation

WHEREAS, over the last 20 years, our Nation has seen a significant rise in the number of adults diagnosed with diabetes, a chronic condition that can lead to heart disease, kidney disease, vision loss, and other serious health problems, and

WHEREAS, today, more than 38 million American adults are living with diabetes, and an estimated 90 million more may be at risk of developing the disease, and

WHEREAS the diabetes death rate for Warren County is higher than other areas of Upstate New York and the Adirondack Rural Health Network Region, and indicates that preventive health screening, for conditions like diabetes, is a valuable tool that can assist in the prevention and control of this chronic disease, and

WHEREAS, additionally, more young Americans are also living with Type 2 Diabetes than ever before, putting them at risk of developing serious health problems later in life, and

WHEREAS, the most recent Warren County Community Health Assessment and Community Health Improvement Plan lists Diabetes as a chronic disease that should be considered a higher priority area for local health organizations, and

WHEREAS, during National Diabetes Month, we draw awareness to all forms of this dangerous condition - including Type 1, Type 2 and Gestational Diabetes and Prediabetes - and recommit ourselves to finding a cure, and

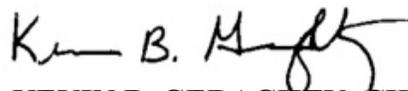
WHEREAS, the health and wellbeing of the residents of Warren County are enhanced as a direct result of increased awareness of all forms of Diabetes and the work being done to prevent and treat the disease, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Board of Supervisors, do hereby declare the month of November 2024 to be

DIABETES AWARENESS MONTH

in Warren County, and encourage all Warren County residents to observe this month with appropriate ceremonies, activities and programs.

DATED: NOVEMBER 15, 2024



**KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS**

Warren County Board of Supervisors

Proclamation

WHEREAS, home care services provide high quality and compassionate health care services to more than five million Americans annually, especially in times of community or personal health care crisis, and

WHEREAS, ninety percent of Americans want to age in place, and home care is the preferred method of health care delivery among the disabled, elderly, and chronically ill individuals eager to live independently in their own homes as long as they possibly can, and

WHEREAS, home care services, such as those offered by Warren County Health Services, allow families to stay together and provide for greater health, dignity, and comfort in our communities, and

WHEREAS, home care in the United States is a growing alternative to hospitalization or other institution-based forms of health care for acute and chronic illnesses, providing care to millions of Americans each year, and

WHEREAS, 2.2 million everyday heroes - including home care nurses, therapists, and aides - will travel almost a billion miles to deliver care and work tirelessly to provide professional support to millions of Americans in need to quality health services, and

WHEREAS, these dedicated home care professionals and volunteers form a support network that continues to play a vital role in health care delivery for our nation's disabled, infirm, and aging population, and

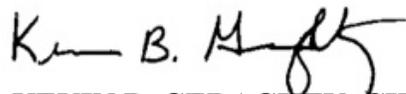
WHEREAS, Warren County Health Services, the National Association for Home Care & Hospice, and thousands of home care agencies across Warren County, the State of New York, and the U.S. have declared the month of November as National Home Care & Hospice Month and are calling on all Americans to observe the occasions with appropriate ceremonies and activities, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Board of Supervisors, do hereby declare the month of November 2024 to be

HOME CARE & HOSPICE MONTH

in Warren County, and encourage the support and participation of all citizens in learning more about the home care and hospice concepts of care for the elderly, disabled, and infirm.

DATED: NOVEMBER 15, 2024



**KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS**

Warren County Board of Supervisors

Proclamation

WHEREAS, Pancreatic Cancer is one of the deadliest forms of cancer, ranking as the fourth-leading cause of cancer death in the United States, from which an estimated 51,750 individuals will die from in 2023, and

WHEREAS, an estimated 66,000 people will be diagnosed with Pancreatic Cancer in 2024, and

WHEREAS, up to 30% of cases of Pancreatic Cancer are thought to be preventable, and

WHEREAS, chronic pancreatitis, often linked to long-term alcohol consumption, smoking and repeat incidents of acute pancreatitis, increases the risk of pancreatic cancer by two to three times that of the general population, and

WHEREAS, it is the mission of the nationally accredited C.R. Wood Cancer Center at Glens Falls Hospital to provide preventive care and clinically advanced treatments for regional cancer patients, as well as to provide innovative education and support programs for early detection and cancer prevention, and

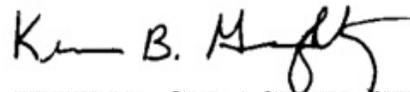
WHEREAS, the health and well-being of the residents of Warren County are enhanced as a direct result of increased awareness of pancreatic cancer and the work being done to prevent and treat the disease, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Board of Supervisors, do hereby declare the month of November 2024 to be

PANCREATIC CANCER AWARENESS MONTH

in Warren County, and encourage all Warren County residents to observe this month with appropriate ceremonies, activities and programs.

DATED: NOVEMBER 15, 2024



**KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS**

Warren County Board of Supervisors

RESOLUTION NO. 399 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, DICKINSON, STROUGH, BRUNO AND ETU

MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2024 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

FROM CODE		TO CODE		AMOUNT
<u>DEPARTMENT: BOARD OF ELECTIONS</u>				
A.1450 439	Board of Elections, Misc. Fees & Expenses	A.1450 120	Board of Elections, Salaries- Overtime	\$2,000.00
<u>DEPARTMENT: OFFICE OF EMERGENCY SERVICES</u>				
A.3410 130	Fire Prevention & Control, Salaries-Part Time	A.3410 810	Fire Prevention & Control, Retirement	850.00
A.3640 110	Civil Defense, Salaries- Regular	A.9950 910	Transfers-Capital Projects, Interfund Transfers	1,554.44
A.3640 810	Retirement	A.9950 910		242.55
A.3640 830	Social Security	A.9950 910		89.41
A.3640 831	Medicare Contribution	A.9950 910		20.90
A.3640 860	Hospitalization	A.9950 910		315.67
A.3640 865	Dental Insurance	A.9950 910		5.74
<u>DEPARTMENT: SHERIFF</u>				
A.3150 110	Sheriffs Correction Division, Salaries-Regular	A.3150 445	Sheriff's Correction Division, Foods	60,000.00
A.3150 110		A.3110 441	Sheriff's Law Enforcement, Auto- Supplies & Repair	50,000.00

Warren County Board of Supervisors

RESOLUTION NO. 400 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, DICKINSON, STROUGH, BRUNO AND ETU

AMENDING WARREN COUNTY BUDGET FOR 2024 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2024 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT: OFFICE OF COMMUNITY SERVICES		
<u>ESTIMATED REVENUE</u>		
A.4320.0105 3490	Mental Health Programs, Behavioral Health Services North, Mental Health	\$11,883.00
A.4320.0120 3490	Mental Health Association, Mental Health	35,991.00
<u>APPROPRIATIONS</u>		
A.4320.0105 470	Mental Health Programs, Behavioral Health Services North, Contract	11,883.00
A.4320.0120 470	Mental Health Association, Contract	35,991.00
DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT		
<u>ESTIMATED REVENUE</u>		
A.8021 2002	Planning (and Comm. Dev.), Donation-Bed Tax	20,000.00
<u>APPROPRIATIONS</u>		
A.8021 470	Planning (and Comm. Dev.), Contract	20,000.00
DEPARTMENT: PUBLIC WORKS		
<u>ESTIMATED REVENUE</u>		
DM.5130 2680	Road Machinery, Machinery, Insurance Recoveries	39,798.50
<u>APPROPRIATIONS</u>		
DM.5130 230	Road Machinery, Machinery, Automotive Equipment	39,798.50

RESOLUTION No. 400 OF 2024

PAGE 2 OF 2

DEPARTMENT: SHERIFF

ESTIMATED REVENUE

A.3110 3384	Sheriff's Law Enforcement, Other Sheriff's State Aid	\$27,090.00
A.3315 3615	Stop DWI Program, Stop DWI Grant	24,500.00

APPROPRIATIONS

A.3110 120	Sheriff's Law Enforcement, Salaries-Overtime	27,090.00
A.3110 120		24,500.00

RESOLVED, that the supplemental appropriations or reductions in estimated revenues and appropriations set forth above are authorized and the County Treasurer be, and he hereby is, authorized and directed to amend the budget of Warren County for 2024 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County budget for 2024 is hereby amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 401 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS BRUNO, GERACI, CONOVER, DIAMOND, STROUGH, MAGOWAN AND THOMAS

AWARDING BID AND AUTHORIZING AGREEMENT WITH BLUE DIAMOND SEPTIC, LLC FOR ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS (WC 65-24)

WHEREAS, the Purchasing Agent has advertised for sealed bids for Routine Pumping, Cleaning and Disposal for Septic Systems (WC 65-24), and

WHEREAS, the bids were opened on October 29, 2024 and the Superintendent of Public Works has recommended that a partial bid be awarded to Blue Diamond Septic, LLC, located at 357 S. Albany Road, Selkirk, NY 12158, as the lowest responsible bidder for Sites 1-12 and 14, as referenced in the attached “Schedule A” document, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Blue Diamond Septic, LLC, located at 357 S. Albany Road, Selkirk, NY 12158 of the acceptance of their bid for Sites 1-12 and 14, as referenced in the attached “Schedule A” document, 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 Blue Diamond Septic, LLC for Routine Pumping, Cleaning and Disposal for Septic Systems as outlined above, in a form approved by the County Attorney, pursuant to the terms and provisions of the specifications (WC 65-24), for a term commencing January 1, 2025 and terminating December 31, 2025, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, and subject to the same prices defined in the attached Schedule “A,” and be it further

RESOLVED, that the funding shall be expended from various Department of Public Works Projects.

<p>BID NO: WC 65-24</p> <p>ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS</p> <p>DATE: OCTOBER 29, 2024</p> <p>TIME: 3:00 P.M.</p>		<p>NAME & ADDRESS OF BIDDER</p> <p>Blue Diamond Septic, LLC. Attn: Stephanie Jasinski 357 S. Albany Road Selkirk, NY 12158 Ph: 518-767-9322 Fax: 518-767-0435</p>			
<p>BID AWARDED TO:</p>		<p>TERM: JANUARY 1, 2025 THROUGH DECEMBER 31, 2025</p>			
<p>√ JULIE A. BUTLER, PURCHASING AGENT</p>		<p>RESOLUTION NO: xx OF 2024</p>			
DESCRIPTION OF ITEM		QUANTITY	BID PRICE		
#	LOCATION	SEPTIC TANK SIZE	NUMBER OF SERVICES PER YEAR	LUMP SUM PRICE TO SERVICE ONCE	PRICE PER YEAR NORMAL HOURS
1	Fish Hatchery 145 Echo Lake Road Warrensburg, NY 12885	500 gal. 2,000 gal.	1 1	\$200.00 \$800.00	\$200.00 \$800.00
2	South End Maintenance 143 Lower Warren Street Queensbury, NY 12804	1,000 gal.	On Call	\$400.00	\$400.00
3	DPW North Creek 65 Return Loop North Creek, NY 12853	1,000 gal.	On Call	\$400.00	\$400.00
4	North Creek Train Station 3 Railroad Place North Creek, NY 12853	1,000 gal. 500 gal. 1,000 gal.	On Call On Call 1	\$400.00 \$200.00 \$400.00	\$400.00 \$200.00 \$400.00
5	Thurman Train Station State Rte. 418 Thurman, NY 12810 (between the intersections of 418 with Athol Rd and 418 and River Rd.)	500 gal.	On Call	\$200.00	\$200.00

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Blue Diamond Septic, LLC. Attn: Stephanie Jasinski 357 S. Albany Road Selkirk, NY 12158 Ph: 518-767-9322 Fax: 518-767-0435			
DESCRIPTION OF ITEM			BID PRICE		
#	LOCATION	SEPTIC TANK SIZE	QUANTITY	ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
6	UpYonda Farm Route 9N Bolton Landing, NY 12814	1,000 gal. 2 Composting Toilets (avg. 100 gal. total)	1 1	\$400.00 \$200.00	\$400.00 \$200.00
7	Toney Pit 17 Old State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$400.00	\$400.00
8	County Fairgrounds Schroon River Road Warrensburg, NY 12885	2,000 gal. 2,000 gal. 4,000 gal. 4,000 gal.	On Call	\$800.00	\$800.00
			On Call	\$800.00	\$800.00
			On Call	\$1,600.00	\$1,600.00
			On Call	\$1,600.00	\$1,600.00
9	Warren County Sheriff's Office - Fire Range Old State Road North Lake George, NY 12845	1,500 gal.	On Call	\$600.00	\$600.00
10	Warren County Correctional Facility - Grease Interceptor 1400 State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$400.00	\$400.00
11	Soil & Water 394 Schroon River Road Warrensburg, NY 12885	1,000 gal.	On Call	\$400.00	\$400.00

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Blue Diamond Septic, LLC. Attn: Stephanie Jasinski 357 S. Albany Road Selkirk, NY 12158 Ph: 518-767-9322 Fax: 518-767-0435		
#	LOCATION	SEPTIC TANK SIZE	ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
12	Riparius Train Station 460 Riverside Station Road Riparius, NY 12862	1,000 gal.	1	\$400.00
13	Clean sewer line at Floyd Bennett Memorial Airport one time per year with roofer for approximately 800 feet at price per foot. Pipe size approximately 8" in diameter.		On-Call	No Bid
14	Any site added during term of bid for septic or grease.		Per 1,000 gal.	\$400.00
15	Hourly rate for services other than pumping		Per Hour	\$300.00
16	Additional hourly rate (if any) for After Hours Services		Per Hour	\$500.00
17	Additional hourly rate (if any) for Emergency Services		Per Hour	\$400.00
18	Response time for After Hour Services		Hours	24 hrs.
19	Response time for Emergency Services		Hours	24 hrs.
20	Port-o-Pottie Rental & Service (anywhere throughout Warren County) Current locations used, but not limited to : Fire Training Center, Queensbury (2).		Weekly Monthly	No Bid
21	Port-o-Pottie Rental & Service (Handicapped accessible) Current locations used: Warren County Bikeway off Country Club Road, Queensbury (1)		Weekly Monthly	No Bid
Waste Transporter Permit Attached			Yes/No	Yes
COMMENTS:			n/a	n/a

SCHEDULE A

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Stone Industries, LLC. Attn: Stephanie Loveland 4305 Rt 50 Saratoga Springs, NY 12866 Ph: 518-584-1048 Fax: 518-584-8850				
DESCRIPTION OF ITEM		BID PRICE				
#	LOCATION	SEPTIC TANK SIZE	QUANTITY	NUMBER OF SERVICES PER YEAR	LUMP SUM PRICE TO SERVICE ONCE	PRICE PER YEAR NORMAL HOURS
1	Fish Hatchery 145 Echo Lake Road Warrensburg, NY 12885	500 gal.	1	1	\$435.00	\$435.00
2	South End Maintenance 143 Lower Warren Street Queensbury, NY 12804	2,000 gal.	1	1	\$870.00	\$870.00
3	DPW North Creek 65 Return Loop North Creek, NY 12853	1,000 gal.	On Call	On Call	\$435.00	\$435.00
4	North Creek Train Station 3 Railroad Place North Creek, NY 12853	1,000 gal.	On Call	On Call	\$435.00	\$435.00
		500 gal.	On Call	On Call	\$435.00	\$435.00
5	Thurman Train Station State Rte. 418 Thurman, NY 12810 (between the intersections of 418 with Athol Rd and 418 and River Rd.)	1,000 gal.	1	1	\$435.00	\$435.00
		500 gal.	On Call	On Call	\$435.00	\$435.00

SCHEDULE A

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Stone Industries, LLC. Attn: Stephanie Loveland 4305 Rt 50 Saratoga Springs, NY 12866 Ph: 518-584-1048 Fax: 518-584-8850				
DESCRIPTION OF ITEM		BID PRICE				
#	LOCATION	SEPTIC TANK SIZE	QUANTITY	ONE TIME SERVICE PRICE PER YEAR	ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
6	UpYonda Farm Route 9N Bolton Landing, NY 12814	1,000 gal. 2 Composting Toilets (avg. 100 gal. total)	1	\$435.00	\$435.00	\$435.00
7	Toney Pit 17 Old State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$435.00	\$435.00	\$435.00
8	County Fairgrounds Schroon River Road Warrensburg, NY 12885	2,000 gal. 2,000 gal. 4,000 gal. 4,000 gal.	On Call On Call On Call On Call	\$870.00 \$870.00 \$1,740.00 \$1,740.00	\$870.00 \$870.00 \$1,740.00 \$1,740.00	\$870.00 \$870.00 \$1,740.00 \$1,740.00
9	Warren County Sheriff's Office - Fire Range Old State Road North Lake George, NY 12845	1,500 gal.	On Call	\$652.50	\$652.50	\$652.50
10	Warren County Correctional Facility - Grease Interceptor 1400 State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$435.00	\$435.00	\$435.00
11	Soil & Water 394 Schroon River Road Warrensburg, NY 12885	1,000 gal.	Call	\$435.00	\$435.00	\$435.00

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Stone Industries, LLC. Attn: Stephanie Loveland 4305 Rt 50 Saratoga Springs, NY 12866 Ph: 518-584-1048 Fax: 518-584-8850			
#	LOCATION	SEPTIC TANK SIZE	ONE TIME SERVICE PRICE PER YEAR	ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
12	Riparius Train Station 460 Riverside Station Road Riparius, NY 12862	1,000 gal.	1	\$435.00	\$435.00
13	Clean sewer line at Floyd Bennett Memorial Airport one time per year with roofer for approximately 800 feet at price per foot. Pipe size approximately 8" in diameter.		On-Call	\$15.00 per foot	\$15.00 per foot
14	Any site added during term of bid for septic or grease.		Per 1,000 gal.	\$435.00 / Septic	\$535 / Grease
15	Hourly rate for services other than pumping		Per Hour	\$275.00	\$275.00
16	Additional hourly rate (if any) for After Hours Services		Per Hour	\$275.00	\$275.00
17	Additional hourly rate (if any) for Emergency Services		Per Hour	\$275.00	\$275.00
18	Response time for After Hour Services		Hours	24 hrs.	24 hrs.
19	Response time for Emergency Services		Hours	24 hrs.	24 hrs.
20	Port-o-Pottie Rental & Service (anywhere throughout Warren County) Current locations used, but not limited to : Fire Training Center, Queensbury (2).		Weekly Monthly	\$165.00 / Weekly \$185.00 / Monthly	\$165.00 / Weekly \$185.00 / Monthly
21	Port-o-Pottie Rental & Service (Handicapped accessible) Current locations used: Warren County Bikeway off Country Club Road, Queensbury (1)		Weekly Monthly	\$330.00 / Weekly \$350.00 / Monthly	\$330.00 / Weekly \$350.00 / Monthly
Waste Transporter Permit Attached			Yes/No	Yes	Yes
COMMENTS:			n/a		n/a

Warren County Board of Supervisors

RESOLUTION NO. 402 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS BRUNO, GERACI, CONOVER, DIAMOND, STROUGH, MAGOWAN AND THOMAS

AWARDING BID AND AUTHORIZING AGREEMENT WITH STONE INDUSTRIES, LLC FOR ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS (WC 65-24)

WHEREAS, the Purchasing Agent has advertised for sealed bids for Routine Pumping, Cleaning and Disposal for Septic Systems (WC 65-24), and

WHEREAS, the bids were opened on October 29, 2024 and the Superintendent of Public Works has recommended that a partial bid be awarded to Stone Industries, LLC, located at 4305 Route 50, Saratoga Springs, NY 12866, as the lowest responsible bidder for Site 13 and Port-o-Pottie Rental and Service, as referenced in the attached “Schedule A” document, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Stone Industries, LLC, located at 4305 Route 50, Saratoga Springs, NY 12866 of the acceptance of their bid for Sites 13 and Port-o-Pottie Rental and Service, as referenced in the attached “Schedule A” document, 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 Stone Industries, LLC for Routine Pumping, Cleaning and Disposal for Septic Systems as outlined above, in a form approved by the County Attorney, pursuant to the terms and provisions of the specifications (WC 65-24), for a term commencing January 1, 2025 and terminating December 31, 2025, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, and subject to the same prices defined in the attached Schedule “A,” and be it further

RESOLVED, that the funding shall be expended from various Department of Public Works Projects.

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Blue Diamond Septic, LLC. Attn: Stephanie Jasinski 357 S. Albany Road Selkirk, NY 12158 Ph: 518-767-9322 Fax: 518-767-0435	
BID AWARDED TO:		TERM: JANUARY 1, 2025 THROUGH DECEMBER 31, 2025	
✓ JULIE A. BUTLER, PURCHASING AGENT		RESOLUTION NO: xx OF 2024	
DESCRIPTION OF ITEM		QUANTITY	BID PRICE
#	LOCATION	NUMBER OF SERVICES PER YEAR	LUMP SUM PRICE TO SERVICE ONCE
1	Fish Hatchery 145 Echo Lake Road Warrensburg, NY 12885	1	\$200.00
2	South End Maintenance 143 Lower Warren Street Queensbury, NY 12804	1	\$800.00
3	DPW North Creek 65 Return Loop North Creek, NY 12853	On Call	\$400.00
4	North Creek Train Station 3 Railroad Place North Creek, NY 12853	On Call	\$400.00
5	Thurman Train Station State Rte. 418 Thurman, NY 12810 (between the intersections of 418 with Athol Rd and 418 and River Rd.)	On Call	\$400.00

DESCRIPTION OF ITEM		SEPTIC TANK SIZE	QUANTITY	BID PRICE	
				ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.					
NAME & ADDRESS OF BIDDER Blue Diamond Septic, LLC. Attn: Stephanie Jasinski 357 S. Albany Road Selkirk, NY 12158 Ph: 518-767-9322 Fax: 518-767-0435					
6	UpYonda Farm Route 9N Bolton Landing, NY 12814	1,000 gal. 2 Composting Toilets (avg. 100 gal. total)	1 1	\$400.00 \$200.00	\$400.00 \$200.00
7	Toney Pit 17 Old State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$400.00	\$400.00
8	County Fairgrounds Schroon River Road Warrensburg, NY 12885	2,000 gal. 2,000 gal. 4,000 gal. 4,000 gal.	On Call	\$800.00	\$800.00
			On Call	\$800.00	\$800.00
			On Call	\$1,600.00	\$1,600.00
			On Call	\$1,600.00	\$1,600.00
9	Warren County Sheriff's Office - Fire Range Old State Road North Lake George, NY 12845	1,500 gal.	On Call	\$600.00	\$600.00
10	Warren County Correctional Facility - Grease Interceptor 1400 State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$400.00	\$400.00
11	Soil & Water 394 Schroon River Road Warrensburg, NY 12885	1,000 gal.	On Call	\$400.00	\$400.00

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Blue Diamond Septic, LLC. Attn: Stephanie Jasinksi 357 S. Albany Road Selkirk, NY 12158 Ph: 518-767-9322 Fax: 518-767-0435		
#	LOCATION	SEPTIC TANK SIZE	ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
12	Riparius Train Station 460 Riverside Station Road Riparius, NY 12862	1,000 gal.	1	\$400.00
13	Clean sewer line at Floyd Bennett Memorial Airport one time per year with roofer for approximately 800 feet at price per foot. Pipe size approximately 8" in diameter.		On-Call	No Bid
14	Any site added during term of bid for septic or grease.		Per 1,000 gal.	\$400.00
15	Hourly rate for services other than pumping		Per Hour	\$300.00
16	Additional hourly rate (if any) for After Hours Services		Per Hour	\$500.00
17	Additional hourly rate (if any) for Emergency Services		Per Hour	\$400.00
18	Response time for After Hour Services		Hours	24 hrs.
19	Response time for Emergency Services		Hours	24 hrs.
20	Port-o-Pottie Rental & Service (anywhere throughout Warren County) Current locations used, but not limited to : Fire Training Center, Queensbury (2).		Weekly Monthly	No Bid
21	Port-o-Pottie Rental & Service (Handicapped accessible) Current locations used: Warren County Bikeway off Country Club Road, Queensbury (1)		Weekly Monthly	No Bid
Waste Transporter Permit Attached			Yes/No	Yes
COMMENTS:			n/a	n/a

SCHEDULE A

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Stone Industries, LLC. Attn: Stephanie Loveland 4305 Rt 50 Saratoga Springs, NY 12866 Ph: 518-584-1048 Fax: 518-584-8850				
DESCRIPTION OF ITEM		BID PRICE				
#	LOCATION	SEPTIC TANK SIZE	QUANTITY	NUMBER OF SERVICES PER YEAR	LUMP SUM PRICE TO SERVICE ONCE	PRICE PER YEAR NORMAL HOURS
1	Fish Hatchery 145 Echo Lake Road Warrensburg, NY 12885	500 gal. 2,000 gal.	1 1	1 1	\$435.00 \$870.00	\$435.00 \$870.00
2	South End Maintenance 143 Lower Warren Street Queensbury, NY 12804	1,000 gal.	On Call	On Call	\$435.00	\$435.00
3	DPW North Creek 65 Return Loop North Creek, NY 12853	1,000 gal.	On Call	On Call	\$435.00	\$435.00
4	North Creek Train Station 3 Railroad Place North Creek, NY 12853	1,000 gal. 500 gal. 1,000 gal.	On Call	On Call	\$435.00 \$435.00 \$435.00	\$435.00 \$435.00 \$435.00
5	Thurman Train Station State Rte. 418 Thurman, NY 12810 (between the intersections of 418 with Athol Rd and 418 and River Rd.)	500 gal.	On Call	On Call	\$435.00	\$435.00

DESCRIPTION OF ITEM		SEPTIC TANK SIZE	QUANTITY	BID PRICE	
				ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.					
NAME & ADDRESS OF BIDDER Stone Industries, LLC. Attn: Stephanie Loveland 4305 Rt 50 Saratoga Springs, NY 12866 Ph: 518-584-1048 Fax: 518-584-8850					
6	UpYonda Farm Route 9N Bolton Landing, NY 12814	1,000 gal. 2 Composting Toilets (avg. 100 gal. total)	1	\$435.00	\$435.00
7	Toney Pit 17 Old State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$435.00	\$435.00
8	County Fairgrounds Schroon River Road Warrensburg, NY 12885	2,000 gal. 2,000 gal. 4,000 gal. 4,000 gal.	On Call	\$870.00	\$870.00
			On Call	\$870.00	\$870.00
			On Call	\$1,740.00	\$1,740.00
			On Call	\$1,740.00	\$1,740.00
9	Warren County Sheriff's Office - Fire Range Old State Road North Lake George, NY 12845	1,500 gal.	On Call	\$652.50	\$652.50
10	Warren County Correctional Facility - Grease Interceptor 1400 State Route 9 Lake George, NY 12845	1,000 gal.	On Call	\$435.00	\$435.00
11	Soil & Water 394 Schroon River Road Warrensburg, NY 12885	1,000 gal.	Call	\$435.00	\$435.00

BID NO: WC 65-24 ITEM(S): ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS DATE: OCTOBER 29, 2024 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER Stone Industries, LLC. Attn: Stephanie Loveland 4305 Rt 50 Saratoga Springs, NY 12866 Ph: 518-584-1048 Fax: 518-584-8850			
#	LOCATION	SEPTIC TANK SIZE	ONE TIME SERVICE PRICE PER YEAR	ONE TIME SERVICE PRICE PER YEAR	PRICE PER YEAR
12	Riparius Train Station 460 Riverside Station Road Riparius, NY 12862	1,000 gal.	1	\$435.00	\$435.00
13	Clean sewer line at Floyd Bennett Memorial Airport one time per year with roofer for approximately 800 feet at price per foot. Pipe size approximately 8" in diameter.		On-Call	\$15.00 per foot	\$15.00 per foot
14	Any site added during term of bid for septic or grease.		Per 1,000 gal.	\$435.00 / Septic	\$535 / Grease
15	Hourly rate for services other than pumping		Per Hour	\$275.00	\$275.00
16	Additional hourly rate (if any) for After Hours Services		Per Hour	\$275.00	\$275.00
17	Additional hourly rate (if any) for Emergency Services		Per Hour	\$275.00	\$275.00
18	Response time for After Hour Services		Hours	24 hrs.	24 hrs.
19	Response time for Emergency Services		Hours	24 hrs.	24 hrs.
20	Port-o-Pottie Rental & Service (anywhere throughout Warren County) Current locations used, but not limited to : Fire Training Center, Queensbury (2).		Weekly Monthly	\$165.00 / Weekly \$185.00 / Monthly	\$165.00 / Weekly \$185.00 / Monthly
21	Port-o-Pottie Rental & Service (Handicapped accessible) Current locations used: Warren County Bikeway off Country Club Road, Queensbury (1)		Weekly Monthly	\$330.00 / Weekly \$350.00 / Monthly	\$330.00 / Weekly \$350.00 / Monthly
Waste Transporter Permit Attached			Yes/No	Yes	Yes
COMMENTS:			n/a		n/a

Warren County Board of Supervisors

RESOLUTION NO. 403 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, CONOVER, MADAY, STRAINER, GILLIGAN, DRISCOLL AND ETU

AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR FUNDING UNDER THE FOURTH FAMILY DEFENSE (CHILD WELFARE) QUALITY IMPROVEMENT & CASELOAD REDUCTION GRANT FOR THE PUBLIC DEFENDER'S OFFICE

WHEREAS, the Public Defender requested, and the Criminal Justice & Public Safety Committee approved, to execute a grant application to the New York State Office of Indigent Legal Services for the Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant funding in an amount not to exceed Seven Hundred Fifty Thousand Dollars (\$750,000), for a term commencing January 1, 2025 and terminating December 31, 2027, now therefore be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an application to the New York State Office of Indigent Legal Services for the Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant funding in an amount not to exceed Seven Hundred Fifty Thousand Dollars (\$750,000), for a term commencing January 1, 2025 and terminating December 31, 2027, in a form approved by the County Attorney, and be it further

RESOLVED, that upon notification of the grant award the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds, in a form approved by the County Attorney, and be it further

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any related grant extensions, in a form approved by the County Attorney without the need for further Board resolution.

Warren County Board of Supervisors

RESOLUTION NO. 404 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, CONOVER, MADAY, STRAINER, GILLIGAN, DRISCOLL AND ETU

RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD OF SUPERVISORS IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR POLICE TRAFFIC SERVICES PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE

WHEREAS, the Sheriff requested, and the Criminal Justice & Public Safety Committee approved, to execute a grant application with the New York State Governor's Traffic Safety Committee for Police Traffic Services Program funding in an amount not to exceed Twenty-Seven Thousand Ninety Dollars (\$27,090), for a term commencing October 1, 2024 and terminating September 30, 2025, and

WHEREAS, the Chair of the Board of Supervisors executed the grant application prior to the November 15, 2024 Board of Supervisors Meeting, now, therefore, be it

RESOLVED, that the actions of the Chair of the Board of Supervisors be, and hereby are, ratified with regard to executing the grant application to the New York State Governor's Traffic Safety Committee, 6 Empire State Plaza, Albany, New York 12228, for Police Traffic Services Program funding in an amount not to exceed Twenty-Seven Thousand Ninety Dollars (\$27,090), for a term commencing October 1, 2024 and terminating September 30, 2025, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds, and be it further

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any related grant extensions, in a form approved by the County Attorney without the need for further Board resolution.

Warren County Board of Supervisors

RESOLUTION NO. 405 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, CONOVER, MADAY, STRAINER, GILLIGAN, DRISCOLL AND ETU

RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD OF SUPERVISORS IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE STOP-DWI FOUNDATION FOR HIGH VISIBILITY ENGAGEMENT CAMPAIGN FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE

WHEREAS, the Sheriff requested, and the Criminal Justice & Public Safety Committee approved, to execute a grant application to the New York State STOP-DWI Foundation, Inc., 1170 Phoenix Avenue, Schenectady, New York 12387, for High Visibility Engagement Campaign funding in an amount not to exceed Twenty-Four Thousand Five Hundred Dollars (\$24,500), for a term commencing October 1, 2024 and terminating September 30, 2025, and

WHEREAS, the Chair of the Board of Supervisors executed the grant application prior to the November 15, 2024 Board of Supervisors meeting, now, therefore, be it

RESOLVED, that the actions of the Chair of the Board of Supervisors be, and hereby are, ratified to executing the grant application to the New York State STOP-DWI Foundation, Inc., 1170 Phoenix Avenue, Schenectady, New York 12387, for High Visibility Engagement Campaign funding in an amount not to exceed Twenty-Four Thousand Five Hundred Dollars (\$24,500), for a term commencing October 1, 2024 and terminating September 30, 2025, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds, and be it further

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any related grant extensions, in a form approved by the County Attorney without the need for further Board resolution.

Warren County Board of Supervisors

RESOLUTION NO. 406 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, CONOVER, MADAY, STRAINER, GILLIGAN, DRISCOLL AND ETU

AMENDING RESOLUTION NO. 39 OF 2024, WHICH AUTHORIZED AN AGREEMENT WITH LAKE GEORGE PARK COMMISSION FOR ROUTINE SERVICE, EMERGENCY REPAIRS, REPLACEMENT PARTS AND FUEL FOR THE SHERIFF'S OFFICE VESSELS, TO ALLOW FOR THE PURCHASE, REIMBURSEMENT/REPLACEMENT OF FUEL

WHEREAS, pursuant to Resolution No. 39 of 2024, the Warren County Board of Supervisors authorized an agreement with Lake George Park Commission for routine service, emergency repair services replacement parts and fuel for the Sheriff's Office vessels, with labor performed at the fixed rate of \$75.00 and parts and fuel billed at the cost incurred by the State of New York, for a term commencing March 1, 2024 and terminating February 28, 2025, and

WHEREAS, the Sheriff requested, and the Criminal Justice & Public Safety Committee approved, to amend the agreement with Lake George Park Commission to allow the County to purchase fuel from a responsible/preferred vendor and to reimburse/replace the fuel used by the Warren County Sheriff's Office during the contract term to the Lake George Park Commission, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an amendment agreement with Lake George Park Commission as described in the preambles of this resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes set forth herein, all other terms and conditions of Resolution No. 39 of 2024 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 407 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS ETU, STROUGH, BEAN, MADAY, TURNER, CROCITTO AND WILD

RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD OF SUPERVISORS IN EXECUTING AN APPLICATION TO THE UNITED STATES DEPARTMENT OF LABOR FOR INCREASING VIABLE CHILD CARE OPTIONS THROUGH WORKFORCE DEVELOPMENT IN WARREN AND SARATOGA COUNTIES (NY) GRANT PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME

WHEREAS, the Director of Workforce Development requested, and the Economic Growth & Development Committee approved, to submit an application to the United States Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210, for Increasing Viable Child Care Options Through Workforce Development in Warren and Saratoga Counties (NY) Grant Program funding in an amount not to exceed Two Hundred Five Thousand Dollars (\$205,000), for a term commencing June 1, 2023 and terminating May 31, 2026, and

WHEREAS, the Chair of the Board of Supervisors executed the application in 2021 in order to meet the grant submission deadline, now, therefore, be it

RESOLVED, that the actions of the Chair of the Board of Supervisors be, and hereby are, ratified with regard to executing an application to the United States Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210, for Increasing Viable Child Care Options Through Workforce Development in Warren and Saratoga Counties (NY) Grant Program funding in an amount not to exceed Two Hundred Five Thousand Dollars (\$205,000), for a term commencing June 1, 2023 and terminating May 31, 2026, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and other necessary documents to effect the terms of the grant and to accept funding, in a form approved by the County Attorney, and be it further

RESOLVED, that if any additional funds become available during the term of the grant agreement, the Chair of the Board of Supervisors be, and hereby is, authorized to execute any documents necessary to receive the funds, in a form approved by the County Attorney, and be it further

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any related grant extensions, in a form approved by the County Attorney without the need for further Board resolution.

Warren County Board of Supervisors

RESOLUTION NO. 408 OF 2024

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

HOME RULE REQUEST BY WARREN COUNTY TO AMEND SECTION 261(1)(G) OF THE TAX LAW BASED ON WARREN COUNTY BEING A MEMBER OF THE CAPITAL DISTRICT TRANSPORTATION DISTRICT

WHEREAS, the New York State Legislature amended section 1302 of the Public Authorities Law to authorize Warren County to become a member of the CDTA, and

WHEREAS, the Warren County Board of Supervisors elected to become a member of the Capital District Transportation Authority (CDTA) effective January 1, 2024, under Resolution 233 of 2023, and

WHEREAS, Warren County has remitted payment to the CDTA of the additional taxes imposed by Tax Law section 253(2) since becoming a member, as directed by Tax Law section 261(1)(d), and

WHEREAS, because Warren County cannot apply the additional taxes imposed by Tax Law 253(2) to community colleges and to the CDTA, and

WHEREAS, the Warren County Clerk has requested, and the Legislative, Rules and Governmental Operations Committee has approved, the home rule request to amend Tax Law section 261(1)(g), and

WHEREAS, the Warren County Board of Supervisors, on behalf of the County of Warren, desires to amend and delete that portion of Tax Law 261(1)(g) which applies to the County of Warren as it is now in conflict with the requirements of Tax Law 261(1)(d), and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, hereby requests the Legislature to enact a bill amending Tax Law 261(1)(g) to delete the authority provided to the County of Warren therein, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation

RESOLUTION NO. 408 OF 2024

PAGE 2 OF 2

in that the local government, Warren County, does not have the power to enact such legislation by local law,
and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors voted in favor of the Municipal Home Rule Request stated therein, and to transmit the same together with this resolution to the Senate and Assembly.

Warren County Board of Supervisors

RESOLUTION NO. 409 OF 2024

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

HOME RULE REQUEST BY WARREN COUNTY FOR AN EXTENSION TO THE LAW AUTHORIZING AND EMPOWERING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX

WHEREAS, the Warren County Board of Supervisors, on behalf of the County of Warren, desires to request enactment of an extension to section 253-w of the Tax Law authorizing and empowering the County of Warren to continue to impose an additional mortgage recording tax on and after December 1, 2025, and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, hereby requests the Legislature to enact a bill extending section 253-w of the Tax Law from December 1, 2025 through an additional period of two years to authorize the County of Warren to continue to impose the additional mortgage recording tax provided therein, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation in that the local government, Warren County, does not have the power to enact such legislation by local law, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors voted in favor of the Municipal Home Rule Request stated therein, and to transmit the same together with this resolution to the Senate and the Assembly.

Warren County Board of Supervisors

RESOLUTION NO. 410 OF 2024

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

APPROVING REVISIONS TO THE PURCHASING POLICY FOR WARREN COUNTY

WHEREAS, the Purchasing Agent for Warren County has updated and clarified the Warren County Purchasing Policy and the Legislative, Rules & Governmental Operations Committee has recommended that the same be advanced to the full Board of Supervisors for consideration, and

WHEREAS, the updated and clarified Warren County Purchasing Policy is included with this resolution as Schedule "A," now, therefore, be it

RESOLVED, that the proposed revisions to the Purchasing Policy for Warren County, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Purchasing Policies, Resolutions or parts thereof inconsistent with the new Purchasing Policy are hereby repealed, except that the former Purchasing Policy, as amended, shall continue to apply to any purchases made under the former Policy and to those purchases started but not completed under said former Policy.

WARREN COUNTY PURCHASING POLICY

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SECTION I

I. INTRODUCTION

Goods and services must be procured in a manner so as to assure the prudent and economical use of public monies in the best interest of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Adopted by the Warren County Board of Supervisors as internal policies and procedures, this Purchasing Policy governs all procurement of goods and services required to be made pursuant to the competitive bidding requirements of General Municipal Law §103 and those goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding as per General Municipal Law §104-b.

The County of Warren is hereby authorized to make all purchases of necessary goods and services by any means legal within the State of New York and in compliance with all applicable laws, rules and regulations.

The responsibilities and authority for purchasing are assigned by the governing board to Julie Butler, Purchasing Agent, Jason Shpur, Deputy Purchasing Agent and the Purchasing Assistant. The keynote of any successful purchasing system is cooperation between the employees, Department Heads, staff, Auditor, Treasurer, and the governing board.

SECTION II

II. DEFINITIONS

For purposes of this policy please note the following definitions:

Best Value: The basis for awarding contracts for services to the bidder which best optimizes quality, cost and efficiency, among responsive and qualified responsible bidders as per New York State Finance Law § 163(1)(j).

Bid: An offer or proposal submitted by a bidder to provide a product or service at a stated price for the stated contract term.

Bid Opening: The formal process in which sealed bids are opened, in the presence of one or more witnesses, at the time and place specified in the solicitation.

Change Order: A change order is as defined as a written order issued by the department covering contingencies, extra work, deductions, increases or decreases and additions, alterations or omissions to the plans or specifications. All funds must be available to pay all costs incurred under this request. Change Orders must be approved by Board of Supervisors before a Purchase Order may be issued.

Commodities: Material product, supplies, construction items, electronic information services, or other standard articles of commerce other than technology items as per New York State Finance Law § 160(3).

Department Head: Each elected and appointed County officer responsible for the administration of their respective departments, agencies and offices which collectively constitute the structure of the County's governmental operations.

Emergency: An urgent and unexpected requirement where health and public safety or the conservation of public resources are at risk. Such situations may create a need for an emergency contract as defined by New York State Finance Law § 163(1)(b). A department's failure to properly plan in advance for an expenditure that results in a situation where normal practices cannot be followed, does not constitute an emergency.

Emergency Purchasing: Emergency purchases may be called by any Department Head. Written notification must be given to the Purchasing Department within seventy-two (72) hours of the emergency purchase. Written notification must include an explanation of the emergency purchase and contain an original signature from the individual making the emergency purchase. The emergency purchase and its resulting conditions shall be documented in detail setting forth the nature of the emergency purchasing situation; the potential effect on the health, public safety, or the conservation of public resources; and a detailed description of the commodities, services and technology to be provided. Contracts entered into as a result of the emergency purchasing situation shall be for only the commodities, technology and/or service necessary to remedy or ameliorate the emergency situation. Quoting and bidding requirements are waived for emergency purchases. Requisitions must still be obtained in accordance with the Purchasing Policy within seventy-two (72) hours of the declared emergency.

Employee Fraud: An act of fraud is committed if an employee of the County negotiates a personal procurement by the fraudulent use of a County requisition number or purchase order number. Examples of employee fraud include but are not limited to the following:

- An employee claims a purchase is on behalf of the County when in fact the purchase was made solely for personal use AND/OR
- An employee uses his/her County employment to make a personal purchase from NYS Contract
- An employee who commits a fraudulent act with regard to the County Purchasing Policy is subject to disciplinary action and/or legal prosecution.

Ethics of Purchasing: Purchasing shall consider the best interest of the County in the betterment of its government, always striving to obtain the greatest value for each dollar expended by the County. All offers

and/or gifts that may in any way influence the procurement process will be discouraged and declined. All qualified responsible bidders will be given equal and fair consideration per Public Officers Law § 74, New York State Finance Law Article 11.

Federal Purchasing Regulations: Any County purchases made using State or Federal Funding must follow the requirements of the United States Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Award (2CFR 200).

Any purchase of product and/or services using State or Federal funding require that the County Purchasing Policies and Procedures be adhered to. Additionally, the following additional procedures must be followed:

1. Vendors must be vetted using the U.S. Federal Government's System for Award Management (SAM) before the purchase and/or contract is completed. Vendors must be verified through this system before each purchase to ensure that they are not suspended or debarred from federally funded transactions. If a department is going to make a purchase using Federal funding, they must notify either the Purchasing Department or the County Treasurer and request a vendor check before the purchase is made. All vendors will be required to register on the SAM website.
2. Bonding Requirements for construction or facility improvement contracts or subcontracts exceeding \$150,000 are as follows:
 - a. Bid Bond 5% of the total bid
 - b. Performance Bond 100% of the total bid
 - c. Payment Bond 100% of the total bid.

Requesting Department Heads have the responsibility of ensuring that all of the federal purchasing regulations are followed for the purchase and monitoring of contractor performance as a result of that purchase.

Invitation for Bid (IFB): A type of bid document which is most typically used where requirements can be stated and award will be made based on lowest price to the responsive and qualified responsible bidder (i.e. products or commodities).

Invoice: A written request for payment that is submitted by a vendor setting forth the date, description, price, and quantity of the product, property, or services delivered or rendered per New York State Finance Law § 179(e)(5). Departments are encouraged to inform their Vendors that invoices may be emailed directly from the Vendor to any authorized staff within the ordering Department. Duplicate invoices must be marked "duplicate" in a plain and legible manner by the vendor as per General Business Law § 93.

Lowest Price: The basis for awarding contracts for commodities among responsive and qualified responsible bidders as per New York State Finance Law § 63(1)(I).

Multiple Awards: An award of a contract to more than one responsive and qualified responsible bidder who meets the requirements of a specification, where the multiple award is based upon the grounds set forth in the bid document in order to satisfy multiple factors and needs of authorized users. Those factors may include complexity of items, various manufacturers, differences in performance required to accomplish or produce required end results, price, compliance with delivery requirements, or other pertinent facts.

Piggybacking Procurement: Piggybacking is when you use an existing contract to purchase the same services or commodities at the same price as the contract holder. The New York State Office of General Services has additional information at ogs.ny.gov. In order to piggyback in purchasing per the requirements of General Municipal Law (GML) §103(16).

In order to piggyback in purchasing, a municipality must meet the requirements of General Municipal Law (GML) §103(16) as follows:

1. **Subject Matter Comparison:** There should be an equivalency between the product or service sought and the original contract which should reflect the County's form, function and utility requirements. Does the existing contract encompass the project or service sought? Did it anticipate the possibility of contract extension? All relevant factors in the proposed extension acquisition (including but not limited to price, quality, and nature of deliverable) should be clearly identified and compared to the original acquisition.
2. **Procurement Method:** The size and scope of the new acquisition should be evaluated in comparison to the original acquisition and its method of award. Does the proposed piggyback significantly

- unbalance the original scope, or change the nature, quantity, scope of the original contract? Could a substantially different procurement response or increased bidder pool involving greater competition reasonably be expected based upon the volume of your proposed request?
3. **Notice to Originating Agency:** The original contracting entity should be contacted and advised of the intended piggyback.
 4. **Consent of Vendor and Terms of Piggyback:** The vendor's consent to the piggyback request must be in written legal form (contract, letter agreement, etc.) separate from a purchase order, which sets forth the agreed terms of the piggyback.
 5. **Absence of Other Acceptable Established Contracting Alternatives:** The following questions apply.
 - Why is piggybacking the appropriate mechanism to use for this procurement (i.e. timing, level playing field, nature of use)?
 - Were other procurement methodologies considered?
 - Are there any special, unusual or exigent market circumstances underlying this extension request?
 6. **Pricing Justification:** Similar to other methods of procurement, the County must document that the price for the proposed acquisitions is reasonable under the circumstances. You should indicate whether pricing concessions have been requested and obtained from the contractor based upon the increased volume of purchases under the piggyback contract.

Piggyback Contract: A contract let by any department, agency, office, political subdivision or instrumentality of New York State which is adopted and extended for use by the County in accordance with the requirements of the New York State Finance Law § 163. (e.g. County Contracts).

Product: Products are also called commodities. They are articles or substances that may be manufactured or found in nature. Examples of natural products, products made by nature, include hay, grass seed, flowers, sand/salt, etc. Examples of manmade or manufactured products include bullets, paper products, toner, etc.

Prevailing Wage: The Labor Law § 220(5)(a) requires public work contractors and subcontractors to pay laborers, workers, or mechanics employed in the performance of a public work contract not less than the prevailing rate of wage and supplements (fringe benefits) in the locality where the work is performed.

Preferred Source: In order to advance special social and economic goals, New York State Finance Law §162 requires that a governmental entity purchase select commodities (products) and services from designated organizations when the commodities (products) or services meet the "form, function and utility" requirements of the governmental entity. Under New York State Finance Law §163, purchases of commodities (products) and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements. The New York State preferred sources as of February 2020 include Corcraft, NYS Preferred Source Program for People Who Are Blind (NYSPSP) and New York State Industries for the Disabled, Inc. (NYSID).

Professional Services: Services which require specialized expertise, technical or special skills or training, the exercise of professional judgment or a high degree of creativity in the performance of the contract as defined by the Office of the New York State Comptroller Opinion 2007-1. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public account; investment management services; bonding accountant services; printing services involving extensive writing, editing or art work; management or municipally owned property; or computer software services for customized programs, or technology services involved in substantial modification and customizing of pre-packaged software.

Public Work: Projects for construction, reconstruction or maintenance done on behalf of a public entity. Two conditions must be fulfilled in order for the provisions of Labor Law Article 8 to apply to a project: (1) A public entity must be a party to a contract involving the employment of laborers, workers or mechanics; and (2) The contract must concern a public work project. (Outside Labor Law Article 8 are janitorial services, security services, and grounds maintenance.)

Purchase Order: A legal contract by and between the County and a Vendor authorizing the vendor to deliver a product or provide services.

Qualified Responsible: The financial ability, legal capacity, integrity, qualifications, and past performance of a business entity and as such terms have been interpreted relative to public procurements as per New York State Finance Law §163(1)(c).

Request for Information (RFI): Provides a preliminary description of the program objectives and specifications and solicits input from vendors as to the availability of products and services to meet the County's needs.

Request for Proposal (RFP): A type of bid document that is used for procurements where factors in addition to cost are considered and weighted in awarding the contract and where the method of award is "best value."

Request for Quotation (RFQ): A type of bid document that can be used when a formal bid opening is not required (e.g., sole source, emergency purchases).

Requisition: A written request submitted to Purchasing authorizing a request to purchase commodities or services.

Responsive: A bidder meeting the minimum specifications or requirements as prescribed in a solicitation for commodities or services as per New York State Finance Law §163(1)(d).

Services: The performance of a task or tasks and may include the use of a material product. This definition includes technology which can be either a product or a service or a combination thereof as per New York State Finance Law §160(7).

Sole Source: A procurement where only one bidder is capable of supplying the required product as per New York State Finance Law §163(g).

Specifications: The terms and conditions required for product and/or services in the bid documents.

Standardization: A commodity (product) that establishes uniform engineering or technical specifications. Standardization to a manufacturer's brand requires Board of Supervisors approval. The use of Standardization does not legally bypass the bidding process.

Supporting Documentation: Documents that support a specific Requisition or Invoice.

True Lease: Lease of equipment whereby said equipment will be turned into the vendor at the end of the lease term with no option for buy out.

Voucher: A document used within the County to authorize payment for product or services.

Warrant: A document issued by the County, prepared by the Purchasing Agent, as a guarantee that payments as outlined will be met.

SECTION III

II. PURCHASING PROCEDURES**A. Procedures Applicable to all Purchases Regardless of Dollar Amount**

Before making any purchase, the following steps must be taken.

1. Confirm that there isn't already a County bid for the item(s).
2. If there's no County bid, check Preferred Source Offerings in the following order:
 - a. Corcraft
New York State Department of Correctional Services
Division of Industries
550 Broadway, Menands, NY 12204
Ph: 518-436-6321
Fax: 518-436-6007
website: <http://www.corcraft.org>
 - b. NYS Preferred Source Program for People Who are Blind (NYSPSP)
136 State Street, 2nd Floor
Albany, NY 12207
Ph: 518-621-0605
Fax: 518-456-3587
website: <http://www.nyspsp.org>
 - c. New York State Industries for the Disabled, Inc.
11 Columbia Circle Drive
Albany, NY 12203
Ph: 518-463-9706
Fax: 518-463-9708
e-mail: administrator@nysid.org
website: <http://www.nysid.org>

Items must meet the form, function and utility of the Department. Catalogs and guidelines may be obtained in the Purchasing Department. If the price from a Preferred Source is within 15% of the lowest quote and meets the specifications of the Department, the item must be purchased from the Preferred Source.

3. If the item/service is not available from a Preferred Source, search the New York State Office of General Services (NYS OGS) website <https://www.ogs.state.ny.us/Purchase/Search/default.asp> for a State Contract. Purchases should be made through available State Contracts (OGS), or under County contract pursuant to Section 408-a of the County Law, and Subd 3 of General Municipal Law (hereinafter "GML") §103 revised in 2013 to allow purchases of materials, equipment or supplies, or to contract for services through any county within the state, whenever such purchases are deemed by the Purchasing Agent to be in the best interest of the County. When contemplating the use of State Contract, you MUST read the contract terms and "How To Use" attachment which will outline whether or not quotes or a mini-bid is required.
4. If no State Contract is available, or you feel the County can obtain better pricing than State Contract, then Purchasing will proceed with a County bid or the Department may obtain quotes, depending on the dollar thresholds (see pages 9-16).
5. The County is also authorized to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, as authorized by the addition of Subdivision 16 (extended through 2026) as an amendment to GML §103 through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be let in a manner that constitutes competitive bidding to the lowest responsible bidder, or on the basis of best value, "consistent with state law", meaning in harmony with New York State Law, and made available for use by other governmental entities. Purchases made in accordance with GML §103(16) are not subject to the competitive bidding requirements of GML §103 at the local level as bidding has already been done in accordance

with GML §103 by the lead agency. The stated purpose of GML §103(16) is to reduce costs, and increase efficiencies. The prerequisites that must be met are as follows:

- a. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. Therefore, there must be an underlying contract let by one of the listed governmental entities. Contracts developed for use by local governments that are let by private parties (e.g. a private company, association or not-for-profit corporation is the party awarding the contract to the vendor), and not by the United States or any agency thereof, any state or any other political subdivision or district therein, would not fall within the exception.
 - b. The contract must have been made available for use by other governmental entities. This means that the other governmental entity has taken steps to make its contract available for New York local governments by including a clause extending the terms and conditions of the contract to other governmental entities. Unilateral offers by vendors to extend contract pricing and other terms and conditions would not fall within the exception.
 - c. The contract must have been let in a manner that constitutes competitive bidding “consistent with state law”. “State law” refers to New York State’s bidding law applicable to its political subdivisions (GML §103 and related case law). Departments exercising the option to purchase under this exemption will be required to obtain background information on the procedures used to let the contract and, as necessary, consult with counsel, to determine whether this prerequisite is met.
6. As allowed by law (see paragraph 5 above), the County has become a member of several National Cooperatives including: National Joint Powers Alliance (NJPA) now known as Sourcewell; US Communities and National IPA/TCPN now known as Omnia Partners; National Cooperative Purchasing Alliance (NCPA); and Pennsylvania Education Purchasing Program for Microcomputers (PEPPM). The Purchasing Department utilizes these cooperatives on a regular basis in determining the best course of action for particular purchases. Vendors may reference one of these cooperatives in discussions with departmental employees. Purchasing should be consulted to confirm that the company is, in fact, a participating vendor.
 7. Vendor numbers must be requested for each vendor receiving payment from Warren County. All requests for new or changed vendor numbers must be submitted to the Purchasing Department. Vendor numbers are necessary in order to complete a Purchase Order and must contain the following information:
 - a. Correct and full name of the individual/organization
 - b. Remittance address for payment & phone number
 - c. Federal ID or Social Security Number
 - d. Reason for payment (so that Purchasing can identify 1099 status)

County Departments are responsible for obtaining W-9 forms from the vendors confirming that payment information provided to the County is valid. A W-9 form must be submitted with each new vendor request in order for a vendor number to be issued.
 8. Prevailing Wages apply any time a vendor employs laborers, workmen or mechanics. Vendors are required to pay prevailing rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. Pursuant to Article 9 of the New York State Labor Law, prevailing wages must also be paid for building service contracts such as moving, landscaping, elevator maintenance, etc., for any contract exceeding \$1,500 per year. Owners/operators, who have no employees, are exempt and do not need to pay themselves Prevailing Wages. Certified payrolls must be provided by the Contractor to the applicable County Department, prior to submitting an invoice. The Certified Payroll forms are required to be kept on file by the Departments for which the contract applies. The form can be found at <https://warrencountyny.gov/purchasing/forms>

All prevailing wage schedules must be requested through the Purchasing Department prior to obtaining quotes or bids. All vendors must be provided with the New York State Department of Labor PRC number assigned to each individual project so that appropriate labor rates are included in their quotes/bids. If the contract is cancelled at any time, Purchasing must be notified in order to cancel the prevailing wage schedule for that project.

On occasion, the New York State Department of Labor, Bureau of Public Works, upon receiving complaints for non-payment of prevailing wages shall direct the County to withhold monies due to a vendor. The original notice is forwarded to the Superintendent of the Department of Public Works, a copy is kept in Purchasing and a copy forwarded to the Treasurer’s Office. These monies are held until notification is received from the Department of Labor on how they are to be disbursed.

Contractors and the applicable County Department must check prevailing wage schedules for each project on the 1st of each month. The Department of Labor posts corrections to each schedule (when applicable), and both parties must be informed of all updates to ensure proper payment to Contractor’s employees, and for the purpose of checking certified payrolls.

New York State Office of General Services obtains a prevailing wage schedule for the State when awarding a State Contract. However, if the County uses the State Contract, the County is required to obtain a separate prevailing wage schedule specific to the County project.

It is the County’s responsibility to confirm that the Prime Contractor has provided all sub-contractors with a copy of the prevailing wage schedule. A verified, signed statement must be obtained from each sub-contractor, certifying that they were provided with a copy of the schedule.

- 9. A contract is always required when a service is being provided to the County (regardless of dollar amount). Where appropriate, short form contracts are available for longer or indefinite terms, only if under the quote threshold and contract amounts don’t increase. When determining the term of a contract, please take into consideration the nature of the procurement: What is the likelihood that the original term may be extended? Most contracts are capped at 3 years, with an initial one year term and two additional (optional) one year extensions. More involved contracts with larger investments by the Contractors may have longer terms which will be negotiated as part of the contract process.

In consultation with and in a form approved by the County Attorney, the Chair of the Board of Supervisors (or the Vice-Chair in his/her absence) shall have authority to execute contracts without the need for a Board Resolution for contracts not to exceed Ten Thousand Dollars (\$10,000) annually. The Department Head must provide the Chair of the Board with their approval prior to execution of the contract. Contracts over Ten Thousand Dollars (\$10,000) annually shall require Board Resolutions except for the blanket authority provided to the Superintendent of Public Works by Resolution No. 375 of 2010; the Commissioner of Social Services by Resolution No. 376 of 2017; and the Director of Public Health/Patient Services by Resolution No. 350 of 2023.

- 10. Each set of Specifications will identify the person to which questions should be directed. This is a control mechanism so that all vendors fairly receive the same information relative to the Specifications. In the event the Purchasing Agent does not know the answer, he/she will contact the appropriate department to obtain the correct response. The appropriate information will then be distributed to the vendors in the form of a written addendum. Written addenda must be issued at least five (5) business days prior to the bid opening. If the five (5) day requirement is not met, the bid opening date will be changed in order to comply.

- 11. GML §103 makes it possible for the County to standardize on a particular type of material or equipment. A Resolution approved by the Department’s standing committee and at least two-thirds majority of the Board of Supervisors, shall state that for reasons of efficiency or economy, there is a need for standardization. Such reasons may include, but are not limited to the following:

- a. Larger quantities of fewer items;
- b. More economical buying;
- c. Flexibility of inventory;
- d. Reduction of purchasing time;
- e. Lower departmental operating costs; and
- f. Reduced inventories

Adoption of such a Resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment or supply, but does not limit the vendors it can be purchased from.

12. Anticipate your needs! Once you have determined what you need, within the limitations of your budget, contact Purchasing to help you develop the specifications for the quote or bid to get the best value possible for the expenditure of tax dollars. The key is time and preparation. Turn around time is dependant on many factors ranging from the complexity of the specifications, and the need for a pre-bid meeting and addendums to the number of bids and quotes currently in process with Purchasing. **Remember, poor planning does not move your request to the top of the list!**
13. Warren County takes the position, consistent with County Law §369 and good business sense, that prepayments should not be made using County funds with the exception of travel expenses or any other prepayment justified to, and subsequently authorized by, the County Purchasing Agent in consultation with the County Attorney.
14. As standard business procedure, all County vendors are entitled to prompt payment. Invoices should be processed as soon after goods/services are obtained and in accordance to batch deadlines established by the County Auditor. **If the Auditor receives any claims for goods or services for which no Purchase Order was issued, the Purchasing Agent in conjunction with the County Auditor will have the authority to nullify the payment of such claim.**
15. The Purchasing Department endeavors to aide in getting Departments the right material on time. There will be occasions when inferior goods or services are received or they are not received in a reasonable amount of time. If the problem cannot be resolved by the Department it should be reported to Purchasing as soon as possible. This can be done via e-mail or phone. Remember to include the vendors name, bid number, the problem you have with the order and your name and extension. Purchasing will contact the vendor and try to come to a resolution of the problem. If necessary the County Attorney's Office will be contacted for assistance.
16. When developing specifications, it is understood that Departments may require the expertise of vendors. When consulting with vendors it must be clearly stated that their services, in no way, give them an advantage in the bidding or proposal process. Departments must be especially diligent in this situation to ensure that the specifications are not written in such a way that the consulting vendor is given such an advantage (i.e. writing the specifications so narrowly that only their company or firm can respond).
17. When the County is seeking commodities, public works and/or professional services to be funded by New York State and/or Federal Grants, the Purchasing Department will actively and affirmatively solicit bids for supplies and/or contracts from qualified New York State certified MBEs or WBEs as more fully set forth in Warren County Resolution No. 635 of 2014. In the event the County receives Federal grant funding, Uniform Guidance provisions apply as required by CFR Title 2 Part 200, which are attached hereto as Appendix "A".

Expenditures and contracts funded by New York State must be in compliance with New York State Executive Law Article 15-A revised on June 16, 2019 which expands the provisions for meeting M/WBE utilization goals and awarding bids to MWBE's. The law applies to professional services public works and commodities, or any combination thereof, in excess of Twenty-Five Thousand Dollars (\$25,000); and acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon in excess of One Hundred Thousand Dollars (\$100,000). Whether or not such procurements meet bidding thresholds, the Purchasing Department must be consulted to ensure compliance with the requirements of said Law.

The following language shall be included in all solicitations involving NYS and/or Federal Funding:

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution

of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of Fifty Dollars (\$50) per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN. In accordance with Section 312 of the Executive Law, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of Twenty-Five Thousand Dollars (\$25,000), whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of One Hundred Thousand Dollars (\$100,000) whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of One Hundred Thousand Dollars (\$100,000) whereby the owner of a County assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project then:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the County contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State; or (iii) banking services, insurance policies or the sale of securities. The County shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Governor's Office of Minority and Women's Business Development pertaining hereto.

18. P-Cards may be utilized on a limited basis for purchases in accordance with the Credit Card Policy adopted by the Board of Supervisors via Resolution No. 222 of 2015 and subsequently amended by Resolution Numbers 460 of 2015, 133 of 2019, 411 of 2019, 72 of 2020, 140 of 2020, 147 of 2021, 346 of 2021, 583 of 2021, 435 of 2023 and 240 of 2024. Even when using a P-Card, procurements must be made in compliance with this policy.

B. Procedures Specific to Each Type of Purchase¹

1. Commodity/Equipment/Furniture Purchases

These purchases may be made without a Resolution of the Board of Supervisors to the extent your Department budgeted/planned for the same. Most often, purchases made under State Contract do not require quotes, however, there are instances where quotes or a mini-bid process are required. Please read each State Contract carefully to make sure all requirements are being met before making the purchase. Some vendors may offer GSA (federal) pricing to the County. Please note, this does not exempt the County from following State and/or County procurement requirements. The GSA pricing may be used as a quote, but additional pricing is still required in accordance with the guidelines set forth below. The only exceptions to this are for Information Technology purchases offered under GSA Federal Supply Schedule 70 and Law Enforcement products under Schedule 84. Additionally, some vendors may offer to sell products as part of an Alliance or Private Cooperative. If authorized by Board Resolution, the County may purchase through National Cooperatives such as, and by way of example, Sourcewell. Please contact the Purchasing Department if a vendor has offered pricing from a national cooperative in order to determine whether or not you have authority to proceed.

a. Competitive Bidding:

Legal notices are published in the official County newspapers, informing the public of the products or services being bid. The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. All bid openings will be conducted at a public meeting and all interested parties may attend.

Where bids are required, the Department Head will assist the Purchasing Agent in the preparation of specifications and contracts. It is the responsibility of the Department Head to provide an adequate description of items needed so that the Purchasing Agent may be able to prepare the specifications to procure the desired commodity or service. The Purchasing Agent will send specifications to vendors from a list prepared jointly by the Purchasing

¹Commodities vs. Public Works

Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over \$20,000.00 and public works contracts involving over \$35,000.00 shall be awarded to the lowest qualified responsible bidder only after public advertising soliciting formal sealed bids (GML §103). The term public works contracts would apply to those projects involving labor or both materials and labor where the labor portion exceeds the material component. Included in this category would be construction, paving, printing, and repair contracts.

Although not defined in GML §103, the Office of the State Comptroller has expressed the opinion that the term "contract for public work" encompasses contracts for services, or labor or construction by a "laborer, workman or mechanic service requiring wage rates". When a bid involves acquisition of both goods and services, such as a commodity where installation is required, the contract should be viewed as a purchase for purposes of the competitive bidding monetary threshold only if the service portion is minor, incidental, or customarily provided by the vendor as a component of the purchase. Conversely, if the services are extensive, substantial, or involve specialized skills, so that the acquisition of the commodity is incidental to the work, the contract should be treated as a contract for public work (1987 Opns St Comp No. 87-46, p 70). For example, a contract for interior painting of a building involves both material and labor. In most cases, the labor component of the contract will be predominant, making it a contract for public work. In contrast, replacing a boiler or furnace, while involving both labor and equipment will, in most cases, consist primarily of a charge for the equipment, making it a commodity purchase.

In determining the necessity for competitive bidding and quoting, the aggregate cost of an item or commodity estimated to be purchased in a fiscal year would have to be considered. As a general guide, items of the same or similar nature which are customarily handled by the same vendor or kind of vendor should be treated as a single item for purposes of determining whether the dollar threshold will be exceeded, i.e. plumbing materials, electrical materials, lumber, hardware, etc. It is the responsibility of the Purchasing Agent and/or County Auditor to note where purchases over the course of a fiscal year are exceeding the bidding thresholds from the purchase orders submitted by the various departments.

Items purchased through Warren County bid or the New York State Office of General Services (OGS) on State Contract have already been subject to bidding and are therefore exempt. However, all political subdivisions must purchase from the vendor holding a current State or County contract, even if another vendor's price is equal or lower, or said political subdivision must go to separate bid. The purchasing exemption made through the NYS OGS does not apply to a purchase from the State Contract vendor upon terms and conditions which materially or substantially vary from the State Contract. Used items are not exempt from bidding requirements except as noted in the exceptions section of this policy.

Agent and the Department Head for all bids. Warren County does NOT accept faxed documents where original (ink) signatures are required, i.e. on proposal pages, Non-Collusive Certifications, Corporate Resolutions and Iran Divestment Act Certifications.

1. Commodity/Equipment/Furniture Purchases (continued)

When soliciting bids, a “Statement of General Conditions” will be included with all specifications and contracts provided to vendors. These General Conditions will be incorporated into contracts awarded for the purchase of commodities and the procurement of public works services.

Vendor lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a County department for this information are to be directed to Purchasing.

After the public opening of a sealed bid, a tabulation sheet shall be prepared, recording all pricing as submitted by the responding vendors. The appropriate Department(s) shall evaluate the bid responses and prepare a recommendation letter.

b. Bid Approval Process:

Bids for commodities will be awarded by the Purchasing Department after the following conditions are met:

- i. Sufficient appropriations are contained within the Department’s current budget (or after a budget transfer has been completed).
- ii. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the lowest bid meets the intent of the specifications. **NOTE: Commodity bids do not require a Resolution unless the lowest bid is not accepted.**

c. Bidding Timeline:

The following represents the estimated amount of time required to complete a bidding cycle. Timelines for commodities and services will be different. Times may change depending on the complexity of the project. Not all items pertain to all bids. The cycle does not begin until Purchasing is able to move your project to the top of its system. ie: first come, first served. If in doubt of the Purchasing workload at any given time, give the Purchasing Department a call to see how long it will be before you can get your project started. These are meant as a guideline, not a rule. Times may be shorter or longer depending on the circumstances.

- 1. Requisition or request for bid comes to Purchasing
- 2. Plus up to 15 working days until Purchasing begins bidding process
- 3. Plus 5 working days for Purchasing to review documents
- 4. Plus appropriate time to supply Purchasing with approved set of documents
- 5. Plus 1 working day for printing of documents (except large Construction projects)
- 6. Plus 5 working days for papers to publish Notice to Bidders (Saturdays only, Purchasing Department’s deadline is the Monday before the Saturday publication)
- 7. Plus 5-20 working days for vendors to pick up bids
- 8. Plus 1 day for prebid meeting (if applicable)
- 9. Plus 1-3 working days for tabulation / evaluation by Purchasing Department
- 10. Plus 5 working days for each addendum
- 11. Plus 1 day for opening of bids
- 12. Plus a minimum of 7 calendar days for review of bid results by the using department or by consultants.
- 13. Get on the agenda for all appropriate committees including sending all necessary documentation, evaluations, resolutions, etc.
- 14. Plus appropriate days to receive all necessary committee endorsements
- 15. Board of Supervisors Meeting (this may require 2 meetings)
- 16. Plus 1 working day for “Notice of Award” to be mailed to successful vendor
- 17. Plus 10 calendar days to receive contracts, bonds etc.
- 18. Plus anticipated delivery time (best guess or check with vendors)

1. Commodity/Equipment/Furniture Purchases (continued)

d. Dollar limit guidelines:

- \$1 - \$3,000.99: Purchases can be made at the discretion of the Purchasing Department and/or Department Head. All equipment/furniture costing more than \$3000.00 aggregate, (ex. 10 chairs costing \$350 each for a total of \$3,500) requires 3 verbal quotes. For coding purposes, ANY equipment/furniture with a useful life of more than one year shall be a .2 object code regardless of cost.
- \$3,001 - \$10,000.99: Documented verbal quotes from at least 3 separate vendors, if available. If 3 quotes cannot be obtained, the Purchasing Agent must be consulted before the goods are ordered. When the lowest quoted item is deemed as not acceptable, documented facts must support the decision and approval must be obtained from Purchasing BEFORE the item is ordered.
- \$10,001 - \$19,999.99: Formal written or fax quotes from at least 3 separate vendors, if available. If 3 quotes cannot be obtained, the Purchasing Agent must be consulted before the goods are ordered. When the lowest quoted item is deemed as not acceptable, documented facts must support the decision and approval must be obtained from the appropriate committee, and a Board of Supervisors Resolution adopted BEFORE the item is ordered.
- \$20,000 & Up: Sealed bids in conformance with GML §103. When the lowest bid is deemed as not acceptable, documented facts must support the decision and approval must be obtained from the appropriate committee, and a Board of Supervisors Resolution adopted BEFORE the item is ordered.

COMMODITY PURCHASES	AS PER PURCHASING AND/OR DEPT. HEAD	3 VERBAL QUOTES	WRITTEN QUOTES	
			3	Other
Under \$3,000.99 (.2 & .4 codes)	X			
\$3,001 - \$10,000.99		X		
\$10,001 - \$19,999.99			X	
\$20,000 & up				Bid

- e. Best Value Methodology - see section II(B)(3) for complete guidelines.

2. **Public Works Projects/Contracts**

A Board of Supervisors Resolution must be adopted to award a Public Works bid and authorize a contract and hence acquisition of the services. In some instances, Departments have been provided, by Resolution, with general authority to enter into Public Works contracts within certain parameters. On-call service contracts may be entered into for smaller projects (quotes or bids must be obtained on a per hour basis with a mark-up for materials). However, if a project is expected to exceed the public works threshold of Thirty-Five Thousand Dollars (\$35,000), then a bid specific to that project, or portions thereof, must be established. The Thirty-Five Thousand Dollar (\$35,000) threshold includes public works expenditures, as well as materials/commodities purchased as part of the public works project. However, if a project is undertaken by the County workforce, the commodity needed for that project shall be acquired pursuant to the County Purchasing Policy in accordance with the commodity thresholds. If contract labor or services should be needed for that project, the same will be independently bid or otherwise acquired pursuant to the County Purchasing Policy in accordance with the public works threshold. Regardless of the source of funding, i.e. grant funding or County funding, the County Purchasing Policy must be adhered to. (Please note that a "project" can be 2 or more construction projects lumped together for bidding purposes.)

Plan holders lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a County department for this information are to be directed to Purchasing. Construction bids are an exception as allowing subs to contact bidders will most likely result in better pricing.

After the public opening of a sealed bid, a tabulation sheet shall be prepared, recording all pricing as submitted by the responding vendors. The appropriate Department(s) shall evaluate the bid responses and prepare a recommendation letter. When required, the using Department will request a Resolution to be presented to their standing committee and then sent to the Board of Supervisors for final award. The using Department shall also handle any renewal Resolutions through their standing committee submitted with the proper supporting documentation provided by Purchasing.

Resolutions for multi-department use are handled by the predominant Department and are submitted to the appropriate Committee for approval.

a. **Competitive Bidding:**

See Paragraph II(B)(1)(a) above.

b. **Bid Approval Process:**

- a. Bids for public works projects will be awarded by a Board of Supervisor's Resolution after the following conditions are met:
 - i. Sufficient appropriations are contained within the Department's current budget (or after a budget transfer has been completed).
 - ii. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the bids received meet the intent of the specifications.

c. **Bidding Timeline:**

See Paragraph II(B)(1)(c) above.

Note: The amount of time required is dependant on the frequency the Board meets. Remember, if you miss the Board meeting you may delay the start of the project for up to a month.

d. Dollar limit guidelines:

- \$1 - \$5,000.99: At the discretion of the Department Head.
- \$5,001 - \$19,000.99: Written or fax quotes from at least 3 separate vendors, if available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.
- \$19,001 - \$34,999.99: Formal written or fax quotes from at least 4 separate vendors, if available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.
- \$35,000 & Up: Formal sealed bids according to GML §103. When the lowest bid is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

PUBLIC WORKS Wage rates and Board Approval Required	AS PER PURCHASING AND/OR DEPT. HEAD	WRITTEN QUOTES		
		3	4	Other
Under \$5,000.99	X			
\$5,001 - \$19,000.99		X		
\$19,001 - \$34,999.99			X	
\$35,000 & up				Bid

e. **Best Value Methodology - see section II(B)(3) for complete guidelines.**

f. **Retainage:**

Retainage is a form of security for proper completion of the work under construction contracts. Under General Municipal Law section 106-b(1), the County will retain five percent of each progress payment to the Contractor if the Contractor is required to provide a performance bond and a labor and material bond in the full amount of the contract. In all other cases, the County will retain 10 percent of each progress payment. The contract dollar amount that will be subject to this provision will follow the capitalization threshold as follows:

<u>Contract Purpose</u>	<u>Retainage Threshold</u>
Land Improvements	\$25,000
Buildings & Improvements	\$50,000
Infrastructure	\$250,000

Exceptions - This policy does not apply to the following:

1. Unit price contracts where Contractors are paid per unit of work when complete and approved by the County.
2. Contracts subject to administrative requirements for Disadvantaged Business Enterprise Programs for Federally-assisted contracts.
3. Contracts which require only one payment in full after the County has reviewed and approved work.
4. Term agreement contracts which cover emergency work and work as needed during the term of the contract.

3. Best Value Methodology

General Municipal Law §103 now provides local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work (but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law) on the basis of best value. With the increased complexity of the goods and services that the County must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria that measure factors other than cost in the strictest sense. Best value procurement links the procurement process directly to the County's performance requirements, including, but not limited to, selection factors such as useful life span, quality and options and incentives for more timely performance and/or additional services. Best value procurement can provide much needed flexibility in obtaining important goods and services at favorable prices, and can reduce the time to procure such goods and services.

"Best value" means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and qualified responsible offerors. Such basis shall reflect, whenever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor of offerors that are small businesses or certified minority or women-owned business enterprises as defined in subdivision one, seven, fifteen and twenty of section three hundred ten of the Executive Law to be used in evaluation of offers for awarding of contracts for services.

When developing solicitation documents for competitive bids for the award of purchase contracts including contracts for service work, the Purchasing Agent may, and subject to the requirements herein and the applicable requirements set forth in this policy, determine that an award of a purchase contract shall be based upon best value methodology. In making such determination, the Purchasing Agent shall consider the recommendation, if any, of the Department Head or designee of the Department the purchase contract is being procured for. The Department Head or designee shall, in all instances, obtain the approval of the Purchasing Agent to utilize best value methodology prior to issuance of the competitive bid documents.

Requirements: Where the basis for an award of a purchase contract will be the best value offer, the Purchasing Agent shall, in all instances:

- a. Document in the procurement record as a component of the competitive award process and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
- b. Shall select a formal competitive procurement process in accordance with guidelines established under this policy and document the determination in the procurement record. The process of selection shall include, but may not necessarily be limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerors to submit responsive offers; and a balanced and fair method of award. Where the basis for award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.
- c. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the County in its determination of best value.

4. Professional Services

Professional Services are not subject to competitive sealed bidding requirements, but are subject to the guidelines of GML §104-b for competitive pricing to be obtained for these services. When a Department Head determines that professional services, except for legal services pursuant to §501 of County Law are necessary, they must solicit proposals by obtaining written quotes and/or letting RFPs depending upon the anticipated cost for service (see below). Upon receiving responses, the Department Head will then bring proposals before the appropriate committee. The cost of said services shall be outlined as price per hour and/or total cost, and the names of qualified, licensed persons to perform said services will be presented to the committee. Data from other counties or individuals may be used at this time to compare costs. Department questions as to which services require Requests for Proposals should be directed to the Purchasing Department.

Engineers and other professionals may be retained in accordance with any of the following award methods:

- a. The "Lowest Cost for Service" method which allows for awarding to the lowest proposer, **OR** other than the lowest proposer when the lowest proposal is deemed as non-responsive. Documented facts must support the decision and approval must be obtained from the appropriate committee. A Board of Supervisors Resolution is required prior to award.
- b. The "Best Value" method, based on weighted average scores from all criteria stated in the RFP specifications and submitted by sealed proposals; or
- c. The "Two Envelope" method where criteria is stated in the RFP specifications and professionals submit two separate sealed envelopes, one with the Proposal, the other with the Price. First, all Proposals are opened and the three "best" are selected. Only the "best" Proposal price envelopes will be opened and the low price will determine the award.

Proposals must be formally opened at a set time. The aforesaid methods must be authorized by the appropriate Board of Supervisors committee or used when required by Federal or State Law, Rule or Regulation.

When the County is seeking professional services to be funded by Community Development Block Grant ("CDBG") funding, a Notice to Professionals must be advertised in the official County newspapers, as well as the appropriate MWBE publications required by New York State. The Purchasing Department is responsible for placing said ads as part of the procurement process provided an RFP is required, and in all other instances the Department Head shall bare similar responsibility.

Proposals for professional services will be awarded by a Warren County Board of Supervisor's Resolution after the following conditions are met:

- a. Sufficient appropriations are contained within the Department's current budget (or after a budget transfer has been completed).
- b. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the bids received meet the intent of the specifications.

If passed, a service contract shall be prepared by the County Attorney and signed by the Professional before services are rendered. Contracts may contain the option for an extension for a second or third year, or more, before new RFP's need to be processed.

A Board of Supervisors Resolution must be adopted before services are ordered and shall be referenced on the Purchase Order together with the appropriate quotes.

See Paragraph II(B)(1)(c) above for bidding/RFP timeline.

3. Professional Services (continued)

Thresholds for seeking proposals is determined by the anticipated cost as follows:

\$1 - \$5,000.99: No solicitation of quotes or proposals is required at the discretion of the Department Head (quotes or proposals are encouraged when practical).

\$5,001-\$49,999.99: Written quotes from at least 3 qualified sources, where available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

\$50,000 & Up: RFP through the Purchasing Department from at least 3 qualified sources, where available. When the lowest proposal is deemed as non-responsive, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

PROFESSIONAL SERVICES Board Approval Required	AS PER PURCHASING AND/OR DEPT. HEAD	WRITTEN QUOTES	
		3	RFP
\$1 - \$5,000.99	X		
\$5,001 - \$49,999.99		X	
\$50,000 & Up			X

****For purchase contracts and service contracts that must be procured pursuant to competitive bidding or RFP under General Municipal Law §103 and §104-b, in the event that no bids or proposals are received, the Purchasing Department shall re-advertise in a manner that provides for broader circulation, if at all possible. If no bids or proposals are received after re-advertisement, the goods or services may then be procured on the open market.****

C. Exemptions and Exceptions to Purchasing Policy:

1. It will NOT be necessary to seek quotes, RFP's or bids to comply with this Purchasing Policy for the following, however, contracts for services shall still be required (unless it's determined by the County Administrator, Chairperson of the Board and/or the County Attorney that one is not required):
 - a. Emergencies: GML §103(4) describes an emergency as an urgent need affecting the health and safety of citizens, which requires immediate action, where the occurrence or condition is "unforeseen". Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process. An exception to the competitive bidding requirements exists for emergency situations. There are three basic statutory criteria to be met in order to fall within this exception. These are that: (1) the situation arises out of an accident or unforeseen occurrence or condition; (2) public buildings, public property or the life, health, safety or property of the political subdivision's residents are affected; and (3) the situation requires immediate action which cannot await competitive bidding. When the Board of Supervisors passes a Resolution that a public emergency exists, the public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances. The County Attorney and the Chairperson of the Board shall be consulted and will make a recommendation as to how to proceed. The Board of Supervisors' committee chairperson (and committee, if time permits) shall also be advised.
 - b. Employment and Training Services obtained through SUNY Adirondack and/or Washington-Saratoga-Warren-Hamilton-Essex (WSWHE) Board of Cooperative Educational Services for educational services.
 - c. Membership dues and conference fees.
 - d. All Physicians, Dentists and any Medical Providers for departments including, but not limited to, the Health Services Department, Warren County Sheriff's Office, Office of Emergency Services, Self-Insurance, Countryside Adult Home and the Department of Public Works. Also included shall be counseling services for the Office of Community Services. Data from other counties or individuals may be used to compare costs.
 - e. Attorneys needed for a particular or specialized requirement as reviewed and approved by the Finance Committee.
 - f. Process Servers required due to extenuating circumstances, i.e. time constraint or out-of-state services, which are NOT covered under any other active County contract(s).
 - g. Situations not required by Law such as New York State Executive Law, Article 2B, State and Local Natural and Man-Made Disaster Preparedness Subsection 29A Suspension of Other Laws.
 - h. Subscriptions for updates to existing Law Libraries.
 - i. Public works services where, upon the determination by the Department Head, it is not feasible to determine the amount to be spent for repairs to vehicles, equipment or machinery (outside of standard repairs to be handled by County employees including auto body repairs), until the item is inspected and/or dismantled and a cost for inspection or diagnosis has already been incurred and for which it would not be practical to transport the equipment or machinery for multiple quotes. If auto repairs are authorized by the Insurance Carrier as a result of an accident, Department Head

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may proceed upon the recommendation of the County Attorney.

- j. Pursuant to GML §103(6), surplus and second hand supplies, material or equipment may be purchased without competitive bidding or competitive offering from the Federal Government, the State of New York or from any other political subdivision, district or public benefit corporation.
- k. When procurements for goods or services are funded by State and/or Federal agencies, and procurement policies other than Warren County's are required, by law, to be followed, the Federal and/or State procurement policies shall supercede the County's Purchasing Policy.
- l. Produce purchases which shall not exceed Twenty Thousand Dollars (\$20,000) in the aggregate on an annual basis, due to the volatility of the market, large minimum order requirements, and remoteness of some County sites. In the event of large orders over One Thousand Five Hundred Dollars (\$1,500) per site, quotes must be obtained.

2. Quotes or proposals are not required for Sole Source & Single Source Commodities or Services

Competitive bidding is not required under GML §103 where the subject of the contract is controlled by a monopoly, or where there is only one possible (sole) source from which to procure certain patented goods or services, and therefore no possibility of competition exists. Should certain supplies or materials be obtainable only from a specific manufacturer, then a true monopoly would exist and the purchase would not be subject to bidding requirements. The mere likelihood that only one firm will bid, however, is insufficient to justify a sole source procurement. Further, a political subdivision may not artificially create a sole source situation such as by, without proper justification, tailoring bid specifications to limit competition to only one bidder.

In determining whether a sole source item is required in the public interest, the County should show, at a minimum:

- a. The unique benefits to the County of the item or service as compared to other products or services available in the marketplace;
- b. That no other product or service provides substantially equivalent or similar benefits;
- c. And that, considering the benefits received, the cost of the item or service is reasonable in comparison to other products or services in the marketplace.

In addition, the County should document that, as a matter of fact, there is no possibility of competition, as from competing dealers or distributors. The sole source exception may apply, for example, in those instances when:

- d. Services from a regulated public utility are available from only one source;
- e. There is only one source from which to acquire equipment which meets state-mandated requirements; or
- f. A political subdivision, which owns equipment uniquely suited to or compatible with a particular make of equipment, has adopted a standardization resolution for that make of equipment and the equipment is only available from one source.

A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering an "or equal." Prior to a vendor being considered a sole source, a letter on the vendor's official letterhead must be on file with the Purchasing Department detailing their sole source status.

A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer's letterhead must be on file with the Purchasing Department confirming the single source authorized vendor.

Should there be ANY possibility of purchasing the item from two or more vendors, sealed bids should be requested after public advertising. Contracts ARE required when services are being provided regardless of sole source or single source status.

3. True Leases are not subject to the previous purchasing rules but rather must comply with the following requirements.

True leases are neither purchases nor contracts for public works, and thus, are not subject to bidding under the General Municipal Law. County policy however, requires that:

- a. After a Department has been given budget funding and approval to lease equipment, unless the lease is on State Contract, RFP's must be obtained through the Purchasing Department. Where a lease will not exceed a total of Two Thousand Dollars (\$2,000) annually, no RFP shall be required. Quotes must be obtained and the Purchasing Agent shall sign the lease as indicated in Section II(C)(3)(e) below.
- b. A written explanation must be sent to Purchasing when the lowest lease quotation or response to an RFP is not taken, and a Board of Supervisors Resolution must be obtained;
- c. Appropriations must be specifically available for the lease (this will be considered authorization by the Board to enter into the lease);
- d. The lease agreement entered into may be for multiple years but must:
 - i. not contain any automatic buyout or automatic renewal clauses;
 - ii. contain a non-appropriation clause; and
 - iii. address the disposition of the equipment at the end of the lease so that the vendor pays the cost for return of the equipment, etc.
- e. All lease agreements shall be treated as purchases and signed by the Purchasing Agent; and
- f. While the lease agreement may not contain an automatic renewal clause, at the end of the lease term, departments may extend the lease agreement beyond the original term for a period of up to 18 months without securing additional quotes or engaging in an RFP process provided that:
 - i. the lease payments do not increase;
 - ii. the department has appropriations therefore; and
 - iii. Purchasing Agent approval is received.Any extension longer than eighteen (18) months must be justified to, and authorized by, the Purchasing Agent.

SECTION IV

III. PURCHASE ORDERSA. General

The Purchasing Department is designated to review and approve Purchase Orders. It is the individual Department Heads responsibility to ensure that expenditures are within the budgetary appropriations and that the proper Department account is charged.

Should there be insufficient funds available, Departments must do a budget transfer and secure all the necessary approvals before the order can be processed.

Most purchases exceeding Seven Hundred Forty-Nine Dollars and Ninety-Nine Cents (\$749.99) require a Purchase Order. The Purchase Order provides a formal document authorizing the purchase of goods and services as well as the necessary authority to pay vendor claims and proof of tax-exempt sales. Purchase Orders are prepared by the Department with all the necessary documentation such as contracts, quotes and insurance forms (where applicable) on file.

The Purchasing Department verifies the following information when approving a Purchase Order:

1. Vendor/vendor number
2. County contract/resolution/bid number/quotation information/state contract number
3. Comments/special instructions
4. Description of goods and services being ordered
5. Quantity/unit of measure
6. Unit price/extension and total cost
7. Commodity codes/budget codes
8. Asset status (if over \$1,500)
9. Attached documents are correct/complete (i.e. state & national contracts, piggyback documents from other Municipalities, Travel Authorization Forms, etc.)

The Purchasing Department will determine if the best method of procurement has been followed. If available, a current County bid, NYS contract or National Contract may be suggested. If none apply, the formal bid or quotation process may be commenced depending on estimated annual expenditures.

Once the Purchase Order has been approved by the Purchasing Department, it is posted by the Treasurer's Office and is then available for use.

In all instances, Purchase Orders are to be completed before a purchase is made. The only exceptions are exempt and emergency purchases as described below.

If at any time a Department finds they will exceed the competitive bidding threshold for a particular product or service, they should notify the Purchasing Department to allow time for specifications to be developed and the formal bid process to be completed, to meet their anticipated needs.

Purchases of Seven Hundred Forty Nine Dollars and Ninety-Nine Cents (\$749.99) or under do NOT require a Purchase Order. The following additional purchases do NOT require a Purchase Order. Purchases billed to the Department on a monthly basis not requiring Purchase Orders are Postal costs, Internet and Telephone charges, and routine Printing needs, which are to be handled by the Print Shop, via a Printing Order Form. Also exempt from the Purchase Order requirement are mileage, utilities and gas. To obtain routine maintenance and repairs, a Work Order Form must be completed and submitted to the Buildings & Grounds Department at the Municipal Center. Requests for shelving, bookcases, bulletin boards, and computer work stations may also be handled in this manner. When Buildings & Grounds funds are available for such requests, there will be no charge for Work Order requests to the individual departments. However, if Buildings & Grounds funds are not available or otherwise committed, it is the responsibility of the department to purchase required

materials. Department Heads must be responsible for making sure that all these procedures are complied with as outlined in this Purchasing Policy.

B. Blanket Purchase Orders

A Blanket Purchase Order (BPO) is created for products or services that are purchased on an “as needed” basis from a vendor throughout the year where the dollar value will vary for each purchase. These are issued for a maximum period of twelve (12) months and must be reissued at the beginning of each fiscal year.

For vendors used by all County Departments, each Department will issue a BPO for their Department only. There has to be quotes, a bid and/or a contract established with the vendor and insurance on file (if required) before a BPO can be issued.

PLEASE NOTE: Whenever possible, BPO’s must be for the total amount (or aggregate) amount to be spent with the vendor annually or for the term of the bid and/or contract. The Purchasing Department issues several commodity bids that are for less than one-year terms. The BPO’s for the commodity bids should only include enough funding for the term of the bid and not an annual total. If multiple budget codes are involved in the purchase, the department may either assign multiple codes to one PO, or individual PO’s may be submitted for each code even if the PO’s are less than Seven Hundred Fifty Dollars (\$750.00).

Departments are responsible for providing the BPO number to the vendor and verify that the number also appears on the documentation sent to Audit for payment processing.

C. Emergency Purchase Order

General Municipal Law Section 103 (4) defines an emergency as “a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants requires immediate action”.

If an emergency arises, the department must contact the Chairperson of the Board of Supervisors and the County Administrator to obtain approval prior to making any emergency purchases. Purchasing may be contacted for assistance in procuring products or services required to deal with the emergency. If the Chairperson of the Board of Supervisors and the County Administrator determine there is a true emergency, the vendor who can immediately provide the required goods or services will be given prime consideration for the purchase.

The Purchasing Department will **not** approve an Emergency Purchase Order when the purchase is not justified, where the purchase is being made to circumvent established procedures, or where there is a lack of proper planning.

D. Purchase Order Checklist

For reference purposes, the following checklist should be used when submitting PO’s:

- √ Is the vendor remit to address correct (submit vendor form to Purchase if a change is required).
- √ Is the description complete? (One-time message should include bid number, state contract number, quotes and/or any other information relevant to the purchase). If the one-time message indicates that the purchase is from a sole source vendor, a copy of the sole source letter must be [provided to the Purchasing Department or] attached as a document to the PO.
- √ Is the form type “REGULAR-REGULAR”? (“REG-Regular” should not be selected.)
- √ Deliver by Date and Expiration Date fields must be left blank.
- √ Is the correct Resolution Number referenced in the Resolution Field (not in the one-time message)? Confirm that the authorizing resolution is current.

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- √ Is the dollar amount correct? Does it match the contract or quote amount? We cannot approve PO's that exceed the authorized amount.
- √ Create New Asset Box - if the item is less than \$1,500 use the item code for items <\$1500 which will automatically uncheck the asset box.
- √ Contracts - If applicable, has the contract been signed? The Purchasing Department will not approve PO's until it's confirmed that the contract is fully executed. If the contract is for an exact dollar amount, it must be attached to the PO prior to approval.

SECTION V

IV. ASSET MANAGEMENT

The purpose of the asset inventory management system is to establish proper procedures for monitoring the movement of fixed assets to maintain accurate reporting of assets values as required by NYS Audit and Control.

A. Fixed Assets

Fixed assets are defined as those properties the County of Warren retains more or less permanently, not for sale, but for utilization in the normal course of operations.

Fixed assets will always imply tangible fixed assets. The general accepted practice, as in Warren County, is to record and report fixed assets at their historical acquisition cost. The cost of a fixed asset should include all expenses of transporting the asset to the proper location and placing it in the condition necessary for its intended use. Only items costing One Thousand Five Hundred Dollars (\$1,500.00) or more and with a useful life of more than one year will be inventoried.

Upon receipt of an asset valued at One Thousand Five Hundred Dollars (\$1,500) or more, the Treasurer’s Office will issue a numbered inventory sticker to be attached to the new asset. Stickers are necessary to provide positive identification of assets. They also provide a quick and accurate method of identifying assets during the annual physical inventory. If a sticker is lost or damaged the Department should contact the Treasurer’s Office.

Please note that all stickers must remain on the item until the time of sale or disposition. When sold or scrapped, the sticker shall be removed and placed on the Treasurer’s Office copy of the Physical Inventory Deletion Form.

Each Department Head has the ultimate responsibility to conduct and maintain the individual inventory pertaining to that Department. It is also the responsibility of the Department Head to evaluate on a continuing basis the suitability and need for materials, supplies and equipment. If they should become obsolete by reason of age, wear or technical advancement or should become surplus, unnecessary for the operation of his/her department, the department inventory manager should send an e-mail to the Purchasing Agent with details and condition of the item for sale or disposal. The Department will then complete a work order to have the item removed either for the sale or disposal.

B. Capital Assets

Capital assets include property, plant, equipment and infrastructure assets (e.g. roads, bridges, airport runways and similar items). Such assets are recorded at historical cost or estimated historical cost. The reported value excludes normal maintenance and repairs, which are essentially amounts spent in relation to capital assets that do not increase capacity or efficiency of the item or increase its estimated useful life. Donated capital assets are recorded at estimated fair market value of the item at the date of donation.

The capital assets are capitalized at certain thresholds and depreciated using a straight line method over their useful lives as follows:

<u>Capital Assets</u>	<u>Capitalization Threshold</u>	<u>Useful Lives (Years)</u>
Land Improvements	\$25,000	20
Buildings & Improvements	\$50,000	40
Vehicles & Equipment	\$5,000	5-10
Infrastructure	\$250,000	10-40

SECTION VI

V. TRANSFER AND SALE OF SECOND-HAND EQUIPMENT

The Purchasing Agent is designated by the Board of Supervisors to be responsible for the salvage control program. The same precautions must be taken when disposing of property as when purchasing. A Physical Inventory Deletion Form is needed for items sold, scrapped or traded in. Surplus equipment may be transferred to another department where it is needed by using a Property Transfer Form. Both forms are available through the Purchasing Department. The Purchasing Agent is solely authorized to sell or trade in used and/or obsolete equipment to a vendor, even those under State Contract, and to accept a trade in allowance from such vendor. If all above procedures have been exhausted, the Purchasing Agent will arrange to sell such articles at a widely advertised public auction, on-line auction through a contracted Auction, or on GovDeals. Items that have no value and are broken beyond repair, must be properly disposed of by the appropriate Department

Department personnel assigned the task of inventory management are to report any surplus equipment or materials they have to the Purchasing Department. These items will be made available, by the Department Head (with pictures and detailed descriptions) to all other County Departments on a first-come first-served basis. If an asset remains unclaimed after 5 business days, the Purchasing Department will make available to the towns, village and city in Warren County using the same pictures and description. If unclaimed by local municipalities within 5 business days, then the Purchasing Agent will determine the most beneficial disposition of the surplus equipment.

Any vehicle or equipment that requires a title to be signed for transfer will be handled by the Purchasing Agent and/or the Superintendent of the Department of Public Works or his designee.

Items under the asset threshold of \$1,500 sold to another municipality shall require proper documentation of the sale, i.e. invoice of sale and completion of a deletion form created specifically for this purpose and available through the Purchasing Department. Funds shall be deposited in Purchasing Department Revenue Code A.1345 2665 unless legally required to be deposited elsewhere.

SECTION VII

VI. PURCHASING POLICY - GENERAL CONDITIONS

- ▶ The Purchasing Agent is appointed at the pleasure of the Board of Supervisors and is responsible for reviewing and administering the purchasing policy of Warren County.
- ▶ Employees of the Purchasing Department shall maintain effective and professional public, vendor and customer relationships.
- ▶ To maintain a high level of quality service to Warren County Departments and Municipal Subdivisions, Purchasing staff shall participate in educational opportunities offered in the purchasing field, and keep abreast of current developments in market conditions, pricing, new products and the Law.
- ▶ The Purchasing Policy herein shall be administered in accordance with all ethical rules called for by the County of Warren.
- ▶ Any County Officer or employee who has, will have, or acquires an interest in, any actual or proposed contract with the County of which he/she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Supervisors as soon as he/she has knowledge of an actual or prospective interest. This written disclosure will be made part of the official minutes of the Board of Supervisors. **If an officer or employee has a reason to believe that he/she may have a conflict of interest, the office of the County Attorney should be contacted immediately.**
- ▶ Each Purchase Order will be examined by a member of the Warren County Purchasing Department and processed according to the guidelines set forth under the section of applicable Purchasing Procedures.
- ▶ The Warren County Purchasing Department and Department Heads will maintain adequate documentation of all action taken in connection with each method of procurement. Such documentation may include, but not be limited to any and all pertinent Board Resolutions, Memoranda, Written Quotes, Contracts and any other appropriate form of documentation.
- ▶ Opportunity will be provided to all qualified responsible suppliers to do business with the County. To this end, the Purchasing Department will maintain a listing of potential bidders for the various types of material, equipment, supplies and services used by County Departments. This list will be used for the distribution of notices for bids and quotes. Any supplier may be included on the list upon request.
- ▶ Suppliers will be removed from the bidders list if they make a formal written request, or if the Purchasing Agent finds the supplier to be an irresponsible bidder. This is determined by failing to provide proof of responsibility, having repeatedly made slow or unsatisfactory delivery of supplies or services, or having been found by a Court of competent jurisdiction to have engaged in unlawful employment or business practices within the previous 12 months.
- ▶ Supplies used by various County Departments should be uniform whenever consistent with operational goals in the interest of efficiency or economy. The material, equipment, supplies, and services purchased by Warren County shall be of the quality and quantity required to serve ALL departments in a satisfactory manner, as will be determined by the requisitioner and the Purchasing Agent.

- ▶ Credit cards or P-Cards whose use is approved by the Clerk of the Board of Supervisors are held by same and signed out for use by County staff. Some Departments hold cards specific to their operations and reference is herein made to the County Credit Card Policy for further details.
- ▶ On occasion, County Departments are asked by vendors to complete credit applications in order to be able to set up an account. Said applications should not be returned as the County is not applying for credit. In most cases, a Purchase Order is sufficient documentation for the vendor to set up an account.
- ▶ No official or employee will be interested financially in contracts entered into by the municipality (as defined in Section 800 of General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, as stated in the Warren County Code of Ethics.
- ▶ The County of Warren will not be deemed responsible for any commitment made at the departmental level circumventing these procedures. If County procedures are circumvented, disciplinary action may be taken.
- ▶ Salespersons are encouraged to visit the Purchasing Department prior to or in conjunction with initial, individual Department contact.
- ▶ The Legislative, Rules & Governmental Operations Committee will annually review the policies and procedures set forth in this manual prior to adoption by the Warren County Board of Supervisors.
- ▶ The unintentional failure to fully comply with the provisions of GML §103 and 104-b shall not be grounds to void any action taken or give rise to cause of action against the County of Warren, the Purchasing Department, or any officer or employee thereof.
- ▶ The County Attorney and the Warren County Board of Supervisors shall make the final decision regarding any issues related to procurement of goods and services for Warren County.
- ▶ Standard lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Agent and the appropriate requisitioners. These lists shall be used as a basis for determining the feasibility for obtaining quotations on quantity purchases or the necessity of advertising for formal bids.
- ▶ It is the responsibility of the Purchasing Agent to make alternative suggestions to the requisitioner if, in the judgment of the Purchasing Agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications, the Board of Supervisors, after reviewing all available data, should make the final determination.
- ▶ The Purchasing Department offers a vendor library which includes many reference materials. NYS OGS contracts, vendor catalogues, preferred source catalogues, industrial buying guides, and all materials pertaining to Warren County bids. These materials may be viewed in the Purchasing Department Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.
- ▶ When a low bidder proposes an alternative as an “equal” to that specified, it is the responsibility of the Department Head to determine whether the proposed substitution is, in fact, an equal.

SCHEDULE A

- ▶ Grant/Revenue and Asset Forfeiture funding is NOT exempt from the County’s Purchasing Policy or GML §103 or §104-b. These funds are still considered to be taxpayer money and procurement guidelines must be followed as with any other budgetary appropriation.

- ▶ The Purchasing Department posts all public bid documents on the County’s WCEAS system, including, but not limited to:
 - * Specifications
 - * Recommendation Letters
 - * Resolutions
 - * Extension Letters

 - * Addenda
 - * Award Letters
 - * Tab Sheets

If a bid document is not posted, please contact the Purchasing Department for further information.

APPENDIX “A”

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SUBPART - Post Federal Award Requirements

§ 200.318 - General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of

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contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

§ 200.319 - Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in

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this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with § 200.320(c).

§ 200.320 - Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) *Informal procurement methods.* When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) *Micro-purchases - (i) Distribution.* The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) *Micro-purchase awards.* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) *Micro-purchase thresholds.* The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold

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higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) *Non-Federal entity increase to the micro-purchase threshold up to \$50,000.* Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) *Non-Federal entity increase to the micro-purchase threshold over \$50,000.* Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) *Small purchases - (i) Small purchase procedures.* The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) *Simplified acquisition thresholds.* The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) *Formal procurement methods.* When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) *Sealed bids.* A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

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(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) *Proposals.* A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

(c) *Noncompetitive procurement.* There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

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(5) After solicitation of a number of sources, competition is determined inadequate.

§ 200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

§ 200.322 - Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§ 200.323 - Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste

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management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.324 - Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§ 200.325 - Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

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(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§ 200.326 - Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Warren County Board of Supervisors

RESOLUTION NO. 411 OF 2024

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

APPROVING REVISIONS TO THE WARREN COUNTY FREEDOM OF INFORMATION LAW (FOIL) POLICY

WHEREAS, the County Attorney presented to the Legislative, Rules & Governmental Operations Committee revisions to the FOIL Policy, annexed hereto as Schedule “A,” and the Legislative, Rules & Governmental Operations Committee has recommended that the same be advanced to the full Board of Supervisors, now, therefore, be it

RESOLVED, that the proposed revisions to the FOIL Policy for Warren County, annexed hereto as Schedule “A,” be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior FOIL Policies, Resolutions or parts thereof inconsistent with the new FOIL Policy are hereby repealed.

SCHEDULE "A"
WARREN COUNTY POLICY GOVERNING
FREEDOM OF INFORMATION LAW
REQUESTS AND APPEALS

SECTION 1: PURPOSE AND SCOPE.

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

SECTION 2: DEFINITIONS.

1. "Appeal Officer" is the Warren County Officer designated by this Policy as responsible for coordinating responses to all FOIL Appeals filed with the County of Warren, as provided by section 89(4) of the Public Officers Law.
2. "Designated Department Head" is the appointed head of a County department or office who is designated and delegated authority, in writing, by the Records Access Officer to receive FOIL requests and provide FOIL responses.
3. "Disciplinary Records" shall mean any record created in furtherance of a disciplinary proceeding, including but not limited to: (a) complaints, allegations, and charges against an employee; (b) the name of the employee complained of or charged; (c) the transcript of any disciplinary trial or hearing, including exhibits; (d) the disposition of the disciplinary proceeding; and (e) the final written opinion or decision of the disciplinary proceeding. Disciplinary records shall not include: warnings or counseling memoranda.
4. "Record" shall mean, any information kept, held, filed, produced or reproduced by, with or for Warren County, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

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

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

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

- b. Contact the appropriate County officers or employees and request that they search for records that are responsive to the FOIL request.

SECTION 4: DUTIES OF DESIGNATED DEPARTMENT HEADS.

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

SECTION 5: FOIL REQUESTS FOR PUBLIC ACCESS TO RECORDS.

1. All requests for records must be made in writing. No oral requests or request for information will be accepted or responded to in any manner by any County officers or employees. It is strongly recommended and encouraged that all requests for records be submitted through the Warren County website or by submission of a paper copy of the County's FOIL request form enclosed at Attachment "A" or other similar forms approved by the RAO.
2. The requesting party shall specify in the request the type of medium in which they prefer records to be provided. Absent a stated preference, the presumption shall be that the requesting party prefers a physical copy of the papers and shall pay any fees incurred. If records are being produced in paper copies, then Record Access Officer shall receive payment prior to release of the records.
3. If Warren County records are maintained on the Warren County website or otherwise readily accessibly to the general public online, then the requesting party shall be informed of the location

for the records on the County's website and no further record production shall be required.

4. Requests for records may be submitted to the Records Access Officer on any business day between the hours of 9:00 o'clock in the forenoon and 4:30 o'clock in the afternoon, in person, by mail, or electronically, to be considered received on that day. Any requests received outside of the designated hours will be considered received on the following business day.
5. The Records Access Officer or Designated Department Head shall provide the requesting party one of the following responses, in writing, within five (5) business days after receipt of a FOIL request:
 - a. Informing the requesting party that the request does not reasonably describe a record maintained by Warren County and including directions, when practicable, which may aid the requesting party to reasonably describe the records sought. The writing shall also state that this determination does not constitute a denial by the County to provide the records requested, and therefore, may not be appealed;
 - b. Granting or denying access to records sought in whole or in part; or
 - c. Acknowledging receipt of a request in writing and including an approximate date when a response to the request will be provided. If the approximate date exceeds twenty (20) business days, the acknowledgment will also include the reason for the delay in response.
6. The Records Access Officer or Designated Department Head shall not deny a request for records without first locating all records which are responsive to the FOIL request.
7. The blanket denial of a FOIL request is strictly prohibited. No denial of a FOIL request may occur without the requested records first being identified and inspected for potential release.
8. For twelve (12) months after a FOIL response is released, the Records Access Officer and the Designated Department Head shall retain all communications to and from a requesting party, as well as a complete copy of redacted and unredacted records provided by the FOIL response.
9. A FOIL request and FOIL response for records which appears to involve property damage, personal injuries to any person, or other potential, future legal claims against the County, shall be provided by blind copy at the time of release to the County Attorney, in electronic format.
10. Certifications requested in accordance with FOIL Law shall be provided by the Records Access Officer or the applicable Designated Department Head responsible for responding to the request, in the form provided at Attachment "B" or similar form approved by RAO.
11. When a requesting party seeks documents relating to a county employee's disciplinary records, the Records Access Officer shall provide written notice of the request to the county employee whose records are being sought. If a Designated Department Head receives a request for an employee's disciplinary records, the Designated Department Head must provide a copy of the request and anticipated response to the Records Access Officer. Notice to employees shall be completed by utilizing a form similar to the notice enclosed at Attachment "C."

SECTION 6: DENIAL OF ACCESS AND APPEALS.

1. Denial of access to a County record, in whole or in part, shall be provided in writing to the requesting party. Failure of the Records Access Officer or the Designated Department Head to acknowledge a FOIL request within five (5) business days of receipt or to provide the records on or before the date provided in the acknowledgment, shall be deemed a constructive denial of the FOIL request.
2. If the Records Access Officer or the Designated Department Head denies a FOIL request in whole or in part, the denial response shall advise the requesting party of their right to appeal and shall provide the FOIL Appeal Officer's name and contact information to where appeals may be received.
3. Any person denied access, as defined in section 6(1) of this Policy or pursuant to Article 6 of the New York State Public Officers Law, may appeal the decision within thirty (30) days of the denial date.
4. The Warren County Attorney is the designated FOIL Appeals Officer, with a principal office located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, and a contact phone number of (518) 761-6463.
5. All appeals shall be submitted to the FOIL Appeals Officer in writing by completing the electronic form on the County Attorney website or by mailing in a printed copy of the appeal letter. The appeal must specify the following to be considered:
 - a. The date and location of the requested records;
 - b. A description of the records that were denied; and
 - c. The name and return address of the person who requested the records and now seeks to appeal the denial of records.
6. The FOIL Appeal Officer shall determine the FOIL appeal, in writing, within ten (10) business days of receipt, with the day of receipt being on any business day between the hours of 8:30 o'clock in the forenoon and 4:00 o'clock in the afternoon, in person, by mail, or electronically, to be considered received on that day. Any appeal received outside of the designated hours will be considered received on the following business day.
7. The FOIL Appeal Officer's written determination shall be provided to:
 - a. The requesting party whose FOIL request was denied;
 - b. The Records Access Officer;
 - c. The Designated Department Head, if any;
 - d. The Clerk of the Board of Supervisors in care of the members of the Board; and
 - e. The New York State Committee on Open Government.
8. The FOIL Appeal Officer may treat any FOIL Appeal letter which includes a request for one or more records not requested by the original FOIL request as a newly-submitted FOIL request, instead of

a FOIL appeal. By doing so, the FOIL Appeal Officer shall respond to any requests appropriate for appeal and refer any new requested items to the Records Access Officer for further action under this Policy.

9. If a FOIL Appeal attempts to appeal a letter that does not constitute a denial, such as a letter which informed the requesting party that the FOIL request did not reasonably describe records sought or that the County does not maintain the records sought, then the FOIL Appeal Officer shall inform the requesting party that the FOIL Appeal is not deemed an appeal and that the matter was returned to the Records Access Officer for further assistance with the request.

SECTION 7: FEES.

1. The Records Access Officer, a Designated Department Head, or the FOIL Appeal Officer, is required to charge for the following:
 - a. Twenty-Five cents (\$.25) per page for photocopies that do not exceed 9 by 14 inches; and
 - b. For the actual cost to produce the document for disclosure.
2. In calculating the actual cost of production, the following must be considered when determining the fee for a FOIL request:
 - a. The hourly salary of the lowest paid employee who has the skill required to prepare a copy of the requested records, when producing the records will take more than two (2) hours of the employee's time;
 - b. The actual cost of the storage device or media provided to the requesting party; and
 - c. The actual cost to Warren County when an outside professional service must be hired or retained to prepare a copy of a record.
3. The Records Access Officer, a Designated Department Head, or FOIL Appeal Officer must notify the requesting party of the estimated cost of preparing a copy of the records and receive full payment prior to preparing a copy of the requested records. Such notification must include:
 - a. The reason for the imposed fee;
 - b. The title and salary of the employee performing the work if the work is anticipated to exceed two hours;
 - c. The total number of pages being printed to respond to the FOIL request;
 - d. The estimated total amount and date payment is due in order for work to proceed on the FOIL request;
 - e. The types of payment accepted by the County and the location where the payment must be delivered by the due date;
 - f. That failure to pay the total amount due within thirty (30) days of written notification will result in the County finding the FOIL request abandoned and closing the matter without further action. The requesting party is permitted to resubmit their FOIL request upon tendering payment and the resubmission shall be treated as a new FOIL request.

4. If while preparing the response to a FOIL request, the Records Access Officer, a Designated Department Head, or the FOIL Appeal Officer, determines the cost exceeds the initial estimate, written notification must be made to the requesting party that additional payment is required in order to continue with the preparation and release of the FOIL response and the requested records. The County shall make reimbursement when overpayment is made.
5. Other fees may be imposed upon a requesting party contrary to the above-referenced fees if authorized by state, federal, or local law.
6. The Records Access Officer, a Designated Department Head, or the FOIL Appeal Officer shall not waive a fee for photocopies or the actual cost of production.
7. All fees or charges imposed on the requesting party shall be paid directly with the Warren County Treasurer. The Records Access Officer, Designated Department Head, or FOIL Appeal Officer shall not receive or accept cash payment directly from a requesting party. Any county employee who receives or accepts a personal or cashier's check shall promptly deliver the check to the Warren County Treasurer and provide notice of payment to the Records Access Officer.
8. When payment is requested, the Records Access Officer, Designated Department Head, or FOIL Appeal Officer shall provide a copy of the FOIL request and amount due to the Warren County Treasurer upon notification to the requesting party.
9. The Records Access Officer, Designated Department Head, or FOIL Appeal Officer shall not produce responsive records until the required payment was received. If payment is tendered in a form other than cash, money order or a certified bank check, then payment shall not be deemed received until the payment the Warren County Treasurer receives confirmation that the tendered payment has cleared. For example, payment by personal check may require up to ten (10) business days before cleared by the County's financial institution.
10. The withholding of records until receipt of payment shall not be considered a denial of records.
11. The failure to pay all fees imposed under this policy within thirty (30) days of issuing written notice shall require the requesting party to submit a new FOIL request.

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

1. Records maintained on the Warren County computer network and server (hereafter, "server"), including but not limited to requests for electronic mail ("email") communications stored in the County's email archives, must be retrieved in accordance with the Warren County Computer Use Policy, resolution 144 of 2023, effective March 17, 2023, and any future amendments to the Computer Usage Policy.
2. Warren County maintains voluminous emails that are archived on the County server. The archived emails are indexed in such a manner that requires the Director, Information Technology to formulate and run Boolean searches for responsive records, followed by a separate manual review of potentially responsive emails to identify emails responsive to the FOIL request.

3. Persons requesting emails from the County's email archives shall provide the following information as part of the FOIL request in order for the request to reasonably describe the records sought and in order for the County to undertake reasonable efforts to identify the archived emails requested. The failure to provide the following information requested may result in the FOIL request being determined to not reasonable describe the records sought, or the assessment of fees to a FOIL request.
 4. A FOIL request seeking email records shall, at a minimum, include in the FOIL request the following:
 - a. The name of the individual or email address which sent the email requested;
 - b. The name of the individual or email address which received the email requested;
 - c. The date and time the email was sent, or in the alternative, the narrow date range (i.e. less than seven (7) days) during which the email was sent. FOIL requests providing no date and time, or a date range greater than seven days may result in the FOIL request being determined to not reasonably describe the records sought, or the assessment of fees to the FOIL request; and
 - d. Specific keywords which clearly identify the subject matter requested and limit the retrieval of records unrelated to the FOIL request. The County Director of Information Technologies shall run a Boolean search using only the specific keywords provided by the FOIL request and shall not be required to interpret any FOIL request to create any other or additional Boolean search terms for use in searching for responsive records to any FOIL request.
 5. The failure of a requesting party to provide each required item of information stated above may prohibit Warren County from being able to complete the FOIL request and constitute a failure by the requesting party to reasonably describe a record.
 6. Requesting individuals should avoid using the following words or phrases as keyword search terms in FOIL requests for archived emails from the County's server. Each of the words and phrases below is ambiguous and prevents County personnel from conducting an electronic search for specific records which may be available and responsive to a FOIL request:
 - " "relating to;"
 - " "concerning"
 - " "approximately"
 - " "associated with;"
 - " "about"
- FOIL requests using such terms may be deemed to constitute a failure by the requesting party to reasonably describe a record maintained by the County.
7. It is strongly encouraged that persons requesting County email records utilize the Email Request Form enclosed on the bottom of Attachment "A."

SECTION 9: MISCELLANEOUS.

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

SECTION 10: SEVERABILITY.

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

SECTION 11: EFFECTIVE DATE.

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

ATTACHMENT A
FREEDOM OF INFORMATION LAW (“FOIL”) REQUEST FORM

Instructions:

1. Only existing County records and documents will be produced. The County does not create records or documents to respond to a FOIL request.
2. You must reasonably describe the record(s) you seek to inspect. Please refer to the County’s subject matter index for assistance in writing your request. www.warrencountyny/FOIL
3. Failure to provide ALL information requested below may delay the County’s response to your request, may hinder the County’s ability to identify responsive records, and result in the County’s response failing to produce all records you seek to obtain through this request.

REQUESTOR’S CONTACT INFORMATION:

Your Name (Print: First and Last): _____

Phone Number (Include area code): _____

Email Address: _____

Mailing Address: _____

DESCRIPTION OF REQUESTED RECORD(S):

Type of Record(s): _____

Date of Record: _____ (if not know, provide shortest time range possible)

Location of Record or Department Which Created Record: _____

Specific Description of Record Requested: _____

REQUESTED RESPONSE FORMAT (check all requested):

_____ Photocopies (8 x 11 paper) _____ Inspection only

_____ Other (Describe): _____

REQUEST FOR COUNTY ELECTRONIC MAIL (“EMAIL”) RECORDS:

County email records are saved in an archive storage system which are searchable by keywords. The County does not generate or provide keywords for a FOIL request. If you are seeking archived emails, then you must provide the keywords which would be in the records you seek and the search results must provide a reasonable number of emails relevant to your request.

Requested email was sent to (name of recipient or email address): _____

Requested email was sent from (name of sender or email address): _____

Date of email, or Date Range: _____
(if date not known, please provide shortest time range possible)

Subject or Keywords for data search: (List key words that would be in the emails you seek)

ATTACHMENT B

CERTIFICATION

PUBLIC OFFICERS LAW § 89(3)(a)

I, _____, do hereby certify the following in accordance with Section 89(3)(a) of the Public Officers Law:

1. On _____, 20____, the undersigned received your Freedom of Information Law (“FOIL”) request, filed on _____, 20____.

2. On _____, 20____, a FOIL response was sent to you which stated that following a diligent search of records based upon your FOIL request, the County of Warren (could/could not) locate responsive records.

3. [if records provided, then add this paragraph] Therefore, the FOIL Response provided to you represents true and accurate copies of original records responsive to your request which are maintained by the County of Warren.

Dated: _____, 20____
Lake George, New York

By: _____
Name:
Title: RAO/Designated Department Head
Department:

ATTACHMENT C

NOTICE OF FOIL REQUEST: DISCIPLINARY RECORDS

Date: _____

To: _____

From: Warren County Administrator, *Records Access Officer*

RE: FOIL Request for Disciplinary Records

PLEASE TAKE NOTICE that a Freedom of Information Law (hereafter, "FOIL") request has been received by Warren County seeking copies of your disciplinary records. You are receiving this notice as a courtesy and in accordance with section 87(6) of the Public Officers Law, which requires the County to provide notification of a request for your disciplinary records.

The FOIL request received from _____, dated _____, and the County's response is enclosed for your information. Questions may be directed to the Records Access Officer (Warren County Administrator).

Encl. a/s

Warren County Board of Supervisors

RESOLUTION NO. 412 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, MERLINO, MAGOWAN AND MADAY

RESOLUTION CONCERNING THE IMPACTS OF EFFORTS TO ELECTRIFY HIGHWAY DEPARTMENT VEHICLES BY ADOPTION OF THE ADVANCE CLEAN TRUCK RULE

WHEREAS, in 2019, the Climate Leadership and Community Protection Act (CLCPA) was signed into law to require New York to reduce economy-wide greenhouse gas emissions 40 percent by 2030 and no less than 85 percent by 2050 from 1990 levels, and

WHEREAS, the CLCPA directs the development of performance-based standards for sources of greenhouse gas (GHG) emissions including for the transportation sector by reducing GHG emissions from motor vehicles, and

WHEREAS, New York State adopted California's Advance Clean Trucks (ACT) Rule in December 2021 that requires applicable medium and heavy-duty (M/HD) vehicle manufacturers to sell a percentage of their total sales in New York as zero-emission vehicles (ZEVs) starting in model year (MY) 2025 with increasing ZEV sales through MY 2035, and

WHEREAS, the cost of transitioning the state and local highway departments' utility and construction vehicles, snowplows and equipment to run on battery power as mandated by ACT and other state strategies is at this juncture incalculable, but expected to exceed the ability to be financed without substantial sources of new revenues directed strictly for the retrofit or procurement of such ZEVs and equipment, and

WHEREAS, as commercial production of M/HD large-scale, electric construction vehicles is today a nascent industry, the ability of local highway departments to plan for this transition, with its concomitant mandates that fuel and electricity charging sources be carbon-free, is of tremendous concern considering that the transportation system at all levels of New York government is significantly underfunded, and

WHEREAS, while ACT regulations do not require M/HD fleets, owners, operators, or dealerships to purchase ZEVs, the sales mandates on vehicle manufacturers are expected to lead to shortages in supply of not only complying electric vehicles but of traditional gasoline and diesel vehicles as well, and

WHEREAS, alarmingly, some M/HD vehicle dealerships have notified highway departments that, due to manufacturers' need to plan for the sales mandates adopted by New York and some other states, many orders for trucks are being delayed or canceled, and

WHEREAS, notably, Maine, North Carolina and Connecticut, among other states, recently stepped back from adopting ACT regulations citing concerns over the availability of heavy-duty vehicle charging stations and the high cost of zero-emission trucks, and

WHEREAS, in July 2024, the New York State Comptroller released an audit on the State's progress in meeting Climate Act goals and noted several deficiencies including the need to increase communication with stakeholders and provide more accurate cost estimates. The audit goes on to add that the lack of cost estimates jeopardizes the chances of success in meeting climate goals. The comptroller urges the state to

RESOLUTION NO. 412 OF 2024

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clarify for key stakeholders, especially energy ratepayers, the extent to which ratepayers will be responsible for Climate Act implementation costs, and

WHEREAS, New York's climate goals must be implemented in a way that is affordable while assuring adequate supplies of these specialized vehicles and functional highway construction equipment that meet state specifications, estimated to increase the cost of a new truck by about one-third, and

WHEREAS, the rush to introduce electric vehicles in New York can be counter-productive to the environment as the bulk of the power generation used to charge new vehicle batteries is produced by fossil fuels, and is a reason to move more slowly to sync with the pace of the transition to a zero-emission electric grid by 2040, and

WHEREAS, recognizing these potential impacts on the ability of local governments to continue to deliver necessary transportation services and facilities to the traveling public it is vital that state elected representatives and agencies assist county highway departments in developing strategies, funding sources and realistic timelines for achieving these aggressive GHG emissions reduction goals in the face of market and fiscal barriers to the transition, and

WHEREAS, all levels of government need to work together throughout the regulatory process to assure strategies and mandates put in place to meet the CLCPA goals for the transportation sector are realistic and achievable and will benefit the environment, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors calls on the Governor of the State of New York, the New York State Department of Transportation (NYSDOT), the New York State Department of Environmental Conservation (NYSDEC), NYSERDA, PSC, Commissioners and Legislative Leaders to commit to providing support for addressing these concerns in the regulatory and implementation process and to dedicate the funding necessary to fully cover the counties' cost of complying with the state mandates under the CLCPA, and be it further

RESOLVED, that the Governor of the State of New York consider a pause or suspension of the implementation of ACT until there is strong evidence that the state has in place the necessary direct financial assistance and incentives and charging infrastructure necessary and can definitively determine that vehicle manufacturers are prepared to effectively supply the New York market without disruption to the critical work needed to maintain the state's vast and aging infrastructure, and be it further

RESOLVED, that New York State recognize that highway construction, maintenance vehicles, and equipment are critical to governments' mission to maintain a safe and functional transportation system by designating these municipally owned vehicle and equipment as a category among "transit buses, motor coaches, and emergency vehicles," and thus exempt from ACT regulation, and be it further

RESOLVED, that copies of this resolution be sent to the New York State County Highway Superintendents Association encouraging member counties to enact similar resolutions, and be it further

RESOLVED, that the Clerk of the Board of Supervisors shall forward copies of this resolution to Governor Kathy Hochul, the New York State Legislature and the commissioners of NYSDOT, NYSDEC, NYSERDA, PSC and all others deemed necessary and proper.

Warren County Board of Supervisors

RESOLUTION No. 413 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, MERLINO, MAGOWAN AND MADAY

AUTHORIZING AGREEMENT WITH SOUTH WARREN SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2025

WHEREAS, the Superintendent of Public Works requested, and the Public Works Committee approved, an agreement with South Warren Snowmobile Club in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development, over a term commencing January 1, 2025 and terminating December 31, 2025, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with South Warren Snowmobile Club, P.O. Box 258, Lake Luzerne, New York 12846 in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development, over a term commencing January 1, 2025 and terminating December 31, 2025, 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.7110 470, Parks & Recreation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 414 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, MERLINO, MAGOWAN AND MADAY

AUTHORIZING AGREEMENT WITH HAGUE SNO-GOERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2025

WHEREAS, the Superintendent of Public Works requested, and the Public Works Committee approved, an agreement with Hague Sno-Goers Snowmobile Club in an amount not to exceed Nine Thousand Dollars (\$9,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development, over a term commencing January 1, 2025 and terminating December 31, 2025, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Hague Sno-Goers Snowmobile Club, 448 New Hague Road, Hague, New York 12836 in an amount not to exceed Nine Thousand Dollars (\$9,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development, over a term commencing January 1, 2025 and terminating December 31, 2025, 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.7110 470, Parks & Recreation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 415 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, MERLINO, MAGOWAN AND MADAY

**AUTHORIZING AGREEMENT WITH NORTHERN WARREN TRAILBLAZERS
SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE
AND EQUIPMENT FOR 2025**

WHEREAS, the Superintendent of Public Works requested, and the Public Works Committee approved, an agreement with Northern Warren Trailblazers Snowmobile Club in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development, over a term commencing January 1, 2025 and terminating December 31, 2025, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Northern Warren Trailblazers Snowmobile Club, P.O. Box 613, Chestertown, New York 12817 in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development over a term commencing January 1, 2025 and terminating December 31, 2025, 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.7110 470, Parks & Recreation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 416 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, MERLINO, MAGOWAN AND MADAY

AUTHORIZING AGREEMENT WITH THURMAN CONNECTION SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2025

WHEREAS, the Superintendent of Public Works requested, and the Public Works Committee approved, an agreement with Thurman Connection Snowmobile Club in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development, over a term commencing January 1, 2025 and terminating December 31, 2025, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Thurman Connection Snowmobile Club, 133 Bear Pond Road, Athol, New York 12810 in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), to provide snowmobile trail maintenance and equipment and include reimbursements for trail grooming and development, over a term commencing January 1, 2025 and terminating December 31, 2025, 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.7110 470, Parks & Recreation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 417 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, MERLINO, MAGOWAN AND MADAY

AUTHORIZING AN AGREEMENT WITH SARATOGA SNOWMOBILE ASSOCIATION TO ALLOW SNOWMOBILES TO USE COUNTY RAILROAD RIGHT-OF-WAY PROPERTY FROM MP55.89 (TOWN OF HADLEY) TO MP58.65 (TOWN OF HADLEY)

WHEREAS, the Superintendent of Public Works requested, and the Public Works Committee approved, an agreement with Saratoga Snowmobile Association to allow snowmobiles to use County railroad right-of-way property from MP55.89 (Town of Hadley) to MP58.65 (Town of Hadley), now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Saratoga Snowmobile Association, 366 Plank Road, Porter Corners, New York 12859, to allow public use of snowmobiles on County railroad right-of-way property from MP55.89 (Town of Hadley) to MP58.65 (Town of Hadley), for a term commencing upon execution by both parties and terminating on April 15, 2025, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 418 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, MERLINO, MAGOWAN AND MADAY

ADOPTING THE WARREN COUNTY ORGANICS MANAGEMENT PLAN

WHEREAS, the Superintendent of Public Works presented to the Public Works Committee the Warren County Organics Management Plan, and

WHEREAS, the Public Works Committee has reviewed the Plan and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Organics Management Plan, annexed hereto as Schedule "A," be and the same is hereby adopted as the official plan for Warren County.



Organics Management Plan

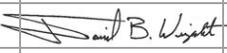
Warren County, New York

Warren County Department of Public Works

August 01, 2023

→ The Power of Commitment



Project name		Warren Co. Organics Management Plan					
Document title		Organics Management Plan Warren County, New York					
Project number		12592974					
File name		12592974-RPT-2023-08-02-Task 6-Organics Management Plan.docx					
Status Code	Revision	Author	Reviewer		Approved for issue		
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GHD 337

5788 Widewaters Parkway, Suite 2A

Syracuse, New York 13214, United States

T 315 802 0260 | F 315 802 0450 | E info-northamerica@ghd.com | ghd.com

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Executive Summary

Warren County, New York (County) is acting on a strategic vision to develop a comprehensive plan that addresses the sustainable management of wasted food, and other organic wastes, in the County.

GHD Consulting Services Inc. (GHD) was retained by the County's Department of Public Works (DPW) to support the study and prepare an Organic Management Plan (OMP) for the County's use. This study has been funded by the New York State Department of Environmental Conservation as an outcome of the Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund.

The OMP study evaluated:

- the County's current solid waste management practices related to organic wastes in the County, and in reference to the Local Solid Waste Management Plan (LSWMP);
- community engagement and interest in composting, including outreach and a community survey;
- potential composting technologies that could be used in the County;
- potential pilot programs including backyard composting, curbside collection of organic waste and community drop-off locations; and
- a centralized composting facility that could either be municipally owned and operated, realized through a public-private-partnership, or privatized operations on municipally-owned land.

Work Plan Summary

Task 1, the Existing Conditions Report, defined the current state of practice with respect to organic waste management in Warren County. Currently, there are 12 municipally owned and operated Transfer Stations/ Recycling Centers operating and 2 locally owned Construction and Demolition (C&D) landfills within the County. Warren County does not have any active municipal solid waste (MSW) or waste-to-energy facilities, they do not currently have a centralized solid waste and recycling system.

In the LSWMP it was estimated that 74,000 tons of MSW was generated in the planning unit in 2019. It is estimated that 41,500 tons or 56 percent of waste was residential MSW and approximately 32,500 tons or 44 percent of waste was commercial/institutional MSW. Based on the New York Department of Conservation estimates composition of waste generated, an estimate was made as to the quantity of waste generated that could be available to a municipal composting facility. It was estimated that approximately 115 tons per day of MSW is compostable. This value was used as Design Point 2 in Task 5, evaluating the feasibility of a centralized facility.

Task 2 included six Advisory Committee Meetings, community survey, and two community engagement sessions. Throughout this study, the progress was discussed with the Advisory Committee in virtual meetings, they provided community insight and feedback for the preparation of the OMP. GHD prepared and hosted a survey on behalf of the County, this survey provided feedback on the level of interest from the community on organics management. The Survey was conducted for 31 days in the month of March 2023 using MS Forms, there were a total of 178 responses received. The results indicate that there is an overall support for composting in Warren County. The first community engagement session presented the overall study to residents and provided them will examples of other municipal composting facilities. Residents were able to ask questions and provide feedback for the OMP.

In Task 3, GHD provided an overview of potential compost technologies that could be utilized for a centralized composting facility being considered by Warren County. The County and the Advisory Committee reviewed and provided input on a list of compost facility objectives. Relative weights of importance were assigned to each objective. Based on the relative importance, GHD performed an analysis that compares the alternatives against a numeric score. The results of the evaluation determined that Turned Windrow, Uncovered Aerated Static Piles, and Covered Aerated Static Piles were the technologies to be further assessed in Task 5, as they scored the highest overall.

Warren County recognizes that long term program sustainability is a key factor that can be informed through results and feedback gained in pilot programs. As per Task 4 of this study, three common residential organic programs used throughout New York State were presented. The pilot programs include backyard composting, residential drop-off at a centralized location, and curbside collection. Backyard composting is a good fit for rural communities such as Warren County, where the hauling distance may create a barrier and deter participation in other composting programs. Given the current waste management practices, curbside collection would be challenging due to the availability of local haulers with the ability to provide this service. Curbside collection also presents the highest capital out of the three pilot programs, which is a main concern for the County. After discussions with the County and the Advisory Committee, and reviewing the results from the community survey it was determined that drop-off locations would be the most suitable for the County to pilot. This would give residents the opportunity to learn what materials are to be composted and the County could develop a small on-site composting system to gather initial data on organics received. In preparation of a pilot program, the County should explore funding opportunities, there are several grant opportunities in New York State that provide supplemental support and ease the burden of costs required to pilot new organics programs.

Task 5 evaluated the feasibility of a centralized facility. Based on the estimated organics that could be composted, GHD evaluated a phase approach for the sizing of the compost facility for the County to optimize initial investment and take advantage of the modularity of composting technology. Design Point 1 represents initial investment that will be sized to handle approximately 10,000 tons of organic wastes per year. This estimate was based on the 2022 landfill disposal data provided by the County and includes large generators within 25 miles of the facility. Large generators were considered in Design Point 1 due to the recent Food Donation and Food Scraps Recycling Law that became effective January 1, 2022. This Law requires businesses and institutions that generate an annual average of 2 or more tons per week donate excess edible food and recycle all remaining food scraps if they are within 25 miles of an organics recycler. Design Point 2 was based on Warren County's LSWMP that estimated the total compostable waste within the County, this value amounted to 24,000 tons of organic wastes per year. Design Point 2 will be a potential future estimate therefore not evaluated in the OMP.

Additionally, two site locations have been proposed by the County for a centralized facility. Location 1 is located in the Town of Lake George in a residential commercial area. Location 2 is located in the Town of Queensbury in a commercial and industrial area. The County suggested that the site location not be selected during this study to maintain open options as the evaluation for a compost facility continues.

A conceptual cost estimate was prepared for Design Point 1, potential constructed quantities were assumed from typical expectations in reference to project of similar size, scale, and complexity. All three technologies were assessed in the cost estimate, Turned Windrow technology presented the least capital costs and operational costs and Covered Aerated Static Pile technology presented the highest capital costs and operations costs. These costs are to be considered when the County determines the best overall technology for a centralized facility in the County.

The county should consider developing a business model for a compost facility in the County, a good business model would ensure the success of the facility. The County may wish to explore potential partnerships with non-profits, organizations, and businesses, there are multiple in the County that the county could consider. These organizations could potentially provide initial funding for construction and help encourage the community by marketing and providing public outreach events for the facility. Additionally, the County would want to consider the materials to be accepted at the facility, facility costs as initial investment and future operational costs and expenses, and potential revenues needed to keep the facility operational and cover capital costs.

There are many project delivery methods that the County could consider when exploring potential partnerships. GHD presented three project delivery methods for the County to consider, Design-Bid-Build, Build-Own-Operate, and Design-Build-Finance-Operate. For Design-Bid-Build the owner would contract separate entities for design and construction, the operation and maintenance of the completed facility is contracted separately or completed by the owner. For Build-Own-Operate delivery method, the owner sells to a private sector party the right to construct a project according to agreed design specifications and to operate and maintain the facility. in the Design-Build-Finance-Operate delivery method the owner contracts with a single entity for design, construction, operation, and maintenance

of capital infrastructure, following the construction time period the owner would resume control of operation of the facility. These are three project delivery methods that the County could consider when designing a compost facility.

Development of OMP

To summarize the development of the OMP, GHD presented a schedule with the tasks, Advisory Committee Meetings, community engagement sessions, and final OMP. This schedule was used throughout the study to track the progress of the study and the interim deliverables used to gain feedback on the OMP. A final OMP Roadmap is presented in the OMP as an overall timeline for major activities towards implementing an overall program and facility. This roadmap was presented over 3 years and suggests the next steps Warren County should consider in the OMP.

The DPW asked GHD to provide a summary of the program’s strategic value and preliminary recommendations which follows.

Strategic Value

1. Presents an opportunity to reduce the quantity of organic waste managed to landfill disposal
2. There seems a public interest in the program based on the survey results and engagement
3. Opportunity to create locally available alternatives to fertilizer, and improve soil health
4. Opportunity for job creation (e.g., construction, operations, consultation, program management)
5. Aligns with NYS Solid Waste Management Plan, the Climate Leadership and Community Protection Act (CLCPA, July 2019) and the NYS Food Donation and Food Scraps Recycling Law (January, 2022)
6. Opportunity to offset current costs of landfill disposal; ROI not estimated in current study (future step)

Preliminary Finding and Recommendations

There are several steps for Warren County to consider before constructing a centralized facility.

Preliminary Recommendations include:

- Hire a Solid Waste Coordinator, and a Recycling coordinator is recommended by fiscal year 2025
- Pursue grant applications for the 6-month pilot (estimated to be <\$270k) and infrastructure (estimated to be \$2M to \$4.5M)
- Implement the pilot program in 2024, including a waste characterization study
- Explore partnerships for privatized operations, e.g., a Request for Expression of Interest or Request for Qualifications (RFQ) and/or Request for Proposals (RFP)
- Finalize the municipal business case, including market assessment for finished compost
- Consider expanding County support of local composting initiatives (e.g., outreach and engagement)

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Attachments

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Attachment 2	Figure 2

1. Introduction

Warren County (County) is acting on a strategic vision to develop a comprehensive plan that addresses the sustainable management of food waste and yard wastes in the County by diversion of these organic materials from landfill to composting.

To support the strategic vision, the County's Department of Public Works (DPW) retained GHD Consulting Services Inc. (GHD) to undertake a comprehensive study. The final deliverable for the study is this document, which is referred to as the Organics Management Plan (OMP). In this OMP (study/report), the evaluations completed during the study are summarized, and a set of interrelated strategies recommended to meaningfully increase organics recovery, diversion from landfill, and conversion to compost.

The types of organic wastes for composting considered in the study included:

- Residential food waste / food scraps
- Commercial and institutional (C&I) food wastes, pre- and post-consumer
- Municipal, C&I and residential yard waste such as leaves, grass clipping, or woody waste

This OMP excluded the following wastes generated in the County:

- Biosolids
- Contaminated Soils
- Animal Mortalities
- Agricultural waste such as horse manure
- Other inorganic materials or recyclables
- Commingled municipal solid waste (MSW)

This study intended to support the County in taking steps forward towards sustainable organic waste management practices by composting material that is currently disposed to landfill. The key findings of this report were presented to the County's Board of Supervisors on June 14, 2023, and the report will be reviewed with the New York State Department of Environmental Conservation (NYSDEC) in conformance with the funding made available for the study through the Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund.

1.1 Purpose of this report

The purpose of this report is to:

- Summarize study Tasks 1 through 5.
- Present a graphic showing how the OMP was developed.
- Present a project road map for the County, including an overall timeline for major activities for implementing a program, summary of the strategic opportunity, timeline for implementation, and estimated costs.

This report constitutes the final deliverable for the study.

2. Development of the OMP

The OMP was developed through multiple tasks and deliverables throughout the study. The study consisted of five interim deliverables which were reviewed by the DPW, six Advisory Committee Meetings where the committee provided community insight and feedback for the OMP, two community engagement sessions to encourage composting initiatives and gather feedback from the community on the draft plan, and a community survey to aid in the development of the OMP.

Figure 2-1 below is the schedule used for in this study to progress the OMP and constitutes a graphic showing how the OMP was developed.

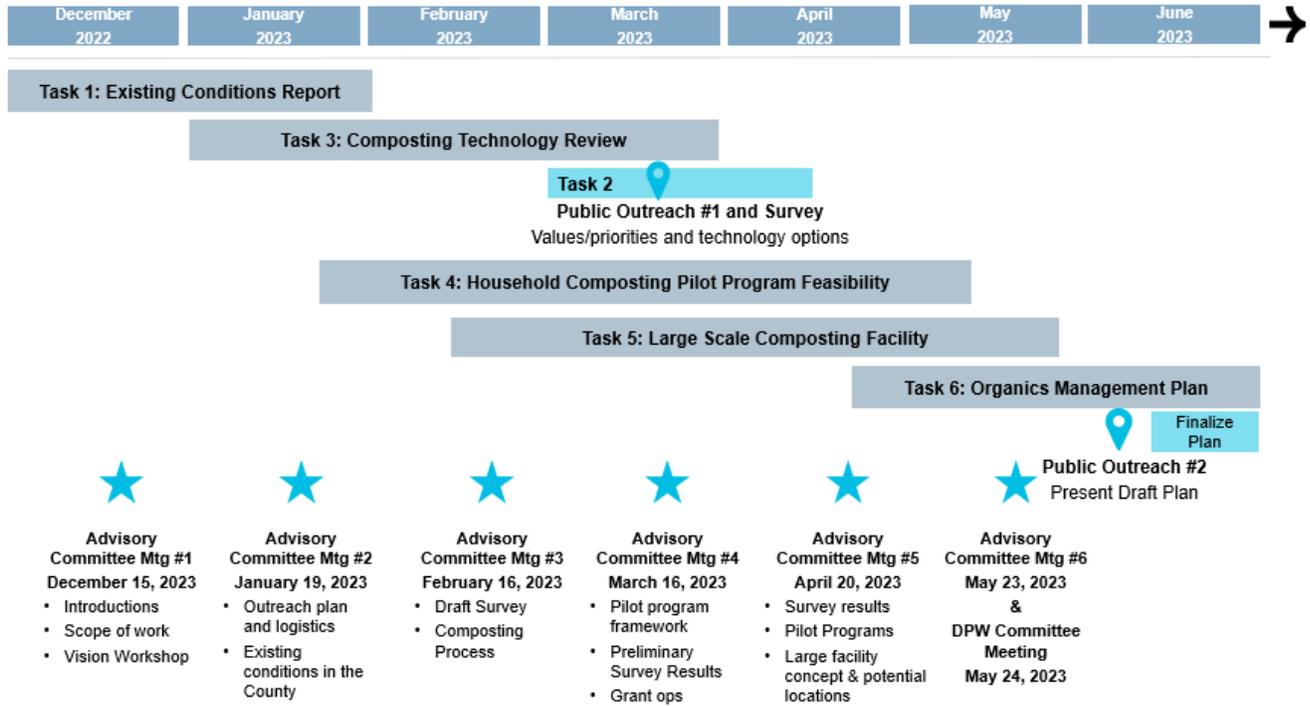


Figure 2-1 Schedule for the Development of the OMP

3. Work Plan Summary

The following sections summarize the entirety of the study’s five main tasks. As the study was being completed, GHD prepared interim deliverables in the form of Technical Memorandums (TM) to report progress within each task. The comments received on the interim deliverables were considered in the development of this OMP.

Tasks included:

- Task 1 – Existing Conditions Report
- Task 2 – Public Outreach
- Task 3 – Composting Technology Review
- Task 4 – Household Composting Pilot Program Feasibility
- Task 5 – Large Scale Composting Facility Feasibility

3.1 Task 1: Existing Conditions Report

The first deliverable for the study included the Existing Conditions Report to define the current state of practice with respect to organic waste management in Warren County. A core document used to understand the status of organic waste characterization (quantity and quality) in the County was the County’s 2021 Local Solid Waste Management Plan (LSWMP).

3.1.1 Methods of Information Gathering

As defined by the agreed Scope of Work, GHD completed a review of available documents to evaluate the existing conditions. The LSWMP prepared by the County in 2021 (revision and update to the 1993 LSWMP) was used as the primary report, there were no other existing reports provided to GHD. While the County's Request for Proposals (RFP) identified a Climate Action Plan and Sustainability Framework, neither of these documents are currently available, but would be further developed by the County and most likely following the completion of this study. In addition, GHD completed the following steps to gather additional information:

- A Project Kick-off Meeting was convened with the County DPW on November 29, 2022, to discuss current methods of waste management in the County, including a discussion on existing organic waste management systems.
- Three introductory meetings convened with representatives of the Advisory Committee on December 12, 13 and 14, 2022, to introduce the project team and discuss general information about organic waste practices in the County.
- A project visioning workshop with the Advisory Committee on December 15, 2022, to discuss the overall project vision, scope of work, and perceived challenges and opportunities to be considered during the Study.
- GHD prepared a Questionnaire for the response of the Advisory Committee, 3 written responses were forwarded from DPW to GHD as of January 9, 2023.
- A Request for Information (RFI) was submitted to the County DPW in January 2023 and written responses were provided to GHD in February 2023.

In addition, the New York State Pollution Prevention Institute (NYSP2I) maintains an online database known as the Organic Resource Locator, which is a web-based mapping tool that provides information on organic waste resources and utilization pathways in New York State. The County DPW has identified two potential locations for a composting site, which were pinpointed on the map, and considered in identifying potential "Designated Food Scrap Generators" as defined by the NYS Food Donation and Food Scraps Recycling Law.

3.1.2 Baseline

3.1.2.1 General

Upon the expiration of the 1993 LSWMP between Warren County, NY and Washington County, NY, the County decided to conduct its solid waste planning as a separate Planning Unit. The purpose of the original 1993 LSWMP was to document the current waste management practices of the County. The 1993 LSWMP was last updated by the County in 2021.

Warren County encompasses 932 square miles, this includes 65 square miles of water. The population of the County is over 64,000 residents and consists of over 25,000 permanent households. The County is surrounded by Washington County to the east, County of Saratoga to the south, County of Hamilton to the west, the County of Essex to the north, and the popular destination of Lake George is in Warren County. Lake George is also located in Washington County and the County of Essex which were previously mentioned as surrounding counties.

In 2011, the County sold its interest in Hudson Falls waste-to-energy Facility (HFWTEF). Since the implementation of the 1993 LSWMP, the County has also closed a Material Recycling Facility (MRF) located at 299 Lower Warren Street, Queensbury, New York. The closure of the MRF was due to costs and historic lack of cost-effective markets for the recovered recyclables.

There are currently 12 local, municipally owned and operated Transfer Stations/ Recycling Centers operating within Warren County (see Table 3.1 below). There are also 2 locally owned Construction and Demolition (C&D) landfills. Warren County does not have any active municipal solid waste (MSW) or waste-to-energy facilities. Warren County does not currently have a centralized solid waste and recycling system.

Table 3.1 *Transfer Stations Operating in Warren County*

Transfer Stations	Address	Ownership
Town of Bolton Transfer Station	107 Finkle Road, Bolton Landing, NY 12814	Town of Bolton
Chestertown Transfer Station	62 Landon Hill Road, Chestertown, NY 12817	Town of Chester
City of Glen Falls	Uses Town of Queensbury Transfer Station	Town of Queensbury
The Hague Transfer Station	27 Valley View Road, Hague, NY 12836	Town of Hague
Town of Horicon Transfer and Recycling	Tannery Road, Brant Lake, NY 12815	Town of Horicon
Town of Johnsbury Recycling Center Transfer Station	Ski Bowl Road, North Creek, NY 12853	Town of Johnsbury
Town of Lake George Transfer Station	56 Transfer Road, Lake George, NY 12845	Town/ Village of Lake George
Lake Luzerne Transfer Station	123 Towner Road, Lake Luzerne, NY 12846	Town of Lake Luzerne
Ridge Road Transfer Station	1396 Upper Ridge Road, Queensbury, NY 12801	Town of Queensbury
Stony Creek Transfer Station	20 Hill Road, Stony Creek, NY 12878	Town of Stony Creek
Thurman Transfer Station	Erving Baker Road, Thurman, NY 12810	Town of Thurman
Warrensburg Transfer Station	U.S. Route 9, Main Street, Warrensburg, NY 12885	Town of Warrensburg

3.1.2.2 Current State of Food and Yard Waste Management in the County

The following defines the current state of organic waste management in the County:

- Presently, there are no municipal or centralized commercial organic waste composting facilities in Warren County.
- From previous discussions, local landscapers have expressed interest in locally available, quality finished compost.
- Some of the local Towns do receive seasonal yard wastes (e.g., leaves or storm debris) to their transfer stations or other local yards where they are stockpiled. The current transfer stations that manage yard wastes include:
 - Town (T) of Queensbury
 - Lake George (T)
 - Warrensburg (T)
- There are no existing municipally managed residential curbside collection programs for source-separated organic wastes.
- There is an existing small-scale operation that receives weekly or bi-weekly pickup of 5-gallon buckets of food scraps for a small fee. It is known as the Adirondack Worm Farm that uses standard composting methods and vermiculture composting methods, and provides services in the Towns of Glens Falls, Hudson Falls, Queensbury, Fort Edward, South Glens Falls/Moreau, Lake George, and Fort Ann.
- Current known composting initiatives in Warren County include:
 - Adirondack Worm Farm operates a vermiculture composting system;
 - Adirondack Compost Education Council (ACEC) was formed 2-years ago to assist Warren County to establish a composting facility for large food waste generators;
 - Rotary Club (Glens Falls) engaged the community with a program on community composting education;
 - Town of Queensbury hosted a compost bin sale in 2021, 2022, and 2023;
 - SUNY Adirondack has a composting operation run by students, including participation of their culinary school; and
 - Some local businesses promote composting in the community.

- Previously, some businesses not identified in the NYSDEC list of “Designated Food Scrap Generators” expressed interest in participating in a food waste diversion program.

We note that wastewater biosolids are not considered in the current study.

3.1.3 Quantity of Solid Waste Generated

GHD was provided with the LSWMP for Warren County to understand the current waste management practices, further details of waste quantity and characterization can be found in the following sections.

The County does not have a centralized solid waste and recycling system. Each Town, City, and Village located within the County arranges their own solid waste and recycling program. In addition, each of the local municipalities retain private waste haulers. The County provides each municipality with enough roll-off containers to operate their municipally owned transfer station. The roll-off containers are used to store solid waste and recyclables at the transfer stations. The County Purchasing Department also manages the bidding for transportation services on behalf of the municipal transfer stations.

As extracted from the 2021 LSWMP, the following sections characterize and estimate the overall solid waste generated within Warren County, New York.

3.1.4 Municipal Solid Waste

The LSWMP that was provided to GHD estimated that over 74,000 tons of MSW was generated within the planning unit in 2019. It is estimated that 41,500 tons or 56 percent of waste was residential MSW and approximately 32,500 tons or 44 percent of waste was commercial/institutional MSW. The United States Environmental Protection Agency (USEPA) estimates that individual waste generation is about 4.9 pounds of waste per day, in 2019 the population in Warren County was about 64,300 residents, this amounts to approximately 57,000 tons of residential MSW. The USEPA estimate was compared with the LSWMP estimates from the NYSDEC, the USEPA estimates about 37% more residential MSW than the County LSWMP estimated. The County’s municipalities spent approximately \$2,055,000 in 2019 for its waste and recycling services.

Table 3.2 shows the total amounts of solid waste handled and disposed by each municipality and the cost associated with waste disposal as presented in the LSWMP.

Table 3.2 *Municipality Waste Generation and Disposal Cost*

Municipality	Volume of MSW, C&D, and Recycled Material Handled for Disposal	Cost of Waste Disposal
Town of Bolton	In 2019, the Town transfer station accepted approximately 499.18 tons of MSW and 496.9 tons of C&D material for disposal. The Town transfer station accepted approximately 303.21 total tons of recycled material.	The Town spent approximately \$230,000 on solid waste and recycling services.
Town of Chester	In 2019, the Town transfer station accepted approximately 467.86 tons of MSW and 419.66 tons of C&D material for disposal. The town also accepted 148.4 total tons of recycled material.	The Town budgeted for \$241,000 for its 2019 solid waste and recycling services.
City of Glens Falls	Material accepted on behalf of the City of Glens Falls by the Town of Queensbury is not accounted for separately from the total volume of material accepted at the two Town of Queensbury-operated transfer stations. Of the material accepted 292.16 tons were recycled.	NA

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Municipality	Volume of MSW, C&D, and Recycled Material Handled for Disposal	Cost of Waste Disposal
Town of Hague	In 2019, the Town transfer station accepted approximately 138.26 tons of MSW and 104.56 tons of C&D material for disposal. Additionally, 37.27 tons of MSW were accepted for recycling.	NA
Town of Horicon	In 2018, the Town transfer station accepted approximately 252.35 tons of MSW, 307.59 tons of C&D material for disposal and an additional the Town received 118.64 total tons of material for recycling.	The Town budgeted for approximately \$115,200 for solid waste and recycling services.
Town of Johnsbury	In 2019, the Town transfer station accepted approximately 905 tons of MSW, 340 tons of C&D material for disposal and an additional the transfer station received 234.69 total tons of recycled material.	The Town spent approximately \$202,000 on its solid waste and recycling services.
Town of Lake George	In 2019, the Town transfer station accepted approximately 615.7 tons of MSW and approximately 53.4 tons of C&D material for disposal. The Town transfer station accepted approximately 234.69 total tons of recycled material.	The town spent approximately \$193,000 on solid waste and recycling services.
Village of Lake George	Material accepted on behalf of the Village of Lake George by the Town of Lake George is not accounted for separately from the total volume of material which the Town accepted at the Town-operated transfer station.	NA
Town of Lake Luzerne	In 2019, the Town transfer station accepted approximately 1,030 tons of MSW for disposal. The Town also accepted C&D material and recycled material at the Town transfer station, however, this data was not recorded.	The Town budgeted \$345,000 for solid waste and recycling services.
Town of Queensbury	In 2018, the Town accepted approximately 1,865.67 tons of solid waste material for disposal. This volume includes waste accepted from City of Glens Falls residents. The transfer station also received approximately 295.36 tons of recycled material.	The Town spent approximately \$490,400 on solid waste and recycling services.
Town of Stony Creek	In 2019, the Town transfer station accepted approximately 149 tons of MSW and 105 tons of C&D material for disposal and an additional 32.17 tons of material recovered for recycling.	The Town spent approximately \$51,000 on solid waste and recycling service.
Town of Thurman	The Town accepts C&D material and bulky waste MSW items at the Town Drop Off Center. Volume of the material handled by the Town is not available.	The Town spent approximately \$29,000 on solid waste and recycling services.
Town of Warrensburg	In 2018, the Town transfer station accepted approximately 937.8 tons of MSW and 243.8 tons of C&D material for disposal. The Town received approximately 261.99 total tons of recycled material at the Town transfer station.	The Town of Warrensburg budgeted \$158,000 for solid waste and recycling services.

The County provided GHD with the Private Hauler Data for 2022. The total MSW transported by private haulers was 73,603 tons. The table below shows the MSW transported from January 2022 to December 2022 for all transfer stations.

Table 3.3 Private Hauler Data

Months in 2022	MSW Hauled to Landfills (tons)
Quarter 1- January, February, March	14,364
Quarter 2- April, May, June	18,149
Quarter 3- July, August, September	21,944
Quarter 4- October, November, December	19,146
Total	73,603

3.1.5 Construction and Demolition Waste

The NYSDEC estimated that 17 percent of the construction and demolition (C&D) waste in the state is residential, 25 percent is non-residential, and 58 percent is from infrastructure or other waste. Based on this estimate the C&D waste was calculated in the LSWMP.

It was estimated that there was approximately 2,911 tons of residential C&D material generated in 2019. Most of the municipalities in Warren County accept a limited amount of residential C&D debris at the municipally owned transfer stations. As previously stated, Warren County has two C&D landfills that residents of the towns which the landfills are in can dispose of their residential C&D material.

In the LSWMP it was estimated that 4,281 tons of was non-residential C&D was generated in the County in 2019. Non-residential C&D generated in the County is typically handled by private haulers who collect, process, transport, and recycle/dispose of the material using their own facilities and resources.

The infrastructure waste within the County is mainly concrete, asphalt, rock and bricks that are typically generated by the municipalities. Municipalities that cannot reuse the C&D material or dispose of it in their own C&D landfill contract a private hauler to collect, process, transport and recycle/dispose of the material using their own facilities and resources. Using the NYSDEC data it was estimated that approximately 9,932 tons of infrastructure/other C&D material was generated in 2019.

The County provided the amount of C&D transported by private haulers from January 2022 to December 2022

Table 3.4 Private Hauler Data for C&D Waste

Months in 2022	Recycling Waste Hauled (tons)
Quarter 1- January, February, March	1,714
Quarter 2- April, May, June	2,589
Quarter 3- July, August, September	2,950
Quarter 4- October, November, December	2,812

3.1.6 Industrial Waste

Manufacturing within the County mainly consists of medical equipment, medical supplies, and forestry papermaking. Due to the large inventory of natural forests the largest volume of industrial waste was found to be paper sludge and paper making by-products. The waste generation and disposal information from industrial waste was not collected, it was assumed that the Green Ridge RDF landfill, located in Saratoga County, adjacent to Warren County, took most, if not all, of Warren County’s Industrial waste. The LSWMP reported that in the Green Ridge RDF- Consolidated Landfill Active Solid Waste Landfill 2018 annual report, it accepted approximately 13,460 tons of industrial waste, approximately 8,000 tons of paper bags, brown stock, boiler ash and precipitated calcium carbonate.

3.1.7 Specialty Wastes

Specialty wastes were defined as waste that was not generated in the planning unit that do not fall under the MSW, C&D or industrial waste categories.

Healthcare and social assistance industry is the largest employer in the County. Regulated Medical Waste (RMW) generated within the County is not directly handled by the County or any of the municipalities. RMW generators directly handle their own waste or contact a third party to collect, process, transport, and recycle/dispose of the material using their own facility resources.

During the study there were five active wastewater treatment facilities operating in Warren County. The NYSDEC estimates that more than 90% of septage generated in New York is further processed at a wastewater treatment.

Table 3.5 was provided to GHD in the LSWMP and shows the municipalities that currently operate a wastewater treatment facility.

Table 3.5 Wastewater Treatment Operational Waste

Municipality	Material Handling Description	Annual (2019) Tonnage
Town of Bolton	Biosolids generated are hauled to the Schenectady County Landfill. Grit and grease from pump stations are hauled away by Casella Waste. The town does not accept any septage.	Data not currently collected
City of Glen Falls	Biosolids are dried onsite and incinerated at the HFWTEF. The source is the Glens Falls sewer district and septage from approximately 40 haulers. The wastewater treatment plant operates at 40 percent capacity.	7,119 tons
Town of Hague	Biosolids generated by the Hague sewer district are being transported to the Franklin County landfill by a private hauler. No septage is accepted at the wastewater treatment plant.	60 cubic yards
Village of Lake George	Biosolids are processed through a belt press then hauled to the Washington County Compost Facility or the Northumberland Landfill. The wastewater treatment plant accepts septage from seven local haulers.	1,500 tons
Town of Warrensburg	Town is currently removing biosolids under DEC supervision from the Warrensburg sewer district. No outside septage is accepted.	NA

3.1.8 Recycling

Municipalities in the County reported the waste that was recycled in 2018 or 2019 for the purpose of completing the 2021 LSWMP. The exact volume of waste being recycled in the County was difficult to determine from the LSWMP due to the lack of complete recycling data from municipalities, the lack of recycling data from private haulers servicing the area and issues which arise when estimating waste generation volume and composition within the County. The recycling rates estimated in 2019 for each municipality are shown in Table 3.6. However, the County anecdotally reported a present-day recycling rate of approximately 10%.

Table 3.6 Municipality's Recycling Rates

Municipality	Recycling Rate
Town of Bolton	23%
Town of Chester	14%
City of Glens Falls	31%
Town of Hague	13%

Municipality	Recycling Rate
Town of Horicon	17%
Town of Johnsburg	11%
Town of Lake George	32%
Village of Lake George	32%
Town of Lake Luzerne	NA
Town of Queensbury	31%
Town of Stony Creek	11%
Town of Thurman	NA
Town of Warrensburg	18%

Recyclables commonly handled include glass, newspapers, magazines, phone books, junk mail, plastics, steel cans, aluminum cans, and cardboard. Due to the lack of complete recycling data from municipalities and the lack of recycling data from private haulers servicing the area it was difficult to determine the precise volume of waste being recycled within the county. In the 2021 LSWMP the recycling rate was calculated and then applied to future waste disposal generation estimates provided by the NYSDEC. The estimation did not take into consideration the amount of waste not handled at the municipally controlled transfer stations or the amount of waste that is composted in residents' backyards.

The County provided GHD with the private hauler data for recycling waste hauled in 2022 from the transfer stations. Table 3.7 presents the recycling tonnage for January 2022 to September 2022.

Table 3.7 Private Hauler Recycling Waste Data 2022

Months	Recycling Waste Hauled 2022 (tons)
Quarter 1- January, February, March	1,766
Quarter 2- April, May, June	2,227
Quarter 3- July, August, September	2,859
Quarter 4 – October, November, December	2,023
Total	8,875

3.1.9 Reuse Programs

There are reuse centers established in the Town of Chester, the Town of Bolton, and the Town of Lake George at their transfer stations. As presented in the LSWMP, residents can drop off reusable items such as clothing, furniture, books, and toys for free at a designated location within the Town-owned transfer stations. Residents are encouraged to look over the items and take anything that they can reuse. The amount of material diverted from disposal and dropped off to the Reuse Centers is unclear. The continuous volume of traffic at the reuse centers indicated the success of the centers in diverting waste from disposal. In addition to the Reuse Centers, there is a Salvation Army in the City of Glen Falls, a Salvation Army Thrift Store in the Town of Queensbury and “the World’s Largest Garage Sale” located in the Town of Warrensburg that help to reduce material disposal by reusing materials.

3.1.10 Estimated Quantity of Organic Waste in the County

Based on the composition of waste generated in the 2021 LSWMP, an estimate was made as to the quantity of waste generated that could be available to a municipal composting facility. Table 3.8 shows the estimated amount of organic waste to be composted over one year, based on the assumed composition from the 2021 LSWMP.

Table 3.8 Estimated Composition of Organic Waste Generated in One Year

Composition of Waste Generated	Est. Quantity in One Year (tons)
Food Waste – Estimate assumes 50% of Total Generation	6,000
Yard Waste	4,600
Wood	2,600
Other Compostable Paper	5,400
Additional Woody Amendment (estimated for bulking food waste)	5,400
Total Potential Composted Organic Waste (tons/year)	24,000 tons/year
Total Potential Composted Organics (tons/day)	~115 tons/day (rounded)

The average number of days per week that the transfer stations are operating is 4 days per week. GHD assumed a composting facility would be operational 4 days a week which is 208 days per year. Based on the estimations of waste generated in the 2021 LSWMP, it was determined that the potential waste to be composted is about 115 tons per day. Warren County could compost approximately 32 percent of their total garbage generated in the County, as presented in Figure 3.1.

Waste Generated in Warren County

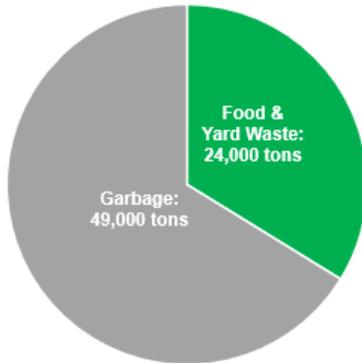


Figure 3-1 Overall Waste Generated in Warren County

3.1.11 Discussion on Potential Quality of Organic Waste



Yard waste consists of wood waste, green waste, yard clippings, weeds, remains of garden plants, and leaves. Yard waste does not include construction debris, demolition wastes, or clean wood.

Residential food waste consists of compostable items such as fruit, vegetables peelings, left over table scraps, bread, grain, rice, pasta, eggshells, coffee grinds and filters, tea bags, and more. Warren County is considering the potential of a curbside collection program as part of this Study, the approach of which will be evaluated in Section 3.5.4.

Pre-consumer Commercial & Institutional food waste consists of food that was discarded before it was ready for consumer use. Typically, items are characterized as waste during the manufacturing process.



Post-consumer Commercial & Institutional food waste consists of post-consumer food and food by-products that have been discarded or recycled by the consumer after the manufacturing process, these items may include packaging, fruit skins, bones in meat, etc.

The County may consider the value of introducing certified compostable products as a feedstock to a commercial composting facility. However, the quality of the resulting compost would need to be closely monitored or further evaluated.

3.1.12 Potential Large Organic Waste Generators

New York State passed the Food Donation and Food Scraps Recycling Law which became effective January 1, 2022, and requires that designated food scraps generators (DFSG) that generate an annual average of two tons of wasted food per week or more must donate excess edible food and recycle all remaining food scraps if they are within 25 miles of an organics recycler. Large food waste generators were defined as generating an annual average of two tons a week or more. GHD referenced the New York State Pollution Prevention Institute’s (NYSP2I’s) Organic Resource Locator to determine the large food waste generators in the County, further details are found in Section 3.6.1 below.

3.2 Task 2: Public Outreach

During the study, there were six Advisory Committee Meetings, a community survey, and two community engagement sessions to aid in the preparation of this OMP.

3.2.1 Advisory Committee Meetings

GHD prepared presentations for six Advisory Committee Meetings. The Advisory Committee was formed by local officials, the local planning departments, and stakeholders with a high level of interest in waste management, such as the Zero Waste Warren County and the Adirondack Compost Education Council. The progress of the study was discussed with the Advisory Committee in virtual meetings to gain feedback and community outlook on the Project.

Table 3.9 Advisory Committee Members

Committee Members	Organization
Dan Barusch	Lake George Planning Department
Josh Westfall	Town of Bolton Planning Department
Gene Merlino	Elected Official in Lake Luzerne
John Strough	Elected Official in Town of Queensbury
Marisa Muratori	Elected Official in Lake George
Barbra Joudry	Zero Waste Warren County
Kathy Bozony	Zero Waste Warren County
Tracy Frisch	Zero Waste Warren County

3.2.2 Community Survey

GHD prepared and hosted a survey on behalf of the County to ascertain the level of interest from the community on an OMP. A draft of the survey questions was prepared in TM format and reviewed by the County. In addition, GHD prepared a one-page background paper which was posted with the survey on all of Warren County’s social media, website, and in the news.

The survey was conducted for 33 days from February 28, 2023, to March 31, 2023 using MS Forms, there were a total of 178 responses received. Upon survey results analysis, it was found that three quarters of the total respondents already compost and majority of them compost their food and yard waste all the time. A quarter of the respondents do not currently compost but would like to participate in a composting program. The most common reasons for not composting were determined to be the lack of awareness of composting programs and the inconvenience of composting.

The results also showed that majority of the respondents who do not currently compost would prefer to take their food and yard waste to a nearby drop-off station as compared to using a backyard composter. This population also believed that the County should do more in terms of organic waste management. The results indicated that there was an overall support among residents and businesses, which shows that there is a market and demand for an OMP in Warren County. The respondents that are in support of composting programs would like the County to consider cost, convenience, and suggest a broad promotion for its implementation.

Appendix A includes a copy of the one-page briefing, final survey questions, and survey results.

3.2.3 Community Engagement Sessions

Community Engagement Session 1 Summary

On March 15, 2023, at 6:00 PM, Warren County hosted Community Engagement Session 1 at the Warren County Municipal Center in Lake George, New York with a virtual option via Zoom. The group included GHD Consulting Services Inc. (GHD), Warren County Department of Public Works (DPW) and members of the community interested in composting initiatives within the County.

The purpose of the Community Engagement Session 1 was to present the overall study to the residents in Warren County, provide residents with information of the current composting feasibility study, and examples of other municipal composting facilities.

Community Engagement Session 2 Summary

On June 6, 2023 at 6:00 PM, Warren County Department of Public Works and GHD hosted Community Engagement Session 2 at the Warren County Municipal Center in Lake George, New York with a virtual option via Zoom and live stream on YouTube.

The purpose of the Community Engagement Session 2 was to present the preliminary findings and recommendations for the Organic Management Plan for Warren County and obtain feedback from the community that GHD considered in this final OMP.

The Advisory Committee Meetings, Community Survey and Community Outreach events help aid in the preparation of the OMP, it provided insight as to the needs of Warren County and help gauge the community support for compost initiatives.

Appendix B includes the meeting highlights from the two Community Engagement Sessions.

3.3 Task 3: Assess Available Compost Technologies

Task 3 included an overview of potential composting technologies that could be utilized for a centralized composting facility being considered by Warren County.

Guiding principles that underscore a holistic approach to evaluating composting technologies included:

1. Feedstock characteristics – Understanding the types, quantities and qualities of organic wastes received now or potentially in the future over an agreed planning horizon for the facility.
2. Strategic outcomes – Defining what are the strategic outcomes for the facility and site development, permitting requirements and strategies, and considering in terms of the County’s definition of success such as technical feasibility, economic feasibility, and sustainable context.
3. Infrastructure needs – Considering the need for infrastructure to achieve the strategic outcomes desired.

In line with the agreed Scope of Work for Task 3, the following sections will include the following components:

- Estimated quantity of organic wastes to composting

- Summary of composting alternatives:
 - Open windrow composting (front-end loader managed)
 - Turned windrow composting
 - Extended aerated static-pile (E-ASP) composting
 - Aerated static pile (un-covered) composting
 - Containerized in-vessel aerated static pile composting
 - Fabric-membrane covered aerated static pile (C-ASP) composting
 - Horizontal rotating drum / bioreactor composting
 - Agitated bed composting
- Identification of objectives for composting facility and discussion on relative importance (“ranking”)

3.3.1 Estimated Quantity of Organic Wastes Available for Composting

As explained above, the estimated potential composted organic waste, 24,000 tons per year, or 115 tons per day, which was used as the conceptual basis for sizing technology alternatives.

3.3.2 Generalized Composting Process

The general composting process is described below and is presented in the simplified process block diagram.

- Receiving (weighed-in over scale, if appropriate) – Wastes are received to the facility, with commercial wastes being recorded by weight over a truck scale. Tare weights could be recorded for vehicles. An office trailer would be located in line of sight of the truck scale. An outbound scale may be required based on the peak daily traffic volume.
- Pre-processing (pre-sorting, material temporary storage, segregation, etc.) – Organic wastes are received to a dedicated area. For food waste, this area is typically under cover, to divert stormwater from waste receiving areas that generate contact water. Each load that is “dumped” is inspected by the lead operator, and inorganics are removed to the extent feasible. Some screening equipment could be used depending on the nature and consistency of the organic wastes received. Size reduction, such as shredding, may also be employed at this stage for large woody debris, or green wastes.
- Feedstock mixing – Before placing compost into the active phase, especially for aerated static pile (ASP) composting methods, the feedstock is mixed to create a homogenous mixture with sufficient bulk density, moisture content, carbon-to-nitrogen ratio and porosity.
- Active compost processing – This is the first phase of compost processing and is required to satisfy Vector Attraction Reduction (VAR) and Process to Further Reduce Pathogens (PFRP) criteria.
- Secondary composting (curing) – This is the second step of compost processing and allows the process compost to be further mixed and stabilize.
- Screening (“overs” returned to process feedstock mix) – Cured compost is screened. Non processed organic material could be reintroduced to the front of the process. Potential to use two screens or three and recover recyclable materials / inorganic contaminants if present through a variety of means.
- Finishing – The remainder of the compost process for further stabilization prior to off-site distribution. Note, this is not always a requirement depending on the consistency and temperature profile of the processed materials.
- Finished compost storage (finished compost is stored under cover) – On-site storage, typically under a cover, to mitigate precipitation in finished product. Some facilities may bag their finished compost for sale and distribution.
- Distribution of finished compost and other soil/mulch products
- Disposal (inorganics to landfill or alternative treatment / beneficial reuse when feasible)

SCHEDULE A

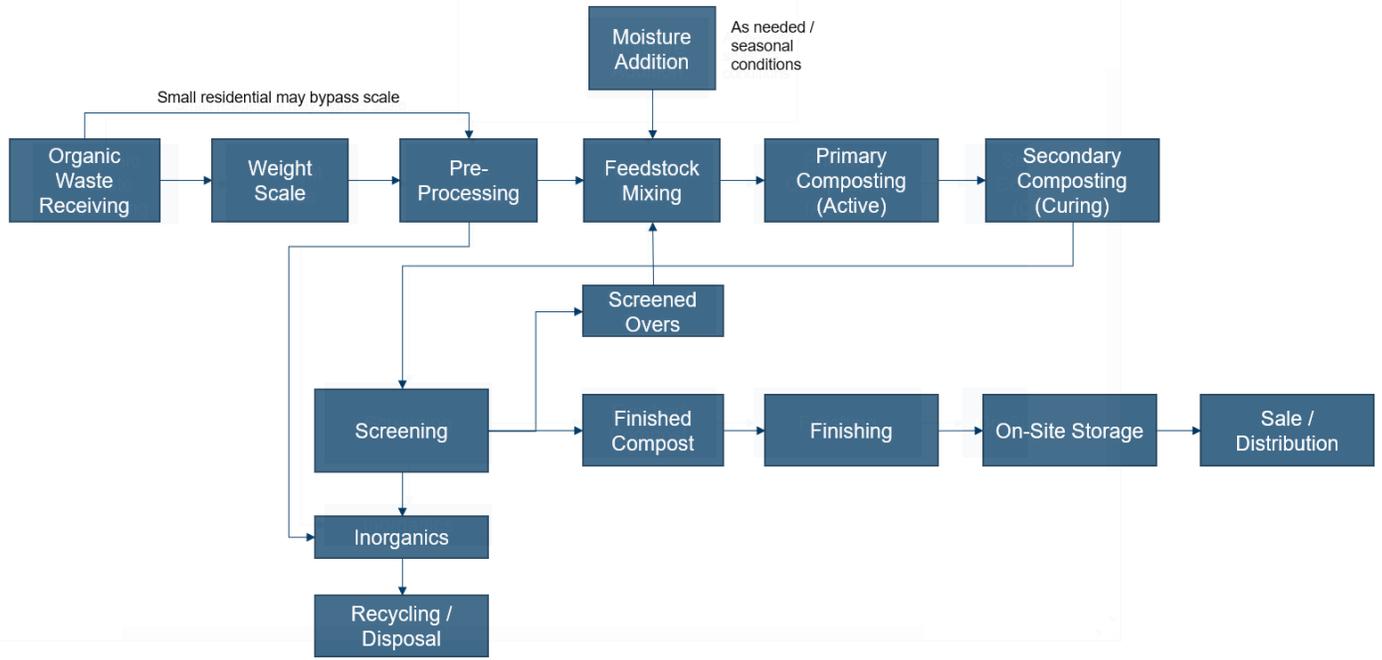


Figure 3-2 Generic Process Block Diagram for Compost Facility

A generic site layout is presented in Figure 3.3 below.

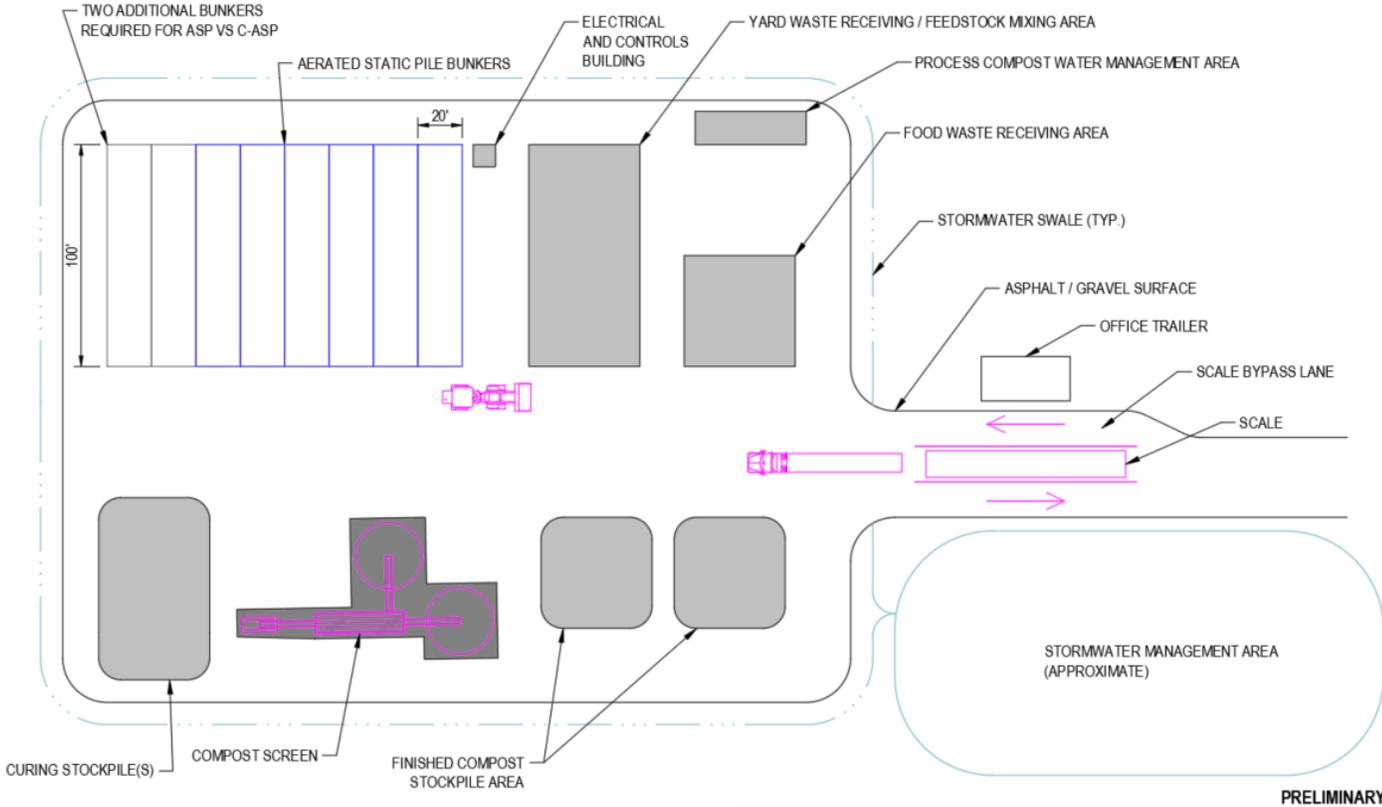


Figure 3-3 Generic Compost Site Layout

3.3.3 Composting Alternatives

This section presents the potential composting alternatives for Warren County explored in this study.

3.3.3.1 Front-end Loader Managed Windrows (Typical 9 – 12 Mo. Process Time)

This operation consists of front-end loader turned windrows. This is the most common method for composting of yard wastes. Windrows are typically 3 to 12 feet high, 10 to 12 feet wide, and can be several hundred feet long (depending on site layout). Windrows are formed using a front-end loader and can be turned by a front-end loader or a specialized piece of equipment now as a windrow turner (see below). This method of materials handling is more labor-intensive because there is activity in moving the material on a daily basis.

With this method, the typical processing time for finished compost is approximately 9 to 12 months. The rate of turning is recommended once every 5 to 7 days and depending on season and feedstock characteristics. For facilities processing less than 10,000 cubic yards per year, windrows must be turned a minimum of two times per year as per 6NYCRR Subpart 361-3.2(b)(1). There would need to be a minimum of 49 active windrows with an additional 35 windrows for curing. The dimensions of the windrows would be 15-feet wide x 250-feet long x 7-feet high. The area that would be needed for the windrows is approximately 8 acres. The site area required is estimated at 10 acres to include areas for site access and stormwater management features.

Front-end loader managed windrows are most used with low daily volumes, low handling requirements, and operator availability. This method of composting is not common for commercial or larger municipal operations due to the handling inefficiencies and limited environmental control.



Figure 3-4 Example of Front-end Loader Managed Windrow

Source: ocregister.com/2021/12/03/new-law-aims-at-keeping-food-out-of-the-trash/

3.3.3.2 Turned Windrow (Typical 6 – 9 Mo. Process Time)

Turned windrow composting is widely used due to its relatively simple equipment requirements (i.e., a windrow turner) and finished compost product quality. Turned windrow operations utilize a level pad, over which a windrow turner passes. For Warren County's application the operations procedure would include feedstock mixing and then placed into active phase windrows. A windrow turner can sometimes be used for the initial mixing step. In this option, the windrow turner would pass over the active phase windrows once every five to seven days, and mechanically mix the process material. The weekly mixing is important for speeding up the compost process by circulating material from the outside of the pile which is cooler to the inside of the pile which is warmer because of the heat resulting from aerobic decomposition of the organic waste. The mixing process also creates preferential air pathways to ensure oxygen can reach greater amounts of material and support continued aerobic microbial reactions. The ideal windrow pile dimensions are a height of 4 to 8 feet with a width of 14 to 16 feet (depending on turner size and performance). This size of windrow is typically large enough to generate heat and maintain temperatures, and small enough to allow

oxygen to flow to the windrow's center. It is estimated that the addition of a windrow turner could reduce the overall process time for finished compost to four to six months.

It is estimated that 15 active phase windrows and 15 maturation phase windrows would be required. Each windrow would measure 15-feet wide x 250-feet long x 7-feet high, and this would result in a total pad area required of approximately 4 to 6 acres. As one option, a Backhus A55 windrow turner (or equivalent) can be used which would be suitable for handling windrows of these dimensions. Other windrow turners are available, which can be further considered by Warren County.

Cornell University located in New York, uses turned windrow composting to turn over 4,000 tons of organic waste into high quality compost¹. The waste is piled in windrows, each about 7 feet tall and approximately 300 feet long. The windrows are turned weekly from April to November. It takes about 6 to 9 months to produce finished organic compost, which is used by Cornell's agricultural operations and on campus landscape. There is typically enough finished compost to sell publicly, or they donate it to charitable organizations.



Figure 3-5 Backhus A55 Windrow Turner



Figure 3-6 Example of a turned-windrow composting operation

3.3.3.3 Extended Aerated Static Piles (Typical 3 – 4 Mo. Process Time)

An extended aerated static pile (E-ASP) is a method of ASP composting that introduces forced air to process compost to optimize the rate of aerobic decomposition. In this system, there is typically a slab-on-grade concrete foundation with a sparger aeration floor (or similar) and a system of process aeration blowers that either force air into the extended piles (positive pressure) or provide a slight negative pressure (reversing) that exhausts to a biofilter during

¹ <https://cals.cornell.edu/agricultural-experiment-station/research-farms/farm-services-compost-facility/compost-facility>

the primary stage of composting. These systems are most common in California with more stringent air emissions, or for biosolids composting facilities, although they have been demonstrated with food and yard waste composting.

For the facility conceptual sizing at 115 tons per day capacity, an E-ASP operation would require about 2 primary active zones and 2 secondary maturation zones. The overall footprint required would be 1.5 to 2 acres. Commonly, a center aisle configuration places the secondary maturation directly opposite (“mirrored”) of the primary active composting area of the facility. This has been shown to achieve efficient materials handling using a front-end loader and using a first-in / first-out method of materials management.



Figure 3-7 Example of Reversing Extended ASP Primary and Walled Secondary (80,000 tons per year capacity)

Source: Image courtesy of Engineered Composting Systems (ECS)

3.3.3.4 Aerated Static Pile (un-covered) (Typical 3 to 4 Mo. Process Time)

Uncovered Aerated Static Pile (ASP) composting is an outdoor composting process that uses positive aeration to maintain aerobic conditions of process compost. A finished layer of mulch or compost can be used to cover the process material and serve as a biofiltration layer. The typical process includes loading and unloading “bays” or “bunkers” with pre-processed material that has been blended using a mixer or a front-end loader. After the material is loaded into the bay/bunker it is static and unturned for a typical of 21 to 28 days. After the primary phase of composting, it is unloaded and placed into secondary composting which could include aeration or be on an outdoor pad and managed as turned windrows.

Considering the volumes of material that could be managed by Warren County, an estimated 6 active bays would be needed, each nominally 20-feet wide by 100-feet long, with pile height of 10-feet. A secondary curing pad would also be needed with 6 additional curing bays. The total site footprint required would be 1.5 to 2 acres.

The Onondaga County Resource Recovery Agency Amboy Compost Site was constructed in 2013 to 2014, it uses aerated static pile technology. This facility has a daily capacity of 80 wet tons per day. This site is open to residential and commercial customer to drop off unlimited yard waste.



Figure 3-8 Aerated Static Pile Composting

Source: Onondaga County Resource Recovery Agency (OCRRA) Amboy Compost Site

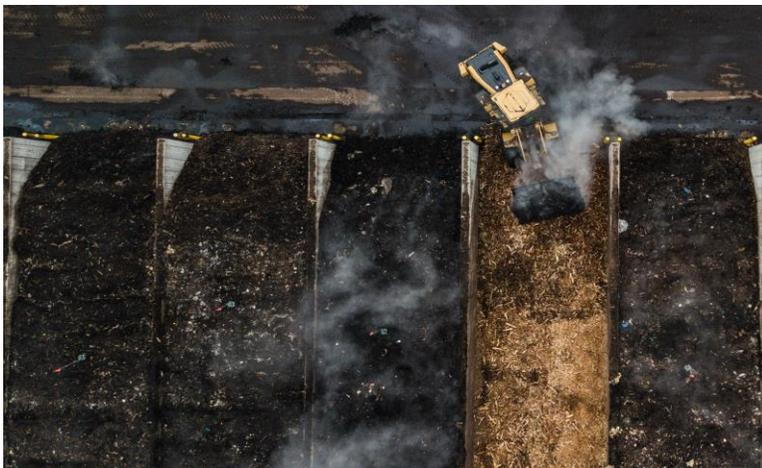


Figure 3-9 OCRRA Compost Bays Loaded by Front-end Loader

Source: newhousemilitary.syr.edu/2018/2018/04/27/old-waste-new-life/

3.3.3.5 Containerized In-Vessel Aerated Static Pile (Typical 2 – 3 Mo. Process Time)

One example of an in-vessel composting system uses a closed vessel, or container, and controls moisture addition and makeup air (oxygen) as required. The aerated static pile (ASP) composting process utilizes forced aeration systems, sometimes within a concrete enclosure around the process material. The benefit of the enclosure is that it reduces the air handling volumes and provides improved litter and odor control. These systems commonly have in-slab aeration systems, and the containers are under slight negative pressure with air captured and controlled to a biofilter (for treatment before being exhausted to the atmosphere).

The aeration floor commonly has a dual purpose and also serves for leachate collection; leachate is typically collected and consolidated to a point of storage for reuse or disposal. The primary advantage of these systems is that they allow the greatest processing controls to accelerate the overall composting process. An example facility is shown in Figure 3-10.

Conceptually, Warren County would need approximately 15 containerized bunkers measuring 80-foot long x 18-foot wide x 12-foot high, and about 10 aerated secondary phase windrows measuring 100-foot long x 20-foot wide x 12-foot high. The aerated secondary phase windrow could be outdoors and uncovered. The total estimated area required for the entire process is about 8.5 to 10.5 acres. GHD is in process of soliciting information from technology vendors on other sizing configurations and based on the feedstock envisioned.

As one example, Ohio University in Athens, Ohio, received a grant to purchase an in-vessel composting system with the capacity to 2 tons per day of food waste and other organics generated by the university. There is a 14-day composting process that is divided into the active composting stage and the drying stage then the compost cures for at least 90 days. The system produced nearly 430 cubic yards of compost, which was used as soil amendment by the campus grounds crew.²



Figure 3-10 Example Containerized In-Vessel Aerated Static Pile

Source: Image courtesy of Engineered Composting Systems (ECS)

3.3.3.6 Fabric-Membrane Covered Aerated Static Pile (2 – 3 Mo. Process Time)

A fabric-membrane covered aerated static pile (C-ASP) composting system process consists of mixing organics (food waste) with yard waste and placing the mixed feedstock on an aeration pad for processing.

This process utilizes positive aeration systems in conjunction with a fabric-membrane cover (i.e., the Gore™ cover system or equivalent) over the piles to control moisture content and to further limit the potential of fugitive emissions. These cover systems allow air to circulate and escape through the (breathable) fabric while retaining moisture and off-gases that are bound by moisture.

C-ASP systems are typically set up in bunkers or bays. The bunker consists of a perimeter concrete wall, and the aeration system is typically in-slab, although on-grade piping options are available for reduced capital cost. An example facility is shown in Figure 3-11; however, we note that the covered ASP system at Warren County would likely be twelve bunkers in total, and the below image shows sixteen bunkers.



Figure 3-11 Example Covered Aerated Static Pile (C-ASP) Facility

Source: Walker Industries Inc., GORE Cover System (Niagara Falls, Ontario)

² <https://www.biocycle.net/site-large-scale-food-waste-composting/>

GHD solicited input from Sustainable Generation / GORE (GORE) in preparation of this Technical Memorandum. Based on the projected annual quantity of organic waste and an incoming feedstock of 115 tons per day, GORE estimated the need for six bunkers measuring 100-feet long x 20-feet wide x 10-feet high. Six bunkers would be used for the active phase, three bunkers would be used for the curing phase, and three bunkers would be used for the finishing phase (uncovered). The active and curing phase bunkers would utilize GORE cover systems and the finishing phase would be uncovered. An optional piece of equipment was suggested by GORE that is designed to wind the cover on a spool for efficient placement and removal over the bunkers for loading and unloading of compost. In the management of covers, the winding machine has demonstrated improved cover handling that achieves operational efficiencies. The total estimated footprint required for all three phases of the composting process is 1.0 to 1.5 acres.

3.3.3.7 Horizontal Rotary Drum / Bioreactor (2 – 3 Mo. Process Time)

Horizontal rotary drum, or bioreactor, composting is a method of in-vessel composting that employs continuous mixing and agitation of organic waste during the active phase of composting. In this method of composting, the active phase is completely enclosed inside the drum, which in usual operational experience may afford improved environmental control through consistent temperature profiles in the bioreactor, while reducing the potential for un-mixed zones compared to other static methods of in-vessel composting. Typically, there is a pre-processing step required, where the organic wastes are mixed, and/or reduced in size, and then fed into the bioreactor. The initial mixing step commonly consists of a horizontal auger mixer (or vertical agricultural mixer), to prepare feedstock to adequate size and consistency for feeding into the bioreactor over an inclined in-feed conveyor. The drum functions in a conventional plug flow method on a first-in, first-out basis as process material is moved from the inlet to the outlet over the retention time.

Feedstock parameters remain essential to the effective performance of a bioreactor. Moisture content of the incoming feedstock, carbon-to-nitrogen ratio, and the loading rate (tons per hour) are critical to the performance. Moisture contents can be particularly cumbersome, as a feedstock that is too wet can impact the rotational performance of the bioreactor and create a perimeter sludge reducing aerobic conditions in the vessel. Compared to other in-vessel methods of aerated static pile composting, the retention time during the active phase of composting for a bioreactor is usually less. This results from the development of a more consistent / homogenous temperature profile through the bioreactor, and the continuously mixed process as the drum rotates. As a completely enclosed system, odorous emissions during the active phase can actively be recovered and exhausted to a biofilter, depending on the site context and owner requirements. Given the scale of a potential composting facility in Warren County, a bioreactor system is not envisioned at this time.

The Town of Newcomb in Essex County, New York, received a high flow drum composter as part of a USDA Rural Business Development Grant. The 20 feet x 4 feet drum composter is capable of transforming hundreds of pounds of food scraps per week into rich soil.³

An example bioreactor is shown in Figure 3.12.

³ <https://www.newyorkalmanack.com/2023/02/adirondack-town-gets-community-composter/>



Figure 3-12 Typical Bioreactor

Source: Food Waste Experts, DT Environmental, Miami Zoo (Florida)

3.3.3.8 Agitated Bed (2 – 3 Mo. Process Time) “Fully Enclosed” Facility

The agitated bed composting system was evaluated as a feasible option for based on the feedstock tonnage projections. Agitated bed composting systems are economically feasible for large scale composting operations at greater than 100 tons processed per day and are typically conducted in an enclosed building. Agitated bed composting systems can produce the highest quality compost in the shortest time and make the most efficient use of indoor composting space. The agitated bed composting technology incorporated composting in long concrete channels, and a fully automated compost turner traveling on top of the walls of the channels. The Turners can move from one channel to the next on a transfer dolly at the completion of each cycle. The turner makes a pass through each channel typically five to seven times a week. The conceptual sizing for an agitated bed composting system has not been completed because Warren County has expressed interest in an outdoor operation.

Rikers Island Composting located in New York is a fully enclosed facility. Special agitating equipment is used to mix the compost material and move it through the bays as it decomposes. After approximately 20 days the compost reaches the end of the bays then it takes several months to cure before being screened and used for landscaping.⁴

3.4 Composting Alternatives Comparison

A basic summary of key advantages and disadvantages for each alternative considered to be feasible for Warren County is presented below. A summary for each option is provided in the following Table.

Table 3.10 Qualitative Comparison of Composting Alternatives (Advantages and Disadvantages)

Option	Advantages	Disadvantages
Turned Windrow	<ul style="list-style-type: none"> – No additional technology requirements, besides turner – Low electrical requirements for the facility (i.e., no stationary motors for compost process) – Mixing typically results in improved product quality – Less need for additional bulking / amendment for porosity in feedstock mix 	<ul style="list-style-type: none"> – Lower level of litter and odor control – Lower environmental control for leachate / stormwater runoff – Trained operator required for windrow turner – Longer processing time compared with in-vessel composting, results in more site area required

⁴ <https://www.opengreenmap.org/greenmap/nyc-energy/rikers-island-food-waste-composting-facility-26849>

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Option	Advantages	Disadvantages
Containerized In-Vessel ASP	<ul style="list-style-type: none"> - Highest level of perceived environmental control for leachate reduction and control, odor management and litter control - Odors can be exhausted to a wood chip media biofilter - No pile turning required during active and secondary stages - Daily operations are minimal for ASP in-containers, reducing FTE requirements 	<ul style="list-style-type: none"> - Likely highest capital / new infrastructure costs - Maintenance of blower system requires trained/skilled staff - Electrical service to site needed (three phase suggested, if available) - Limited known performance data for compostable goods/products
Fabric-Membrane Covered ASP (C-ASP)	<ul style="list-style-type: none"> - Level of environmental control is improved for litter and odor management compared to windrow operations - Potential to reduce leachate as the cover system diverts stormwater from process waste - No pile turning required during active and secondary stages - Post-consumer biodegradation of compostable containers has been performance tested in several facilities - Provides modularity with the ability to expand bunkers to account for future throughput tonnages 	<ul style="list-style-type: none"> - Deployment of cover requires the potential of a cover winding machine - Replacement of covers every six to eight years (depending on weather conditions) may increase life cycle cost
Bioreactor	<ul style="list-style-type: none"> - Potential for reduced carbon footprint for operations if the power source for the electrical motors of the bioreactor is sustainable sourced (e.g., renewable energy such as solar) - Consistent temperature profile in active phase of composting - Mixing promotes aerobic decomposition (odor mitigation) - Agitation provided by bioreactor allows mixing ratio to be less exact - Leachate encapsulated and controlled inside bioreactor - Provides modularity with the ability to add bioreactor to account for future throughput tonnages 	<ul style="list-style-type: none"> - With a single bioreactor, no process redundancy - Maintenance of bioreactor may require skilled labor - Canopy / roof structure over bioreactor needed - Cold climate installation may require freeze protection during equipment shutdown / downtime to mitigate freezing - 5-day residence time in primary composting phase, resulting in uncertain performance for compostable goods - Susceptible to moisture issues for unheated outdoor installations
Extended Aerated Static Pile (E-ASP)	<ul style="list-style-type: none"> - Reduced operating footprint compared to other ASP methods - Potential for a reversing flow in primary composting with exhausted air treated by a biofilter - Level pad results in an easier load-in/load-out operation - Can achieve efficient air handling 	<ul style="list-style-type: none"> - Commonly less redundancy in HVAC system components (wear and tear)
Agitated Bed	<ul style="list-style-type: none"> - Ensures constant porous, aerobic conditions allowing for a wide range of feed material - Alleviates the need for thorough pre-mixing of feed material by repeatedly mixing the material 	<ul style="list-style-type: none"> - Maintenance of the compost agitator and other systems are complex and need a skilled mechanic or electrician - More costly than other composting technologies - Need for electricity on site

Option	Advantages	Disadvantages
	<ul style="list-style-type: none"> – Automatically does all the material handling while in the active compost phase so there is not a need for labor to manually mix the compost via a loader – Fully enclosed building with a biofilter to maximize odor control 	<ul style="list-style-type: none"> – Typically operated inside a fully enclosed facility with air handling systems

3.4.1 Compost Facility Objectives and Relative Ranking

To facilitate Warren County’s selection of the preferred composting technology, a two-part evaluation process was conducted.

Summary of the two-step process:

- Step 1 - The County and the Advisory Committee review and provided input on a list of compost facility objectives which is presented below. Relative weights of importance were assigned to each project objective, 1 being the lowest and 6 being the highest.
- Step 2 - Based on the County’s and Advisory Committee’s feedback, the relative importance (“ranking”) was be established for each objective, and GHD performed an analysis that compares alternatives against a numeric score.

The list of compost facility objectives and the relative rankings are presented in Table 3.11 below.

Table 3.11 Compost Facility Objectives

Objective	Overall Relative Ranking of Importance
Achieve process flexibility in terms of adaptability to a variety of organic waste inputs to the composting facility, this might include the ability for phased development / future expansion when/if needed.	4.75
Reduce the initial capital cost of construction even if it means selecting an alternative with lesser process flexibility, or marginal environmental control (i.e., cost is very important).	3.6
Reduce operational risk of downtime by simplifying the process operation with less equipment and/or providing more operational redundancy.	4.6
Achieve an appropriate level of environmental control, at least meeting minimum permit requirements, and producing a high-quality finished compost product for market sale and distribution.	5.0
Integrate the composting facility within the context of an existing site such as a municipal yard, seek a reduced operational footprint to be within site constraints.	4.6
Minimize the number of Full Time Equivalent (FTEs) required in the operation and maintenance of the compost facility.	3.5
Achieve an operating cost that is less than or equal to the current cost per ton for landfill disposal or incineration.	5.25

Appendix C includes a summary table of the listed project objectives and assigns relative scores to each composting alternative relative to typical perceptions of technology performance, taking into consideration Warren County priorities. A score of 1 (less effective or desirable), 2 or 3 (more effective or desirable) was given to the various criteria. The highest score revealed the best performing alternative.

The calculated overall weighted score for each composting alternative is provided in Table 3.12 below. The maximum available score is 88 points. As shown in the table, ASP, fabric-membrane covered ASP, and bioreactor composting systems resulted in comparable overall weighted scores. Containerized in-vessel and agitated bed technologies

scored lower because of the added facility cost and complexity of the systems. The turned windrow option resulted in a lower score due to the drawbacks associated with increased processing time and lack of environmental controls.

Table 3.12 Summary of Alternatives Comparison

Option	Preliminary Overall Score
Turned Windrow	56
Uncovered ASP	59
Container In-Vessel	58
Covered ASP	63
Bioreactor	62
Agitated Bed	52

Based on the results of this evaluation, aerated static pile, and covered aerated static pile were chosen to be analyzed further in this report. Although the bioreactor technology scored second highest in this evaluation, the required number of bioreactors for the anticipated throughput tonnages make this technology cost prohibitive. Turned windrow composting scored second lowest in this evaluation but may be an appropriate initial step into composting for the County due to the relatively low capital investment. This initial step could afford the County the opportunity to gauge community participation and could be modified into ASP or C-ASP in the future depending on actual throughput tonnages received. For this reason, turned windrow was also included in the evaluation.

3.5 Task 4: Evaluate Pilot Program Feasibility

Warren County recognized that long-term program sustainability is a key factor that can be informed through results and feedback gained through pilot programs. The outcome of pilot programs could suggest that the project being tested may not be feasible, and alternative options may want to be explored. Consistent and ongoing public education and outreach, along with community and stakeholder feedback is critical in the design and implementation of any new program, and a key indicator for a program’s long-term success.

Pilot Programs can help spark community interest, engagement, and awareness, inform the costs of full-scale implementation, and provide valuable lessons learned. The pilot program(s) could operate in parallel with the construction of a centralized composting facility, or other composting initiatives in the County.

3.5.1 Methods of Information Gathering

As input to this framework, GHD completed a desktop review of both operational and pilot-scale community-based household composting programs, including municipally sponsored approaches with a focus on programs operating in jurisdictions with similar characteristics as Warren County and located throughout New York State.

The following sections summarize different program approaches, highlights system strengths, limitations, best practices, case studies, high level program costs, and concept feasibility within Warren County.

3.5.2 Review of Residential Organics Programs

Composting of household organic waste can be undertaken in a variety of ways. The most suitable approach is largely influenced by a jurisdiction’s unique characteristics, such as population size, distribution of households, seasonal fluctuations, local availability of processing options, etc. The most common residential organics programs used throughout New York State include:

1. Backyard composting
2. Residential drop-off at a centralized location
3. Curbside collection

Each program approach has specific strengths and challenges, and requires varying levels of roles and responsibilities, financial commitment, and impacts on waste diversion.

3.5.3 Pilot Programs

Generally, a pilot program is used to test a practice and determine if the program is feasible before scaling up. Pilot programs help identify unforeseen challenges that may need to be addressed before a larger scale project is implemented. They allow for changes and refinement before full-scale roll out, which may incur more risk and cost for a municipality or private operator. Pilot programs are also useful for gaining public feedback, informing project costs, and financial planning.

3.5.3.1 Backyard Composting

Backyard composting is a common approach to household composting in which households process fruit and vegetable scraps and leaf and yard waste using backyard composting equipment. Residents are responsible for source separating their fruit and vegetable scraps and yard waste and adding it to the composter, where it requires regular turning, addition of water (depending on season and material inputs), and a balanced nitrogen (greens) and carbon (browns) ratio to ensure proper decomposition.

Backyard composting typically requires a smaller, 2-gallon kitchen bin, or “caddy”, in which residents collect source separated fruit and vegetable scraps, and some compostable paper, within the household and deposit into the composting machine on a regular basis. Backyard composters are not able to process compostable bags, and therefore these liners should not be used in household kitchen bins.

Common backyard composting equipment includes systems such as the Earth Machine, in which the resident must manually turn with a rake or shovel, or rotating/tumbling systems, such as the Jora composter, in which residents manually turn a drum. Backyard composting systems require regular turning by the household to maintain aerobic conditions and mitigate zones where materials are not undergoing aerobic decomposition. Backyard composting equipment is available in various sizes and can be selected depending on the expected volume of organics.



Figure 3-13 Earth Machine (left) & Jora Composter (right)

DIY backyard compost bins can be constructed using pallets, or even a more low-tech pile at the edge of the lawn.

These programs can be undertaken on a voluntary basis, in which the municipality can promote and encourage the sale of units to interested households for purchase at full or subsidized costs, or for free to encourage participation. This approach can be a low commitment for a municipality, aside from the coordination of unit sale and distribution, outreach, and education should the municipality choose to undertake this component themselves, and not partner with a local environmental organization.

Backyard composting can be done in both urban and rural settings and is a common option for rural municipalities where households are distributed throughout a large geographical area, and away from a town/city center. Households of this nature typically have the space to host a backyard composting unit and eliminates the need for longer and potentially challenging collection routes by hauler, in turn reducing potential greenhouse gas (GHG) emissions associated with hauling.

The rate of waste diversion may be lower in municipalities with backyard composting programs, as the program is voluntary based, and requires commitment and time, which may become a barrier for some users. In addition, backyard composting programs accept fewer categories of organics, and cannot process dairy, meat, fish, bones, oils, and fats. In addition, backyard composters do not typically accept certified compostable plastics, such as bags or cutlery. Coffee filters, soiled napkins, and paper towels can also be included.

Backyard composting requires a level of household responsibility, such as attention to the carbon and nitrogen ratios, and turning, and if not tended to properly, could lead to ineffective composting. There is a risk of odor and pests should the resident not comply with the guidelines of the equipment, such as the addition of additional “brown” material, or carbon, to balance the nitrogen ratio. This consideration is important as residents will be less inclined to continue with the program if it is not successful or inconvenient.

Winter conditions may present challenges to backyard composting. The County experiences winters with below freezing temperatures, though backyard composters can still be used, the food waste will freeze in the bin and once warmer temperatures return become biologically active. Some residents may find they prefer not to compost over these months and instead dispose of organics within the garbage over the winter months. Some residents may stockpile food waste in a garage or shed until spring.

3.5.3.1.1 Case Studies

Broome County

At the time of this study, backyard composting was currently being undertaken by Broome County, where the County offers the Earth Machine composter for sale year-round at the Broome County Landfill for \$45, along with educational materials on how to use it. Broome County is located approximately 200 miles from Warren County. With a population of 200,000, the County offers Earth Machine composters at cost to residents for \$45. Broome County purchases 1,000 Earth Flow composters for sale per year.

Broome County partners with local non-profits such as the Cornell Cooperative Extension, to provide educational resources for composting. The Cornell Cooperative Extension provides residents with educational workshops and demonstrations.

City of Albany

In 2021, the City of Albany, with a population of approximately 98,000, announced a unique three-pronged approach to household composting, where residents have the option to participate in any of the three types of composting programs. For the residents who elect for backyard composting, the city provides households with a free Earth Machine backyard composter, a kitchen scraps bin, wood chips, and educational materials. Residents who opt for this option are required to watch a video and take a quiz which will teach them what should and should not go in the backyard compost bin. Albany is working in partnership with the Radix Ecological Sustainability Center, a local non-profit, to educate and deliver the programs to residents.

Capital Region (Albany, Rensselaer, Schenectady counties and beyond)

The Zero Waste Capital District (ZWCD) is a coalition of organizations in New York State's Capital Region that deliver zero waste education and outreach. The Capital Region partners with ZWCD to promote a variety of community-based composting programs, such as backyard composting, and ShareWaste, an online international grassroots volunteer-run initiative which connects households and cafes to other nearby households with backyard composting operations, such as Earth Machines, vermicomposting, or animal feed. This provides households who may not be interested in operating a backyard composter themselves with an opportunity to compost their organics.



Figure 3-14 Broome County Earth Machine Brochure

The Capital Region also partners with the local non-profit, Cornell Cooperative Extension, to promote composting education, materials, and composting equipment (e.g., backyard composters) to residents who are interested in composting at home.

Ulster County Resource Recovery Agency

Ulster County Resource Recovery Agency (UCRRA) is a solid waste authority and public benefit corporation that manages solid waste generated in Ulster County. UCRRA holds an annual Compost Week sale in which a variety of composting equipment is procured in bulk and sold to Ulster County residents at reduced prices. Incentives such as free kitchen bins alongside Earth Machine backyard composters are used to promote participation. To support the backyard composting initiative, the UCRRA has a dedicated webpage with a variety of instructional videos, tutorials, and educational materials.

3.5.3.1.2 Lessons Learned

- Backyard composting can be undertaken for little cost.
- Backyard composting is an effective way to compost and reduce the amount of municipal solid waste being disposed of in a landfill.
- It is important that compost is finished before use in home gardens with edible products.
- If composting is done incorrectly, there is risk of odor and pest (vector) attraction.
- There is limited data collection available, and hard to track the success of the program.
- Backyard composting requires time and commitment in which some households may not be interested in investing.

3.5.3.2 Residential Drop-Off at Centralized Location

Counties may choose to coordinate or support residential organics drop-off sites, where residents are responsible for source separating their household organics and self-hauling to a centralized location that accepts the materials for composting, typically dropped-off for free or a small fee. The host or coordinator of the drop-off locations can vary, run by the municipality, local business, or non-profit, and locations can range from local farms, community gardens, markets, municipal transfer stations, recycling and reuse centers, libraries, community centers, or non-profit buildings. Locations can be managed by paid staff, volunteers, non-staffed, or even monitored remotely.

These locations may choose to compost on-site using in-vessel systems (e.g., rotating drum machines, Earth Machine, etc.), windrow systems, or other active or passive composting methods. The organization may also choose to consolidate the organics for transport to an off-site organics processing facility.

Households typically require a smaller, 2-gallon kitchen bins, or “caddy”, in which residents collect organics within the household, and later consolidate into a larger bucket, typically ranging from 5-13 gallons, which can be self-hauled to a location for drop-off. It should be clearly communicated to the household whether or not compostable bags are accepted in the program, and recommend households use paper liners in their kitchen bins. The types of materials accepted must also be clearly communicated and actively managed through ongoing outreach and education to households.

The County may wish to provide households with subsidized household kitchen bins, and educational materials and resources on acceptable/non-acceptable materials, and proper organics storage. Partnerships with local non-profits may also be explored in the delivery and distribution of educational information and household buckets. Most self-haul programs have a one-time or an annual enrolment fee which allows residents to deliver their food scraps to the drop-off program all year round, this is an additional benefit in cold climate areas because some residents discontinue backyard composting due to cold temperatures, snow, and freezing.

There were no County managed or centralized commercial organic waste composting facilities in Warren County. However, there was a variety of organic management programs in and around the County accepting residential and commercial organics that may have potential for a pilot self-haul program partnership, they include the following:

Transfer Stations: During the time of this study there was twelve municipally owned and operated transfer stations located throughout Warren County. Four of the twelve transfer stations accepted yard waste which is stockpiled and chipped into mulch. These transfer stations present an opportunity for municipal partnership in coordinating an on-site collection of residential organics and potential on-site composting program through windrows, in-vessel systems, aerated static pile, or other forms of composting. A benefit of smaller scale composting near existing transfer stations is that the facility is already permitted as an existing solid waste management facility.

Adirondack Worm Farm: The Adirondack Worm Farm is located in Kingsbury, Washington County, and it provides residents in Fort Edward, Fort Ann, Glen Falls, Hudson Falls, Lake George, Queensbury, South Glen Falls/ Moreau with weekly or bi-weekly curbside collection of organics. Organics are processed on site through vermicomposting and standard composting operations and they have the potential to form partnerships with the County as a residential drop-off site, or through the collection of pre-consolidated organics dropped off at a County owned location. The Adirondack Worm Farm has a free drop off location at the Greenwich Free Library, and partners with the library to provide public education, such as webinars with Q&A.

Other composting programs are operating in and around the County, such as SUNY Adirondack farm composting operation and Tamarack Compost (including large animal composting) in Washington County and present potential partnership opportunities for the processing of consolidated organics dropped off by residents. The Tamarack Composting operation currently accepts only farm mortalities and may require system adjustments or reconfiguration to process food scraps.

3.5.3.2.1 Case Studies

Town of Newcomb

In 2023, the Town of Newcomb in Essex County, was selected as the location for a new in-vessel, high flow drum composter as part of a USDA Rural Business Development Grant. The grant was awarded to Compost for Good and AdkAction to promote community scale compost business development in the North Country. There are currently four other community scale drum composters operating in the North Country.

The drum composter is located on site at the Town's transfer station and can accept hundreds of pounds of food and yard waste for processing within 14 to 28 days. The project accepts food waste from local businesses and institutions, such as the Newcomb Central School District and the SUNY College of Environmental Science and Forestry, as well as residential drop off. The drum is a relatively low cost in-vessel system and the composter's design is available on AdkAction's Compost for Good website for free and is able to be replicated by various local manufacturers. The first unit was installed at North County School in Lake Placid and is located in a building to facilitate year-round operation. See article from BioCycle.



Figure 3-15 In-vessel Drum Composter in the Town of Newcomb

City of Albany

The City of Albany has partnered with the Friends of Tivoli Preserve and the Radix Ecological Sustainability Center to provide two drop-off locations where residents can bring their food scraps for composting. At the locations, residents will find clearly labelled containers to collect organic materials with a City of Albany drop-off location sign. The sites include signage with instructions as to how to deposit scraps into the bins, and a listing of acceptable and non-acceptable materials.

Capital Region

The ZWCD promotes self-haul compost drop off sites, and coordinates volunteers. The Capital Region promotes the ZWCD's initiatives, including promotion of the free residential drop off programs at local community-based receiving facilities. There are currently nine organizations collecting residential food scraps for composting at conveniently located sites ranging from local farms, gardens, markets, and libraries.

The ZWCD also supports municipalities, such as the City of Albany, in writing and securing waste reduction grant funding, and secured funding of \$225,000 from the Food Waste Reduction grant from the NYS Department of Environmental Conservation.

New York City

The GrowNYC Compost Program established in 2011, currently operates 50 of the 200 food scrap drop-off sites in New York City. These locations serve approximately seven thousand regularly weekly customers and divert over 25 tons of organics from landfills each week. Most community drop off systems do not accept meat, dairy, or bones. GrowNYC created a website for customers with information on acceptable materials via flyers, with the opening hours at each location. This program is free, with an option to donate to the program.

In addition, in 2023, the New York City Department of Sanitation installed 250 Smart Composting Bins throughout underserved areas of New York City, which accept all food scraps, plant waste, and food soiled paper. The installation of the new fleet came after a successful year long pilot in 2021-2022. An interactive map is available online, where residents can find drop-off Smart Composting Bins closes to them. The Smart Composting Bins are accessible 24 hours a day, 7 days a week, using a free app available on smart phone devices. The Smart Bins are picked up on a regular basis and sent to various processing facilities, such as Staten Island Compost Facility, Nature's Choice in New Jersey, Newtown Creek Wastewater Treatment Plant for anaerobic digestion and Pine Island Farm digester in Massachusetts.



Figure 3-16 Smart Compost Bin in New York City

Onondaga County Resource Recovery Agency

The Onondaga County Resource Recovery Agency (OCRRA) operates two compost drop-off locations open to residents, landscapers, small-businesses, and commercial haulers that accepts food waste and yard waste. Residents are required to purchase a site pass to drop off compost and are required to unload the compost themselves into the correct areas. The site pass is an annual fee of \$25 and allows unlimited drop-off of yard waste and food scraps at the two compost sites, along with two free bags of premium compost.

Ulster County Resource Recovery Agency

Ulster County currently has eight community drop off locations throughout the County, including farmers markets and municipal transfer stations and recycling and reuse centers. The UCRRA promotes these services to Ulster County residents and provides a consolidated list with links to additional information on their website, along with a variety of composting educational resources.

The UCRRA owns and operates a large scale aerated static pile composting operation in Kingston, called the *Partners in Composting Program*, where they accept food scraps from large food generators, such as commercial and institutional facilities, and local municipalities. The program started as a pilot in 2012 and has since expanded. Businesses and municipalities are required to drop their organic waste at the site for processing.

Tompkins County

In Tompkins County, there are 15 existing drop-off sites, most of which are located in and around Ithaca, NY. Users can bring up to 10 gallons of food scraps, including paper napkins and towels, per day. The service is free of charge. Caddies and compostable bags are available free of charge from the Department of Recycling and Materials Management office, or at any drop-off site. Transportation containers are sold at the Recycling and Materials Management office for \$12. Drop-off sites are typically attended. The materials are brought to Cayuga Compost for processing using a turned windrow operation.

3.5.3.3 Lessons Learned

- Dedicated, trained staff are required to facilitate drop-off and operate the self-haul sites.
- Robust program promotion is needed that clearly communicates the benefits of composting to promote participation.
- Ensure drop-off location(s) are located centrally, and co-located with other services (e.g., library, market, transfer station, etc.) for increased access and convenience.
- Monitor program performance in each location and ensure sites can be easily moved. If a site is being underutilized, consider changing the location of the drop-off.
- Consult the public through online surveys and engagement to gain feedback and adjust program as required.
- If implementing an on-site composting system at a drop off location, ensure system is scalable, and can be adjusted to process more or less organics, as incoming quantity is being tracked so it could be referenced for a future compost facility.

3.5.4 Curbside Collection Pilot Program

The curbside collection of organics is explored at several municipalities throughout New York State. A community-based curbside organics collection program is a voluntary program in which a household enrolls with a local business or non-profit for weekly or biweekly collection. Household compost buckets are typically provided to the household for a minimal fee by the organization, or for free by the municipality to promote participation.

Curbside programs have the benefit in that they are convenient and require little time and no system maintenance. However, operational costs, monthly fees, and GHG emissions associated with the collection and transportation are often higher.

3.5.4.1 Case Studies

City of Albany

The City of Albany is working in partnership with the Radix Ecological Sustainability Center (Radix) to deliver a curbside compost collection program to residents. Radix picks up compost from households on a weekly basis via solar-charged electric cargo bicycle and tricycle, to eliminate GHG emissions associated with household collection. Households pay a monthly fee of \$20 to enroll in the curbside collection, and with support from several full-service food waste composting services. The City of Albany is able to provide the household collection bins free of charge. Each additional container is \$5 per month. Residents are responsible for their own bins and are required to clean the bin between pickups.

Collected food waste is transported to different locations within the City to be processed into compost, including the one-acre Radix educational farm in Albany's South End.

The City of Albany also provides free household compost bins to households enrolled in curbside pickup from the local business, FoodScraps360, which services the Capital Region ranging from \$22-\$33/month. FoodScraps360 also provides customers with one free 40lb. bag of compost to encourage participation.

City of Troy

In 2021, the City was awarded with \$88,425 from the USDA and the National Conservation Service's Community and Food Waste Reduction Project initiative. The City of Troy provides their residents with free curbside collection services from FoodScraps360 through funding acquired from a U.S. Department of Agriculture (USDA) grant. All composting costs, including set-up fees, bin and bag fees, and ongoing subscription costs are covered by the City for a two-year pilot program period.

City of Boston

In 2022, announced a curbside collection program that will include a maximum of 10,000 households, that is municipally funded. The food waste will be collected through a partnership between Garbage to Garden and Save That Stuff. The curbside collection will align with residents' scheduled trash and recycling collection days. Compost bin "starter kits" were delivered to residents that enrolled online. The starter kits include an onboarding manual, a roll of liners, kitchen bin, collection bin, and a magnet outlining what food scraps are and are not accepted in the program.

Adirondack Worm Farm

The Adirondack Worm Farm is located in Kingsbury, Washington County, and provides residents of the Towns of Glens Falls, Hudson Falls, Queensbury, Fort Edward, South Glens Falls/Moreau, Lake George, and Fort Ann with weekly (\$43/month) or bi-weekly (\$21.50/month) curbside collection of organics for a monthly fee. The service provides interested households with a 5-gallon compost bin, and organics are collected and swapped with a clean bin and transported back to the Worm Farm for processing via vermicomposting.

New York City

New York City currently has a curbside collection program that is voluntary and only available in select Community Boards in the Bronx, Brooklyn, and Manhattan. In 2023 and 2024, curbside collection will expand to all New York City residents in Brooklyn, Bronx, Staten Island, and Manhattan. There will be no sign-up required for the expansion of this curbside compost collection program. The compost will be collected on the same day as recycling.

Brattleboro, Vermont

The Town of 12,000 residents has offered curbside collection of food waste since 2013 and diverts 700 tons per year to a composting facility operated by Windham Solid Waste Management District. A pilot program of 150 households was conducted in 2012 and included a variety of collection containers donated by container manufacturers. Trash is collected every other week, and recyclables and food waste are collected weekly. The town utilizes pay-as-you-throw which requires that trash be put into 32-gallon bags that are purchased for \$3 per bag. There is no charge for collection of recyclables and food waste. The town has a residential recycling rate of approximately 65% and saves approximately \$40,000 per year due to the lower cost for composting than for trash disposal. Compost is donated to schools and community gardens. All schools in Brattleboro have food waste diversion programs.

3.5.4.1.1 Lessons Learned

- Incentives though discounted or a free month trial of collection services or free household bins to encourage residents to participate in the curbside collection program.
- Start in dense urban areas with more residential interest in composting then expand to additional areas.
- Ask for hauler input on potential routes for pilot programs.
- Communicate information clearly to avoid contamination.
- Provide convenient access to information.

3.5.5 Program Strengths and Limitations

The following tables below provide a summary of program strengths and limitations pertaining to each of the three programs.

Table 3.13 *Strengths and Limitations of Backyard Composting*

Strengths	Limitations
Minimal capital cost and operating costs by the County. The County is able to sell the units at cost or discounted, and distribute the educational materials provided by the equipment manufacturer.	Backyard composting requires ongoing care and system maintenance by the user.
No transportation is required, therefore there is no GHG emissions associated with backyard composting.	Household data on annual tonnage diverted is generally unavailable for backyard composting. Feedback surveys are given to residents after a certain amount of time to gather information.
Residents can use the compost produced in household gardens and landscaping.	Backyard composters cannot process meat, dairy, bones, and fats, and therefore these materials continue to be landfilled.

Table 3.14 *Strengths and Limitations of Drop-off Locations*

Strengths	Limitations
Co-located drop off locations, such as a community center, transfer station or market, may be more convenient and require no system maintenance by the user.	If processing will occur on site at a drop off location, the technology will require higher capital costs and ongoing system operation and maintenance, should the County choose to construct and operate a composting site.
Some level of collection data may be collected for self-haul sites, depending on the equipment used on site.	Self-haul systems have GHG emissions associated with the individual transport required to bring organics to the drop-off locations.
Drop-off sites support partnerships with local non-profits and small businesses, and may produce local employment opportunities.	Some self-haul systems cannot accept meat, dairy, bones, and fats, and therefore these materials continue to be landfilled.

Table 3.15 *Strengths and Limitations of Curbside Collection*

Strengths	Limitations
Curbside collection may suit residents who have limited time, space and interest in tending to a backyard composter. It is more convenient, requires less time and there is no system maintenance by the user.	Monthly fees for service can range from \$22 to \$45 per month which may be inaccessible to some households.
Curbside data is typically tracked at a household level by the collection agency, and therefore data may be more available to the County for ongoing tracking and metrics to determine waste diversion rates and monitor program performance.	Curbside collection may have GHG emissions associated with the collection and transport of organics.
Curbside collection typically accepts a wider range of materials, such as meat, dairy, bone and fats, and sometimes compostable bags and plastics, and therefore have higher rates of waste diversion.	High operational costs to the County.
Curbside collection supports partnerships with local non-profits and small businesses and may produce local employment opportunities.	Currently there are multiple waste haulers for the County.

3.5.6 Best Practices

A best practices review was performed to examine various approaches to household composting within New York State to identify key program elements for consideration in the County's future planning. Best practices have been categorized into program design, funding mechanisms, and education and awareness.

Program Design & Implementation

- Undertake community and stakeholder consultation in the design stage to understand community needs and barriers.
- Public consultation after the program is deployed might be helpful to gain feedback, raise awareness and answer any questions or squash misconceptions (odor, pests, etc.) at the onset.
- Design a robust education and awareness campaign prior to program launch and ongoing after program roll out.
- Join an existing program operated by local non-profits, businesses, or agencies.
- Partner with local non-profits, businesses or agencies in the design and delivery of new programs.
- Promote additional food waste prevention education and initiatives alongside pilot program.
- Launch program corresponding with other celebrations and events, such as Earth Day or Compost Awareness Week.
- For backyard composting, provide an in person educational session with live Q&A.
- Provide incentives to participation, such as free household compost bins, free bags of compost, or subsidized monthly collection fees.
- For self-haul programs, co-locate drop off sites with other events or services (e.g., market, transfer station, etc.)
- Deploy survey to participants after six months to gain feedback and evaluate performance.
- Create a complaint hotline to quickly resolve issues or concerns.

Funding Mechanisms

- Secure state and federal grants to support operational and capital costs for pilot.
- Implement a one-time or an annual enrolment fee for self-haul drop-off all year round.
- Municipality provides free household bins or caddies.

Education and Awareness

- Provide physical educational materials (e.g., brochure, fridge magnets, stickers, etc.).
- Communicate information using graphics, photos and when words are used, it should be in languages most spoken in the community.
- Design a dedicated County webpage with FAQ, instructional videos, quizzes, and printable materials. For self-haul programs, provide a consolidated list of drop off locations with a map, and links to additional information.
- Provide public access to a dedicated email address or hotline for ongoing composting information and support, typically undertaken by a non-profit agency.
- Partner with local non-profits to facilitate public workshops and webinars.
- Program progress should be communicated on an ongoing basis to keep people interested and engaged.

3.5.7 Estimated Cost of Backyard Composting

Two potential pathways to implement a backyard composting pilot program were explored in this study.

Backyard Composting Pathway 1: County-Led

The County could purchase backyard composters and household kitchen bins in bulk for sale to residents. The County could promote the program and hold an online sale of equipment. Distribute equipment at centralized location for resident pickup. This option should include one to two in-person workshops that are streamed and recorded online, educating residents on source separation, and instructing residents on how to set up equipment and ongoing system maintenance. The workshops should have a Q&A session.

Using Broome County as a proxy, the estimated cost of one backyard Earth Flow composter is \$45, when purchased in bulk (e.g., 1,000 units). The county may wish to start off with a pilot program of 1,000 households in the first year, and purchase 1,000 units at a time, costing approximately \$45,000.

Counties typically provide household kitchen bins for free to promote program participation. A 2-gallon kitchen caddy is approximately \$10 at cost. Should the County proceed with a pilot with 1,000 households in the first year, and purchase 1,000 units at a time, the estimated cost to provide free kitchen bins is \$10,000.

The Earth Flow machine comes with educational and instructional materials which can be distributed alongside the units at no cost to the County.

At the scale of a pilot program for 1,000 households, the County-wide promotion of the pilot program could be implemented by existing DPW team members supported by local organizations and therefore not require additional labor or full-time equivalents to administer the program. In addition, it is best practice to have an online platform, such as a website with FAQ, as well as a dedicated hotline or email address in which residents can reach out with questions, comments, and support, incurring additional labor. The estimated costs are conceptual, and there may be grant funding opportunities available for the pilot program.

Table 3.16 below presents the estimated capital costs of a backyard pilot composting program.

Table 3.16 *Estimated Costs of Pilot Program*

Materials	Total Cost
Backyard Composter	\$45-\$75
Kitchen Bin	\$10-\$20
Educational Materials	Free
Estimated Cost Per Household	\$55-\$95
Estimated Cost for 1,000 Households	\$55,000-\$95,000

Backyard Composting Pathway 2: Facilitated through Partnerships

The County seeks out local or neighboring non-profits such as the Adirondack Compost Education Council or the Zero Waste Warren County, who are already undertaking similar programs. These organizations will already have existing relationships with equipment vendors, online platforms for sale, and educational resources and plans in place. The County may be required to provide financial support to subsidize the equipment or provide household kitchen bins for free if grant funding is not available. Some local private entities might also be willing to contribute to the program in support of the community and their corporate sustainability initiatives.

3.5.8 Estimated Cost of Drop-off Locations

Two potential pathways to implement a self-haul to drop-off site pilot program were explored in this study.

Pathway 1: County Owned and Operated Drop-off Location(s)

The County may wish to establish County-owned and operated drop off location(s) at a site on county owned land, or in partnership with local municipal transfer station(s) already accepting leaf and yard waste. The self-haul program would be open to all residents in Warren County.

There were several assumptions when estimating the cost of the drop-off location pilot program:

- 360 L rolling carts, or 5 yard roll off bins and instructional signage, where residents drop off organics for temporary storage. The roll off bins or carts may then be collected by private hauler, or County staff, and transported to a local composting site or industrial organics processing facility.
- Residents may have to pay a small fee to drop-off their organics at the location.

- One part time operator to supervise the site, provide education, and coordinate the hauler pick up and transportation. It is assumed that the employee would work a 6-hour day with an hourly rate of \$20, the daily cost to employ one staff member would be \$120 per day for the 3-month duration of the pilot program.
- The County would be required to pay tipping fees associated with organics processing.
- The cost estimate assumes a 3-month pilot duration, pick up would occur weekly.

Table 3.17 presents the estimated cost of one County-owned and operated drop-off location.

Table 3.17 *Estimated Costs of Pilot Program*

Equipment	Total Cost ⁽¹⁾
(5-10) 360L rolling carts OR (1) 5 yard roll off bin	\$750-\$1,500 OR \$2,500
5-Gallon Collection Bin	\$10-\$15
Education Material	Free
Cost to Resident for Drop-Off	\$0 to \$15-25 annual pass
Employee	\$7,200
Hauler Fee	\$200/haul off-site
Tipping Fee ¹ .	\$0/ton (County owned) to \$60/ton
Total Cost	\$11,000-\$23,000 (360L Rolling Carts) \$10,000 (5 Yard Roll-off Bin)

1. Tipping fees and 5-Gallon Collection Bin costs not included in total cost.

As a second step, the County may wish to trial an on-site composting system at the drop-off location(s), such as County owned land or a municipal transfer station. A feasibility study would be recommended to determine the estimated quantity of incoming organics, the waste characterization, level of contamination (and pre-processing required), and the most appropriate technology/system to process materials on-site.

Systems could consider in-vessel machines such as Green Mountain Technologies Earth Flow, or other rotating drums, passive windrows, or aerated static pile composting. This pathway would require the proposed site to be reviewed to determine any barriers and regulatory requirements. The County would be required to develop an end use plan for the finished compost, which has potential to generate revenue should the product be sold.

The County may wish to provide drop-off services for free to all County residents with proof of residency or implement an annual drop-off pass ranging from \$15-25 that allows for unlimited drop offs to generate revenue to support the composting system.

Pathway 2: Drop-Off Site(s) Facilitated through Partnerships

The County may wish to engage in partnership with a member municipality, neighboring County, non-profit or businesses who are already undertaking self-haul drop off sites in other areas, to coordinate a self-haul drop off site within the County. These resources can be used to develop webpages and consolidated lists of drop-off sites and educational information. If the County partnered with an organization that has an interest in composting, they might be able to provide volunteers to run the drop-off location. All other assumptions remain presented above in Pathway 1 remain the same.

Table 3.18 presents the estimated cost of a partnered drop-off site.

Table 3.18 *Estimated Costs of Pilot Program*

Equipment	Total Cost ⁽¹⁾
(5-10) 360L rolling carts OR (1) 5 yard roll off bin	\$750-\$1500 OR \$2500
5-Gallon Collection Bin	\$10-\$15

Equipment	Total Cost ⁽¹⁾
Education Material	Free
(1-2) Employees	\$0
Hauler Fee	\$200/haul off-site
Tipping Fee ¹ :	\$0/ton (County owned) to \$60/ton
Total Cost	\$2,000-\$10,000 (360L Rolling Carts) \$2,500 (5 Yard Roll-off Bin)

1. Tipping fees and 5-Gallon Collection Bin costs not included in total cost.

3.5.9 Estimated Cost of Curbside Collection

The County has two potential pathways for implementing a curbside collection pilot program:

Pathway 1: County-Led Curbside Collection

The County could implement a curbside program where they would manage and collect organics via curbside collection.

There were several assumptions when estimating the cost of the curbside collection pilot program:

- This program would likely be voluntary. For this example and cost assumptions, it was assumed that the program would be offered to residents in Queensbury, but other locations may be found more suited for the pilot program implementation. It was assumed that the max participants for this pilot would be 2,000 households.
- The County would need to purchase their own collection vehicle or contact a universal private hauler to collect the organics.
- Each resident would need to be provided with a kitchen bin, curbside bin, and education materials.
- This pilot program was assumed to have the duration on 6 months. It is assumed that two employees would work a 8-hour day with an hourly rate of \$20, the daily cost to employ 2 staff members would be \$320 per day.
- There would be one day a week for collection.

This program would amount to the highest capital cost of all the programs mentioned. Considering the example of Troy, NY, the cost of the pilot could be about \$90,000 potentially reimbursed by a New York State grant.

Table 3.19 presents the estimated cost of a County-led Curbside Program with 2,000 households.

Table 3.19 Estimated Cost of Pilot Program

Materials	Unit Cost	Total Cost
Collection Vehicle (Rental)	\$500 per day	\$12,000 (one day a week collection)
Curbside Bins (5-gallon bin)	\$10-\$15	\$20,000 - \$30,000
Kitchen Bins	\$10-\$20	\$20,000 - \$40,000
Education Materials	Free	Free
1-2 Employees	\$7,700	\$7,700
Tipping Fees	\$0/ton (County owned)	\$0/ton (County owned)
Total Cost	\$8,300	\$60,000-\$90,000

Pathway 2: Collection through Partnerships

The County may wish to engage in partnership with an organics hauler and pay a tipping fee. The County could supply kitchen bins to the participating residents and subsidize the cost to participate in the program. This would reduce the cost of a curbside collection program because the county would not have to purchase a collection vehicle or hire employees for collection.

Table 3.20 presents the estimated cost of a County-led Curbside Program with 2,000 households.

Table 3.20 Partnership - Curbside Collection Pilot Program

Materials	Unit Cost	Cost
Curbside Bins (5-gallon bin)	\$10-\$15	\$20,000 - \$30,000
Kitchen Bins	\$10-\$20	\$20,000 - \$40,000
Education Materials	Free	Free
Hauling Fee ¹	\$200/haul	\$200/haul
Tipping Fee ¹	\$60/ton	\$60/ton
Total Cost	\$20-\$35	\$40,000-\$50,000

1. Hauling and tipping fees not included in total cost.

Pathway 2: Collection through Partnerships

The County may wish to engage in partnership with non-profits or businesses, this option would be open to all business and non-profits in the County. The Adirondack Worm Farm currently offers a curbside collection program to residents in the County for a monthly or annual fee. The Adirondack Worm Farm supplies each resident with a kitchen bin and curbside bin, the curbside bins are replaced with a clean bin upon pick up. The County could meet with the Adirondack Worm Farm to see if they would be interested in expanding the curbside collection to more residents and the County could assist in expanding this program. Expanding the current operation may include the addition of a collection vehicle, kitchen bins, curbside bins, and additional staff for the operations.

3.5.10 Potential Partners

The County may wish to engage with the following non-profits, organizations, and businesses to explore potential pilot program partnerships. The County would need to contact the non-profits, organizations, and businesses to see if they would have interest in providing funding, advertising, or assisting in educating the community of future compost pilot programs.

3.5.11 Funding Opportunities

Gaining resources through grant program funding is an effective method to provide supplemental support and ease the burden of costs required to pilot new organics programs. There are various community grant programs available in New York State to support local governments and organizations in their efforts to reduce and divert waste. Below presents some grant opportunities that the County could consider following this study.

The **New York State Pollution Prevention Institute (NYSP21) Food Waste Reduction and Reimbursement Program** is a reimbursement grant program for NYS businesses or non-profits that generate, haul or recycle large amounts of wasted food and scraps with the goal of reducing the amount of wasted food and food scraps sent for disposal at a landfill or incinerator.

The NYSP21 Community Grants Program is available for non-profits, institutions, and local governments in NYS. It will be used to fund community-based pollution prevention programs including research, education, outreach, implementation, and training.

The **NYS Department of Environmental Conservation (DEC)** has municipal funding for Food Scraps Recycling Initiatives. The goal of this grant program is to assist municipalities in starting or expanding municipal food scrap recycling programs. Approximately 2 million dollars is available for funding of municipal food scraps recycling initiatives. The first 1 million dollars will prioritize eligible projects that dedicate at least 50 percent of the total requested funding to serving environmental justice communities.

The **NYS DEC Municipal Waste Reduction and Recycling (MWRR) State Assistance program** is a state assistance program for waste reduction, recycling, and household hazardous waste. For eligible costs, there is a 50 percent reimbursement rate. Organic Management Projects are under this state assistance program.

The **United States Department of Agriculture (USDA) Office of Urban Agriculture and Innovative Production (OUAIP)** offers funding under the Compost and Food Waste Reduction Cooperative Agreements (CFWR). This funding will be used to fund pilot projects that develop and implement strategies for food waste reduction and compost plans.

- In addition, the USDA recently announced the availability of up to \$9.5 million for Compost and Food Waste Reduction (CFWR) pilot projects for fiscal year 2023. The deadline to apply was June 15, 2023.

3.5.12 Pilot Program Summary

Backyard composting could be a good fit for some of the remote rural communities in Warren County where the hauling distance may create barrier and deter participation. Warren County should continue to support the use of backyard composters in the community.

Implementing a pilot that requires the source separation of the same categories of organics that will be accepted at the potential future facility is recommended, so residents understand what can and cannot be accepted.

Given the County's current waste management practices, curbside collection of organics would be difficult due to the availability of local haulers with the ability to provide this service. During this study there were six private haulers in the County. A curbside pilot program could be subsidized through grant funding, but the long-term maintenance of the program would require changes to the current fees paid by households.

Curbside collection provides greater access and participation to a wider range of residents, therefore, higher rates of contamination may result, which the County would like to avoid in order to produce high quality compost. A County-led curbside collection system has the greatest capital cost for the County, and managing cost is a main concern for the County.

After discussing with the County and Advisory Committee, as well as taking into consideration the survey results, it appears that the most suitable pilot program for the County would consist of a self-haul program to one to four centralized drop-off sites. The County may wish to develop an on-site composting system at one site following some initial data on organics received (quality and quantity). Locations for drop-off sites that seem viable include a Glen Falls Farmers Market or a suitable municipal transfer station, which could also receive organics collected from other smaller sites (e.g., markets, libraries, other transfer stations, etc.) for processing.

Aerated static pile composting, or containerized in-vessel composting, are relatively simple applications that can usually be scaled up or down. The County could implement a pilot-scale composting facility in addition to the drop-off location at an existing solid waste transfer station under the Registration criteria of 6NYCRR Part 361. In addition, the County may consider partnerships with local organizations already providing compost education and awareness.

In preparation of a pilot program, the County should pursue grant funding and develop a plan for the pilot program. This is a recommended action of this OMP.

3.6 Task 5: Evaluate Composting Facility Feasibility

Based on the County's feedback on the assessment of compost technologies, GHD further evaluated the feasibility for a centralized composting facility. The County and the Advisory Committee chose three potential technology alternatives for the County, Turned Windrow, Uncovered Aerated Static Pile (ASP), or Covered Aerated Static Pile (C-ASP), the potential cost of these alternatives was determined. Additionally, the regulatory requirements for a solid waste facility, potential project delivery methods, and business models for a compost facility are presented in the following sections.

3.6.1 Facility Size

Based on the estimated organics that could be composted, GHD evaluated a phased approach for the sizing of the composting facility for the County to optimize initial capital investment and take advantage of the modularity of composting technology. Therefore, two “Design Points” were considered, and each point represents a phase of the composting facility development. Design Point 1 represented an initial investment that will be sized to handle approximately 10,000 tons of organic wastes per year. This estimate was based on the 2022 landfill disposal data provided by the County and includes the additional waste from large generators within 25 miles of the proposed facility locations. In 2022, private haulers disposed of approximately 73,000 tons of waste to landfills or the Hudson Falls waste-to-energy Facility. Of the total waste disposed, it is estimated that nearly 30% is compostable, which is approximately 22,000 tons of compostable waste. GHD assumed that 35% of the total compostable MSW would be disposed at a composting facility to account for variable community participation, which equates to a total capacity of 10,000 tons per year.

Using the New York State Pollution Prevention Institutes (NYP2I) Organics Locator online platform, the large generators within 25-miles of the proposed site locations were identified in reference to the New York State Food Donation and Scraps Recycling Law, effective January 1, 2022, under which businesses and institutions that generate an annual average of two or more tons of food scraps per week must: (1) donate excess edible food, and (2) recycle all remaining food scraps if they are within 25 miles of an organics recycler with excess capacity. The locator provides the facility name, location, and estimated tons of waste per week. There were 27 locations identified for location 1 and 32 locations identified for location 2 within 25 miles of each site that produced over two tons per week. The attached Figure 1 shows the large generators surrounding each proposed site location. The estimated quantities were added to the estimated total compostable waste from the 2022 hauler data to estimate the total tons per year (i.e., Design Point 1).

As presented in the Existing Conditions Report, the estimated quantity of organics wastes that might be available for composting in Warren County was estimated to be approximately 115 tons per day. This quantity was based on the 2021 Local Solid Waste Management Plan (LSWMP) prepared by the County. The County has not performed any waste characterizations at the transfer stations; therefore, the estimate was based solely on the New York Department of Environmental Conservation (NYSDEC) future waste generation estimates. The estimated waste quantity of approximately 115 tons per day will act as Design Point 2, this value does not include large generators. Design Point 2 represented the total estimated compostable waste within Warren County with every resident composting their organic waste. This was a potential future condition, and therefore not evaluated in this OMP.

Table 3.21 presents the organic waste estimates for each Design Point.

Table 3.21 Estimated Quantity of Organic Wastes to a Centralized Composting Facility in Warren County

Organic Waste Type to Compost	Design Point 1 Est. Quantity ¹	Design Point 2 Est. Quantity ¹
Food Waste	2,100 tons per year	6,000 ² tons per year
Yard Waste	1,600 tons per year	4,600 tons per year
Wood	1,000 tons per year	2,600 tons per year
Other Compostable Paper	1,900 tons per year	5,400 tons per year
Additional Woody Amendment (estimated for bulky food waste) ³	1,900 tons per year	5,400 tons per year
Water to be added to feedstock	1,400 tons per year	4,000 tons per year
Estimated Potential Composted Organic Waste (tons/year)	10,000 tons per year	24,000 tons per year
Estimated Potential Composted Organic Waste⁴ (tons/day)	~48 tons per day	~115 tons per day

1. Estimated Quantities were rounded for simplicity.
2. NYSDEC estimated 12,000 tons per year of food waste generated, it was assumed that 50% is diverted to a compost facility.
3. Depends on bulk density and moisture content of other feedstocks.
4. 4 days per week, 52 weeks per year

Design Point 1 was chosen for the conceptual system sizing and site layout, to best align with Warren County's project objectives. Design Point 1 would result in a smaller facility and lower initial capital investment. Due to the uncertainty of residential participation in composting, Design Point 1 considers approximately 35 percent of the total compostable MSW to be received at a compost facility. Design Point 2 may be further evaluated in the future, and will allow for the opportunity to size the technology expansion according to future waste management needs and community participation in the composting program. This would also allow for the future expansion to take advantage of improvements to composting technology that are developed over the next several years.

3.6.2 Potential Facility Locations

The DPW identified two potential site locations for the composting facility which are identified on Figure 1. Site suitability at the conceptual stage was evaluated based on desktop review. Should the County elect to move forward with a composting facility at any of the below locations, additional environmental review would be completed as part of the State Environmental Quality Review Act (SEQRA).

1. Location 1 is a residential commercial area, there are a few residential homes with undeveloped forested land surrounding the site. Additionally, there are commercial facilities located North of the proposed site. It is located within zoning section for Residential Commercial Medium Density-1 (RCM-1) in the Town of Lake George. Using the NYSDEC Environmental Resource Mapper (ERM, or "mapper") the waterbodies, wetlands, rare plants or animals, etc. could not be identified for the area. It was determined using the mapper that there were no site constraints due to environmental resources.
2. Location 2 is in the town of Queensbury, in a commercial and industrial area. This location is under the zoning section Commercial Light Industrial (CLI) for the Town of Queensbury. To the East of the site location is residential housing, South of the site is commercial and industrial businesses. There is unused, forested land to the Northwest of the site. This site location was used to determine the 25-mile radius for the large generators, this location is a centralized location within the County and captures the greatest number of large generators, compared to Location 1 and Location 2. Using the mapper, it was determined that there are no apparent site constraints resulting from NYSDEC mapped environmental resources at this location.

DPW will engage the input of the local planning boards with respect to zoning and planning approvals associated with the development of a possible composting facility at the above locations.

3.6.3 Compost Facility Overview

All three composting technologies alternatives follow the same general composting process as depicted in the block diagram below. The feedstock annual tonnages are included below each feedstock material and correspond to the Design Point 1 total annual tonnage (10,000 tpy). Daily finished compost quantity is estimated at 70 CY/day for all three composting technologies. Each stage of the composting process included an anticipated duration and associated volumetric loss, as the material experiences decomposition under the various processing steps. The primary volumetric loss is attributed to screening of non-processed organics from finished compost, after it has been through the composting process. The screened organics can be reintroduced at the beginning of the process as bulking/amendment material or disposed of at a landfill along with the screened-out inorganics.

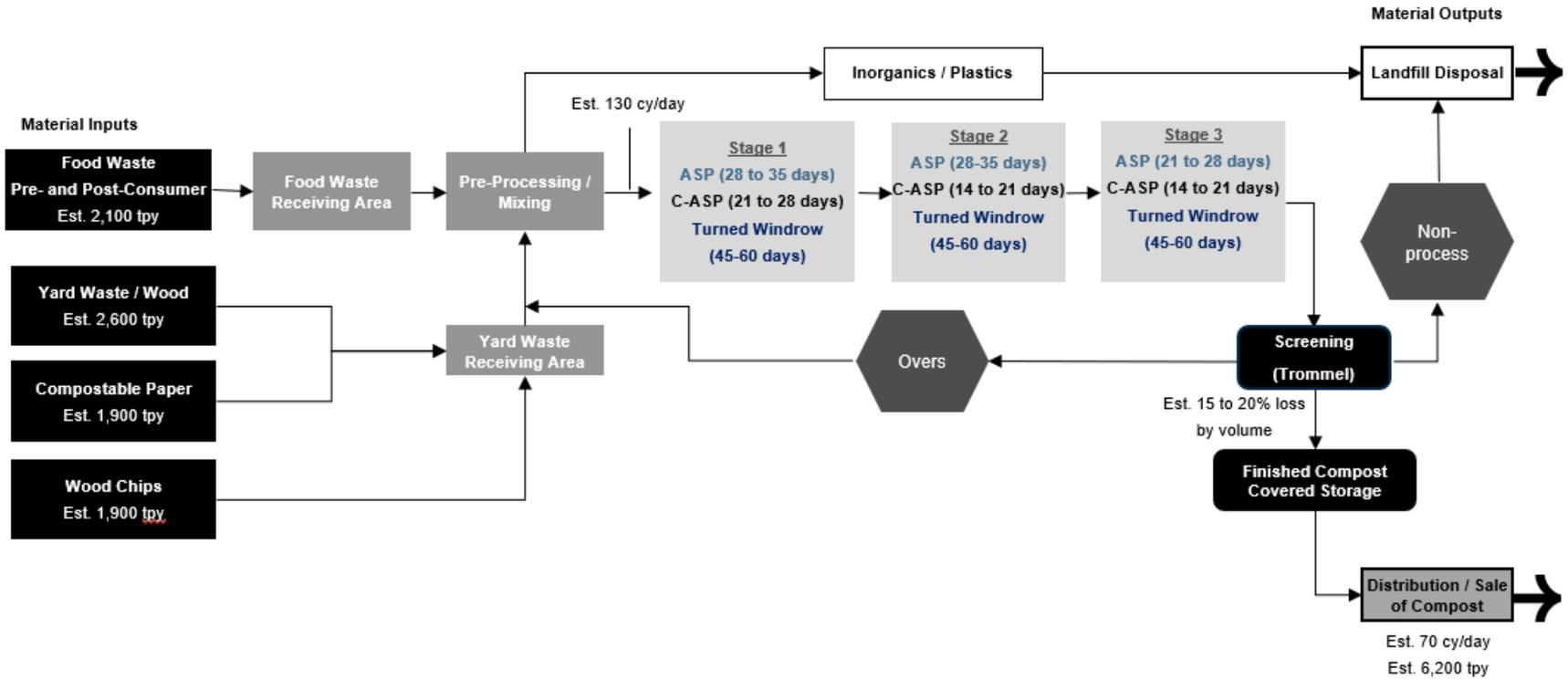


Figure 3-17 Block Flow Diagram for Composting Technologies

3.6.4 Conceptual Site Layouts

Two sites were identified as potential locations for the compost facility within Warren County (see Section 3.6.1.1 above, and Figure 1). The County suggested that the site location not be selected during this study to maintain open options and continue evaluation of preferred alternatives for the County.

Due to the uncertainty of which site may be preferred, a generic site layout was prepared for the facility and included in the attached Figure 2. This generic site layout could be tailored to whichever site is eventually chosen and is meant to illustrate the general facility layout.

ASP and C-ASP composting technologies are similar in process, and therefore the site layout presented only differs slightly between the two. The ASP technology is anticipated to require two additional bunkers than the C-ASP due to slightly slower processing times of feedstock into compost.

The turned windrow option requires no technology outside of a front-end loader or windrow turner (suggested) which are used for turning the piles. No electricity is required, so a turned windrow site could be implemented at open areas available to the County and sized based on quantities of feedstock received. Windrow piles are typically 4 to 8 feet in height with a width of 14 to 16 feet. Based on Design Point 1 throughput tonnages (i.e., 10,000 tons per year), it is estimated that 12 windrows would be required at 7-foot tall by 15-foot wide.

3.6.5 Site Utilities and Features

For planning purposes, the required site utilities and features for the composting facility are identified below. Following selection of the preferred site location for the composting facility, the details of utility connections and stormwater management strategies can be further evaluated.

Electric Service

Both ASP and C-ASP would require electrical service to run the blower systems and the facility scales and office trailer would also require electricity. The facility development plan would include a new electrical service via an overhead service to a main electrical panel. Separate sub-panels would be utilized to extend electrical distribution to the blower systems at the aeration pad, the scale and office trailer, and site security lighting via buried conduits. The intent is to minimize overhead interferences and electrical poles on site.

Water Service

Water service would be required for the facility for water addition to the feedstock to achieve the desired bulk density. The town of Lake George has a limited water distribution network that is not within the vicinity of the proposed sites. Therefore, it is envisioned that a water supply well would be required to be installed for the facility.

Sanitary

Site sanitary could be managed by a septic tank and leach field, or portable sanitary facilities.

Leachate Management

For ASP and C-ASP systems, leachate is collected from the bunkers in trenches and directed to an underground storage tank via piping. The leachate storage tank would be vacuum pumped out as required with leachate being disposed of at a wastewater treatment plant. C-ASP is anticipated to generate less leachate than the ASP option because the covers provide a barrier which diverts stormwater off the piles.

Stormwater Management

Operations would need to comply with a stormwater management plan for the site. A site-specific Stormwater Pollution Prevention Plan (SWPPP) would need to be prepared for the construction phase to outline erosion and sediment control measures to be implemented during construction activities. The SWPPP would identify stormwater

management features that would be required to account for the increase in impervious area and to meet the requirements of the SPDES General Permit for construction discharges.

Scale System

A scale system would be included with the facility for tracking customer weights and transactions. An automated system is envisioned for this facility that would dispense tickets to the customers at the scale and record the transaction data to a computer system in the office trailer.

Office Trailer

The facility would include an office trailer located near the entrance and scale systems. The office would serve for administrative purposes associated with the facility.

3.6.6 Cost Considerations

At a conceptual level of detail provided for this report, potential constructed quantities were assumed from typical expectations in reference to projects of similar size, scale, and complexity. Costs were referenced to typical local price indices given the project location and previous project experience.

As the design is conceptual at this stage, detailed construction and operating cost estimates have not been prepared. Even still, the costs presented below may support budget planning efforts and are meant to provide a range of expected costs for comparing the different composting technologies. Vendor input was received for the conceptual costs of both in-vessel technologies presented.

Cost estimates were developed based on the Design Point 1 throughput tonnages (10,000 tpy). All three of the composting technologies presented in this report provide modularity and the ability to expand their capacity size as required in the future. A summary of the conceptual capital and operating costs for the different composting alternatives are presented in Table 3.22.

A detailed breakdown of the costs presented in Table 3.22 are included in Appendix D.

Table 3.22 Budget Costs Summary

Composting Method	Capital Costs (USD, 2023)	Operating Costs (USD / Year)	Operating Costs (USD / Ton)
Turned Windrow	\$600k - \$1.5M (turner)	\$390,000 - \$500,000	\$39 - \$50 per ton
ASP	\$2M - \$4.6M ¹	\$450,000 - \$560,000	\$45 - \$56 per ton
C-ASP	\$3M - \$4.8M ¹	\$490,000 - \$600,000	\$49 - \$60 per ton

1. Estimated cost range depending on level of technology selected.
2. Equipment costs are excluded from the capital estimate.
3. Costs include 20% contingency (conceptual).
4. Capital cost does not include other equipment.
5. Not based on a specific site, site was not selected during the study.

3.6.7 Conclusions on Suitability of Compost Technology

The turned windrow option presented the lowest capital investment but offered limited environmental control and had slower processing times; The slower processing times demand additional windrows and a larger site footprint compared to ASP or C-ASP. This option could be taken as an initial low investment step to gauge community participation in composting and could be introduced in a relatively small area to begin with.

Both ASP and C-ASP systems have demonstrated success at processing compost at and above the anticipated throughput tonnages for Warren County and could be integrated into the proposed site locations. The major drawback with the ASP system is the reduced environmental control over odor and blown litter, which is a primary concern for the County. Given the incremental increase in capital and operating costs, the C-ASP system is the preferred option for the facility. C-ASP systems are widely used for composting across a variety of feedstock waste streams including

post-consumer compostable goods. C-ASP systems have reliable performance due to the optimized composting conditions provided by the combination of aeration, moisture retention, and heat entrapment by the cover. Environmental control is provided by leachate collection, fugitive emission and odor control, and litter containment beneath the cover.

3.6.8 Permitting

The proposed Compost Facility shall be in compliance with all applicable Federal, State, and Local codes. In addition, the proposed Compost Facility shall be in compliance with all applicable NYSDEC 6 NYCRR part 360 Solid Waste Management Regulations. Given that the site development will exceed one acre, it is anticipated that coverage will be needed under the SPDES General Permit for Stormwater Discharges from Construction Activity.

Permitting for this facility would specifically fall under 6 NYCRR Part 361-3 regulations for Composting and Other Organics Recycling Facilities and require a permit application to NYSDEC. The permit includes design and operating requirements largely related to environmental controls such as protection of water, leachate management, odor management, and source control for accepted feedstocks. The permit also includes requirements for finished compost quality. Both technologies evaluated in this report are capable of being operated in a manner to meet the permit requirements and produce acceptable finished compost quality.

3.6.9 Business Models

Business models help in making marketing decisions and projecting expenses and revenues for a facility. There are several aspects to a business model that Warren County should consider when developing a business model for a compost facility in the County, a good business model would ensure the success of the facility.

Partnerships

The County may wish to explore potential partnerships with the following non-profits, organizations, and businesses that are currently involved in composting initiatives or those that are interested in composting efforts. Other municipalities in New York State have realized benefits of partnering with local community entities. These organizations may be able to help encourage community participation by marketing and providing public outreach and education opportunities.

The County may wish to explore potential public-private partnerships, the county could provide the land for the compost facility and a private developer could finance and operate a compost facility on the property provided by the County. The County could release a request for proposals for a composting facility and determine a partnership with a business or organization that responds with a proposal to design, construct, and operate the facility.

Materials Accepted

Many compost facilities only accept certain materials, this helps ensure the quality of compost and reduce contamination at the facility. Many facilities accept food scrap material such as fruit, beans, coffee grinds, coffee filters, bread, eggs, dairy, fish, grains, vegetables, etc. and yard waste material such as garden waste, sticks, small tree limbs, etc. Some accept compostable products and paper products, but many facilities choose not to accept these items to minimize the chance of contamination, plastics, or non-compostable items entering the facility, resulting in a high-quality compost. High quality compost will interest local farmers, landscapers, businesses, residents, etc. to purchase the finish compost, bringing revenue to the facility.

Expenses

There are many expenses when constructing a compost facility. Initial investment will be needed for land cost, equipment, tools required for maintenance, trucks, heavy machinery, labor costs, fuel consumption costs, etc. After the facility is operational there will be ongoing expenses to operate the facility such as, fuel consumption, marketing, labor, utilities, maintenance, etc. to ensure the facility is operating as designed. The County will need to apply for grants to cover some of the initial investment, but the additional costs and maintenance cost will need to be obtained

by additional sources of revenue. Expenses will need to be considered by the County when determining the technology for the design and construction of the facility and an assessment on how to cover operational expenses in future years will need to be included in a business model for the facility.

Potential Revenues

The business model will need to include rates for residential drop-off, commercial drop-off tipping fees. These rates will be determined based on the revenue needed to keep the facility operational and cover capital costs. Most compost facilities charge a separate fee for residential versus commercial users. Some facilities allow free drop-off to residents while others charge a small annual fee for residents to bring an unlimited amount of food scraps and yard waste to the facility for \$20 to \$30 per year. Commercial rates vary depending on material brought to the facility, food scraps tipping fees are approximately \$25 to \$30 per ton and yard waste is approximately \$40 to \$50 per ton. These fees will need to be evaluated after the facility is designed and the overall operational cost is determined.

An additional source of revenue is the composted material, facilities may wish to sell bagged compost, bulk compost, or mulch. There is typically a residential rate and a commercial or non-residential rate for the products. Facilities may allow residents a certain amount of compost or mulch for free if the resident shovels the materials themselves or it may be included in the annual pass the resident purchases every year. If the residents want additional compost or mulch or for the material to be loaded into their vehicles, they typically are charged a fee of \$15 to \$20 per yard for compost, \$5 per bag of compost, and \$15 to \$20 per yard of mulch. Commercial or non-residential rates are approximately \$20 to \$25 per yard of compost, \$5 per bag of compost, \$20 to \$25 per yard of mulch. Bulk quantities of the materials are loaded by the facility into the vehicle and the customer must purchase typically more than 100 yards of compost or mulch within 30 days. Bulk rates are approximately \$15 to \$20 per yard for compost and \$15 to \$20 per yard of mulch. It is essential for a compost facility to sell their materials to generate revenue for operational costs of the facility.

3.6.10 Project Delivery Methods

There are many project delivery methods that Warren County could consider when exploring potential partnerships. Below is a summary of potential project methods for the County to consider. There are others, too, which could be entertained based on the County's constraints and opportunities to own/operate their own facility.

Design-Bid-Build

Design-bid-build is one of the most widely used project delivery methods. This is a linear process where one phase is completed before the next. The owner contracts with separate entities for design and construction. The operations and maintenance for the project is contracted separately or completed by the owner.

Table 3.23 presents the advantages and disadvantages of design-bid-build project delivery method.

Table 3.23 Advantages and Disadvantages of Design-Bid-Build

Advantages	Disadvantages
Best for traditional projects with low risk	Procurement of designer, contractor, contract administration
Owner maintains input on design	Lack of scope definition or changes may incur cost variations
Defined construction scope and schedule	

Build-Own-Operate

In this project delivery method, the owner sells to a private sector party the right to construct a project according to agreed design specifications and to operate the project and maintain the capital infrastructure. The private party owns the project and would not have to transfer back to the owner unless it was agreed upon.

Table 3.24 presents the advantages and disadvantages of build-own-operate project delivery method.

Table 3.24 Advantages and Disadvantages of Build-Own-Operate

Advantages	Disadvantages
Early fixed cost certainty	Lack of scope definition or changes may incur cost variations
Design and execution risk transferred to Contractor	Loss of design control- may result in operational compromise
Interface with contractor only, interface with designer minimized	Risk premium cost
Potential to have Contractor arrange for funding	If financing arranged by Contractor, additional premium

Design-Build-Finance-Operate

This is an example of a design-build-finance and operate model which is a public-private-partnership (P3). The owner contracts with a single entity for design, construction, and operation and maintenance of capital infrastructure. A contractor would be responsible of the facility for a designated period, which is usually during the construction phase of a project. Then the control would be transferred to the owner or subsequent operator to operate the facility.

Table 3.25 presents the advantages and disadvantages of design-build-finance-operate project delivery method.

Table 3.25 Advantages and Disadvantages of Design-Build-Finance-Operate

Advantages	Disadvantages
Early fixed cost certainty	Lack of scope definition or changes may incur cost variations
Design and execution risk to transferred	Loss of design control- may result in operational compromise
Interfere with contractor only, interfere with designer	Risk premium cost
Partial or full funding by contractor	Additional premium for financing arranged by contractor
Shorter term financing, potential for less cost	
Operations by owner or separate contract	

4. OMP Roadmap

GHD prepared a roadmap for the OMP, this roadmap in Figure 4.1 is an overall timeline for major activities that will need to be completed. This roadmap is based on a 3-year time interval but can be revised based on the County’s progression and needs throughout the OMP and implementation of a compost facility. The Roadmap is to be viewed as a Living Document requiring frequent review and update as the program moves forward.

Preliminary Roadmap

2023		2024				2025				2026			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

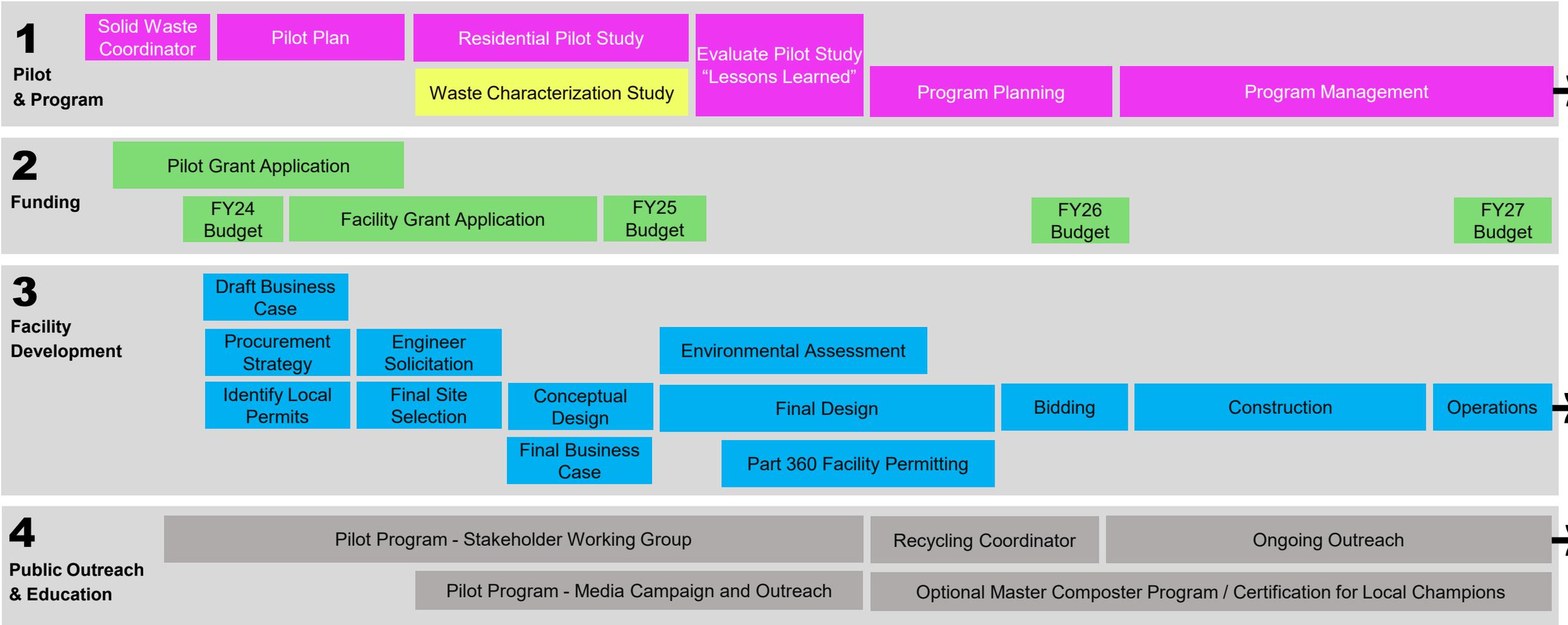


Figure 4-1 Preliminary Roadmap

5. Conclusions and Recommendations

This report, as an OMP, has outlined three composting technologies considered for a centralized composting facility. The options included (1) turned windrow, (2) aerated static pile, (3) covered aerated static pile. These technologies were chosen based on their potential to achieve the key project objectives established by discussions with Warren County and the Advisory Committee.

A Design Point 1 of 10,000 tons per year of total feedstock processed was utilized for conceptual system sizing. This design point considered 35 percent of the total compostable MSW for the County. This would result in lower initial investment from the County and the ability to maintain a smaller facility as residents begin composting initiatives. Design Point 2 would lead to an expansion of a facility, this represented a future estimate if all of residential MSW was brought to the facility.

The turned windrow option presented the lowest capital investment but offers limited environmental control and has the slowest processing time. Both ASP and C-ASP systems have demonstrated success at processing compost at and above the anticipated throughput tonnages for Warren County. C-ASP systems have a reliable performance and the most environmental controls due to the cover. This would be the recommended system for Warren County based on the objectives for the facility.

Prior to the construction of a centralized composting facility, Warren County will want to conduct a pilot program. There were three pilot programs discussed in this study, (1) backyard composting, (2) drop-off locations, (3) curbside collection programs. Based on the results of the community survey and discussions with the County and Advisory Committee it was determined that drop-off locations would be the best pilot program for the County. The County would choose 1 to 4 locations where residents could drop off their organic waste. The organic waste would then be brought to an operating compost facility, or the County could pilot a small-scale composting system on site to process the organic waste for residential use. The pilot program would help spark community interest, engagement, awareness, and inform the costs of a full-scale implementation, as well as provide the County with valuable lessons learned.

Considering the residents support for composting initiatives, the County could begin implementing the pilot programs within a year as they prepare for the implementation of a centralized facility. The roadmap presented in this report will aid the County in progressing the design and construction of a centralized facility within the next three years.

5.1 Preliminary Recommendations

As suggested next steps, GHD recommends Warren County:

- Hire a Solid Waste Coordinator, and a Recycling coordinator is recommended by fiscal year 2025
- Pursue grant applications for the 6-month pilot (estimated to be <\$270k) and infrastructure (estimated to be \$2M to \$4.5M)
- Implement the pilot program in 2024, including a waste characterization study
- Explore partnerships for privatized operations, e.g., a Request for Expression of Interest or Request for Qualifications (RFQ) and/or Request for Proposals (RFP)
- Finalize the municipal business case, including market assessment for finished compost
- Consider expanding County support of local composting initiatives (e.g., outreach and engagement)

Attachments

Attachment 1

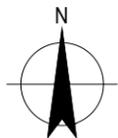
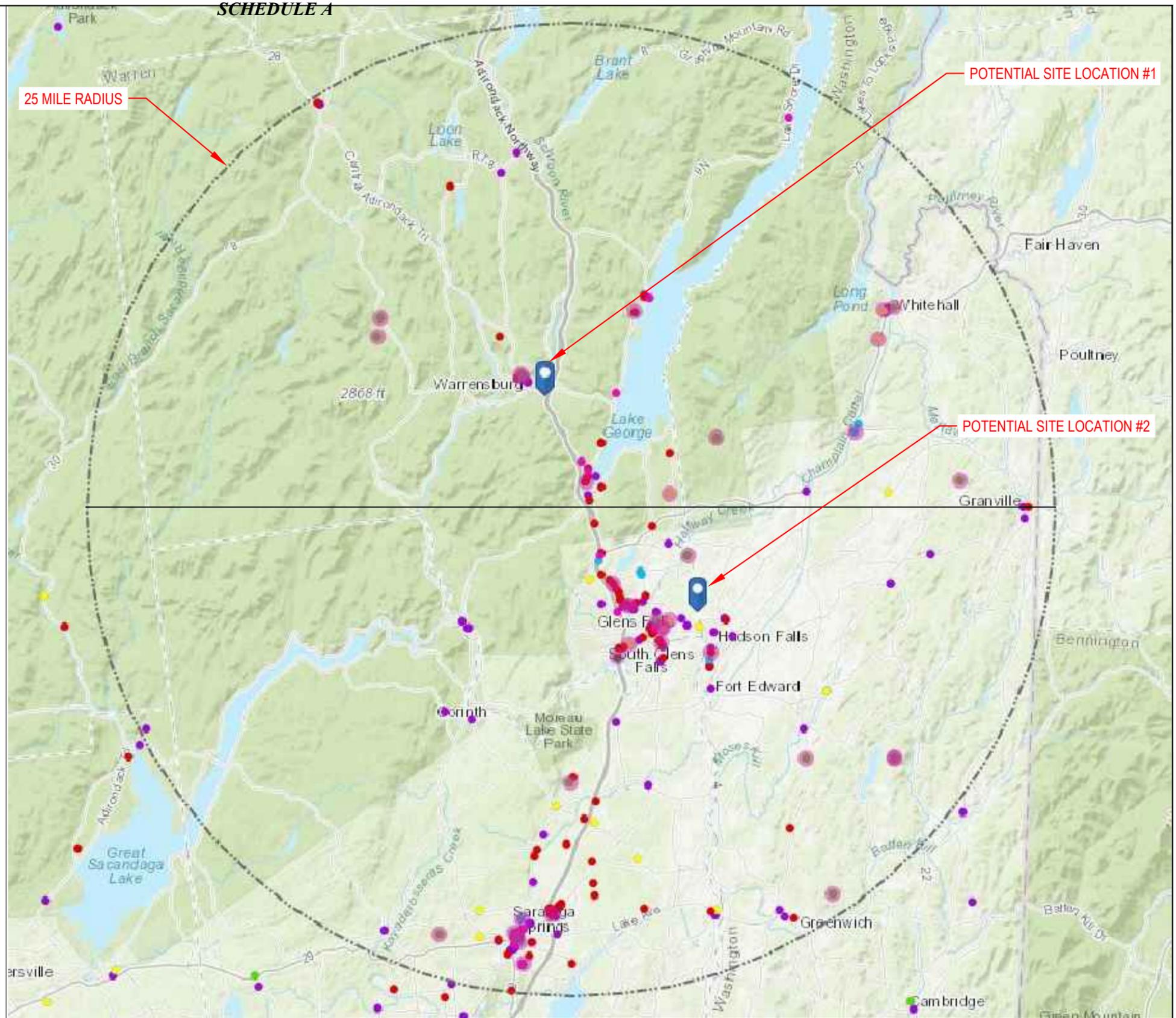
Figure 1

SCHEDULE A

LARGE ORGANIC WASTE GENERATOR TYPE

- CAFOs
- Hospitality
- Manufacturing
- Food Manufacturing
- Beverage Manufacturing
- Food Service
- Institutions
- Food Wholesale & Distribution
- Food Retail
- Organics Recycling
- Anaerobic Digestion
- Compost Sites
- Other
- Food Donation
- Miscellaneous

SOURCE: NEW YORK STATE POLLUTION PREVENTION INSTITUTE, ORGANIC RESOURCE LOCATOR



PLAN

SCALE: 1" = 30,000'

1" = 30,000'



WARREN COUNTY
ORGANICS MANAGEMENT PLAN
**LARGE ORGANIC WASTE GENERATORS
WITHIN 25-MILE RADIUS**

Project No. 12592974
Date MAY 2023

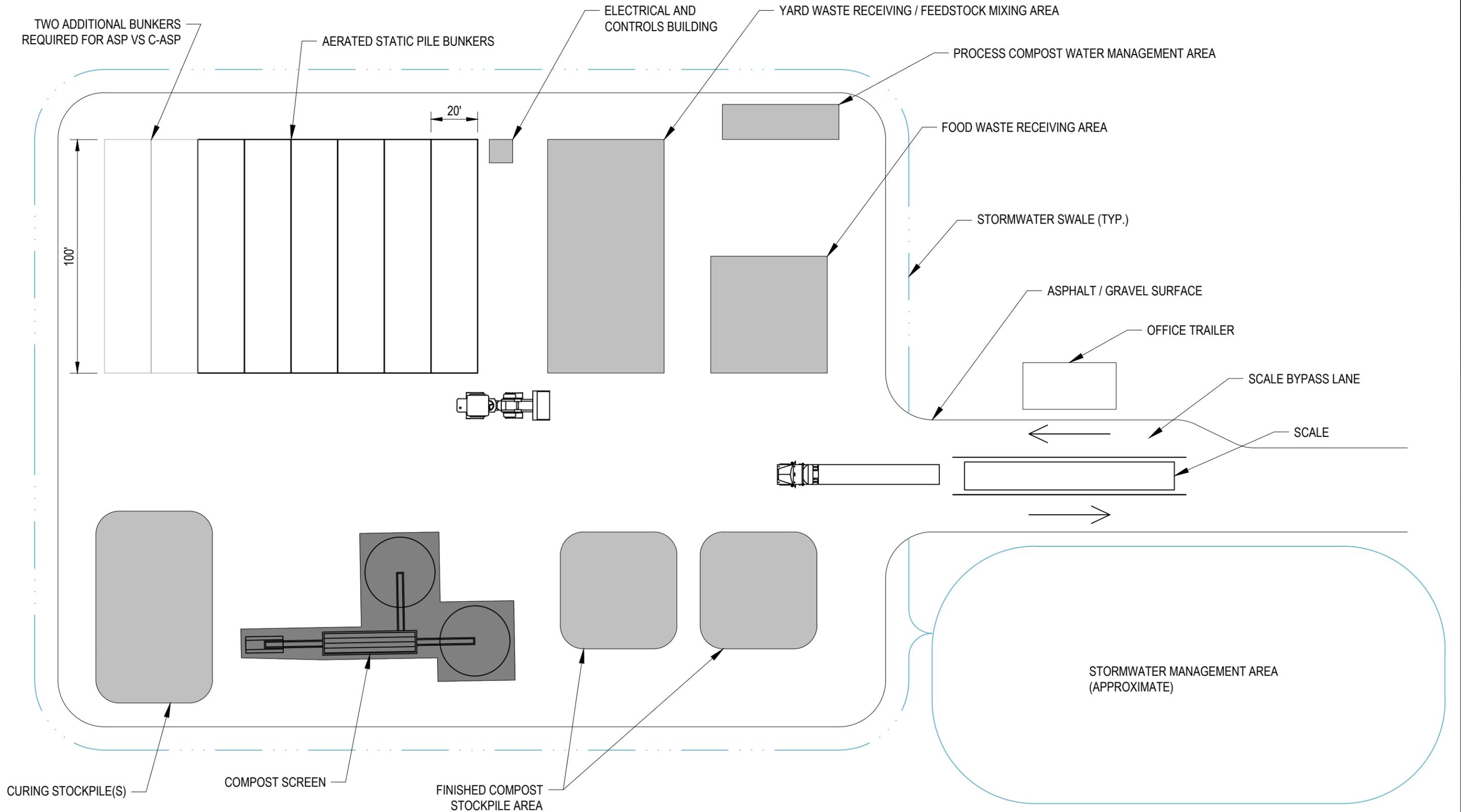
FIGURE 1

Data Source

Attachment 2

Figure 2

SCHEDULE A



PRELIMINARY

NOTES:

- 1. SITE PLAN SKETCH IS ILLUSTRATIVE AND PENDING SITE SELECTION BY WARREN COUNTY.
- 2. ORIENTATION OF BUILDINGS AND FACILITY SIZING PENDING FURTHER DESIGN REVIEW.
- 3. AREAS / SIZING OF SITE FEATURES ARE APPROXIMATE (FOR ILLUSTRATION ONLY).

PLAN

SCALE: 1" = 40'



WARREN COUNTY
ORGANICS MANAGEMENT PLAN

CONCEPTUAL SITE LAYOUT

Project No. 12592974
Date MAY 2023

FIGURE 2

Appendices

Appendix A

Community Survey Information



Warren County Wants Input on How We Manage Food and Yard Waste

Warren County produces about 25,000 tons of food and yard waste every year – that’s enough to cover **more than half of the former Magic Forest Theme Park!**

So, we are preparing an *Organics Management Plan* to identify potential strategies to compost this waste and divert it from landfills.

We want your input on how we should manage food and yard waste in Warren County!

What are other communities doing?

- Several communities, including Town of Bethlehem, Ulster County and Onondaga County allow residents to bring food and yard waste to a drop off location or municipal composting facility. The finished compost is sold or given away to residents and businesses.
- Some communities with compost facilities have private haulers that provide curbside food waste collection.
- Some New York State communities operate curbside collection programs and support community initiatives such as community gardens.

What is compost?

A nutrient rich material that improves soil health.

Why compost?

Composting is a sustainable way to manage food and yard waste, keep it out of landfills, and reduce greenhouse gas emissions.

Did you know?

Businesses that generate large amounts of food scraps will soon be required to recycle food scraps if they are within 25 miles of an organic recycler (NYS Food Donation and Food Scraps Recycling Law).

Did you Know?

Warren County could compost over 30% of the garbage currently being sent to landfills.

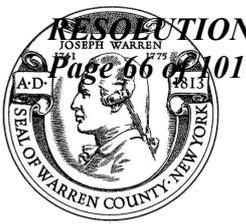
This project has been funded by the Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation.

Visit our website to learn more
<https://warrencountyny.gov>

Complete the survey by March 31 to provide your input!



<https://bit.ly/warrencountyorganics>



Warren County Organics Management Survey

We want your input on how we manage food and yard waste!

Warren County produces about 24,000 tons of food and yard waste every year – that’s enough to cover more than half of the former Magic Forest Theme Park!

Warren County is preparing an *Organics Management Plan* to identify strategies to compost this waste and divert it from landfills. The County retained GHD Consulting Services Inc. to support preparation of the Plan.

By filling out this survey you are providing valuable input on how we should manage food and yard waste in Warren County. Thank you for your participation!

Completed surveys can be sent to Katrina.Mccullough@ghd.com or dropped off at the Warren County Municipal Centre (1340 State Rt. 9 in Lake George).

*Required

Tell us About Yourself

1. Which town or city are you located in? *

- City of Glens Falls
- Town of Bolton
- Town of Chester
- Town of Hague
- Town of Horicon
- Town of Johnsbury
- Town of Lake George
- Village of Lake George
- Town of Lake Luzerne
- Town of Queensbury
- Town of Stony Creek
- Town of Thurman
- Town of Warrensburg

2. Are you a resident, business owner or representative of a public or private institution in Warren County? *

- Resident
- Business Owner
- Representing an Institution
- I do not reside in Warren County
- Other

3. If you are representing a business owner or institution, please provide the name

4. How much garbage (not including recycling) does your household generate weekly (e.g standard green/black 13 gallon garbage bags)?
 - Less than 1 bag
 - 1-2 bags
 - 3-4 bags
 - 5-6 bags
 - More than 6 bags

5. How do you currently dispose of waste and recycling?
 - I hire a private hauler to collect my waste
 - I bring it in to the transfer station myself
 - Other

6. If you bring your waste and recycling to a transfer station yourself, which transfer station do you use?
 - Town of Bolton Transfer Station
 - Chestertown Transfer Station
 - The Hague Transfer Station
 - Town of Horicon Transfer and Recycling
 - Town of Johnsbury Recycling Center Transfer Station
 - Town of Lake George Transfer Station
 - Lake Luzerne Transfer Station
 - Ridge Road Transfer Station
 - Stony Creek Transfer Station
 - Thurman Transfer Station
 - Warrensburg Transfer Station
 - None – I use a private curbside hauler

7. Do you compost yard clipping, leaves and food scraps yourself or through one of the following programs (select all that apply)?
 - I compost my own food waste
 - I compost my own yard waste
 - I take yard waste to my local transfer station
 - Adirondack Worm Farm
 - Rotary Club of Glens Falls
 - Town of Queensbury Transfer Station
 - SUNY Adirondack
 - Tamarack (Argyle)
 - I do not compost food or yard waste
 - Other

8. If you do not compost on your own or participate in a composting program, please tell us why (select all that apply)?
- It's not convenient
 - I forget
 - It takes too much time to sort waste
 - I don't have the space
 - It's smelly or gross
 - It costs too much
 - I'm concerned about rats and vermin
 - I'm not interested in composting
 - I'm not sure what can be composted
 - I was not aware of composting programs
 - I don't believe in composting
 - N/A – I compost my food and yard waste
 - Other
9. Which of the following statements most applies to you?
- I compost all my food and yard waste at home using a backyard composter
 - I compost all my food and yard waste via a third party
 - I compost most of the time
 - I compost about half of the time
 - I compost less than half of the time
 - I don't compost at all

Your Opinion on Waste and Composting

10. Please rate your agreement with the following statements

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Recycling is important to me					
Reducing food waste is important to me					
Composting is important to me					
I am willing to put in extra effort to protect the environment, like separate food waste or compost in my backyard					
I am willing to pay extra if it means I'm protecting the environment					
Recycling and waste diversion has to be convenient for me to participate					
Warren County should strive to be a "zero waste" County					
I don't think recycling and composting programs do much to help the environment					

SCHEDULE A

11. Would you be interested in purchasing locally produced compost? Compost is a fertilizer and soil enhancer that is produced from processing food and yard waste.

- Yes
- No

12. In your opinion, does Warren County do enough to divert food and yard waste from landfill?

- Yes
- No

13. How likely are you to take your food and yard waste to a nearby drop-off station?

- Very likely
- Somewhat likely
- Neither likely nor unlikely
- Somewhat unlikely
- Very unlikely

14. How likely are you to try a backyard composter?

- Very likely
- Somewhat likely
- Neither likely nor unlikely
- Somewhat unlikely
- Very unlikely

15. Collection of food and yard waste and backyard composters are examples of composting programs. Would the cost of a composting program influence your participation?

1 means cost is **not important** to me; 5 means cost is **very important** to me

1	2	3	4	5
---	---	---	---	---

16. Do you represent a business or institution that generates food or yard waste? *

- Yes
- No (Skip to question 22)

17. Would your business or institution be interested in partnering with Warren County to process your organic wastes into compost? *

- Yes
- No

18. Thank you for your interest!

Please indicate which type of generator you represent

- Commercial
- Institutional
- Manufacturing
- Other

19. Your name

20. Name of your business/institution

21. Email Address

22. Do you have any other comments or thoughts you would like to share with the project team about managing food and yard waste in Warren County?

Warren County, NY Organics Management Survey

→ Summary of Stakeholder Survey
March, 2023



About the Survey

Warren County produces about 24,000 tons of food and yard waste every year – that’s enough to cover more than half of the former Magic Forest Theme Park!

Warren County is preparing an *Organics Management Plan* to identify strategies to compost this waste and divert it from landfills. The County retained GHD Consulting Services Inc. to support preparation of the Plan.

In March 2023 GHD, on behalf of Warren County, conducted a survey to solicit feedback from the residents and business owners on how food and yard waste should be managed in Warren County.

Results will inform recommendations for the Warren County Organics Management Plan

178 survey respondents



Executive Summary

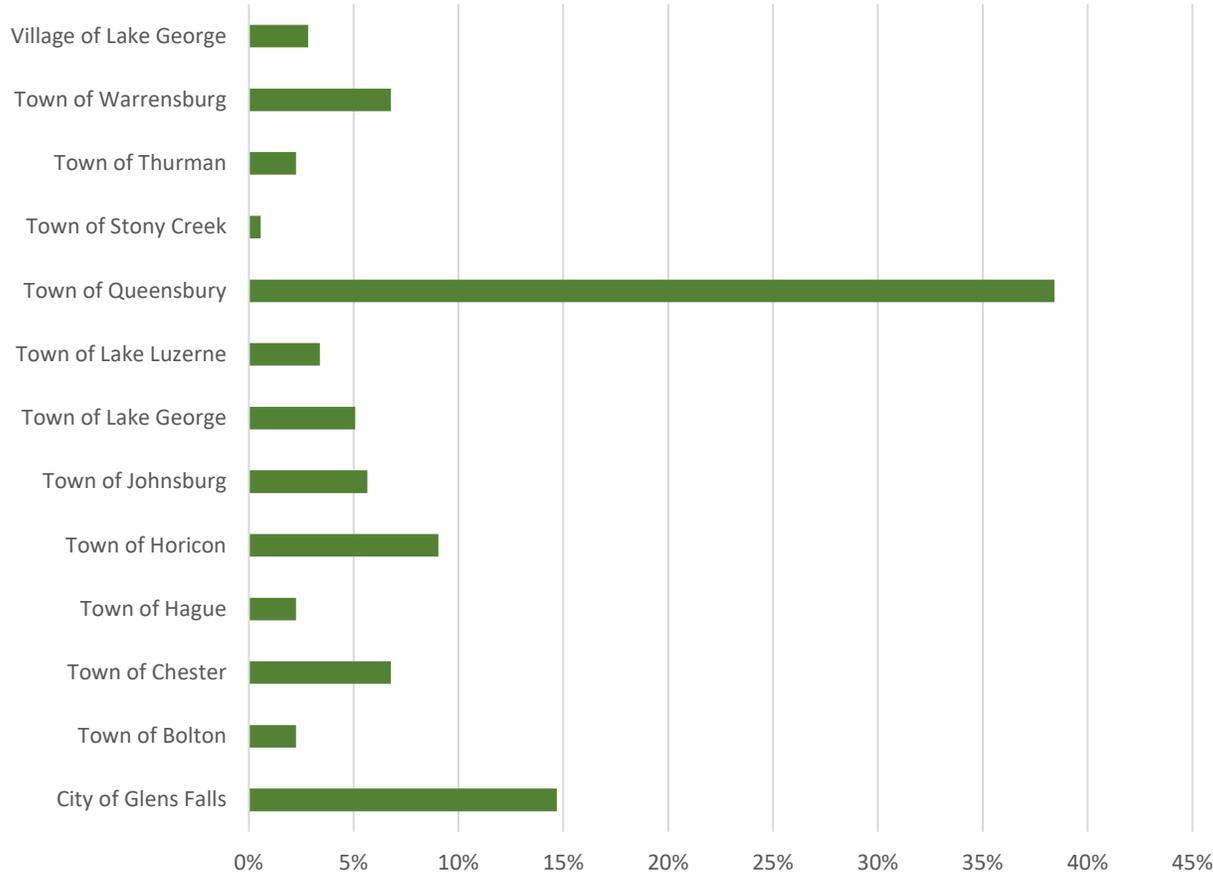
The survey was conducted for 31 days in the month of March 2023 using MS Forms and a total of 178 responses were received. Upon survey results analysis, it was found that three quarters of the total respondents already compost and majority of them compost their food and yard waste all the time. A quarter of these respondents do not currently compost but would like to participate in a composting program. The most common reasons for not composting were determined to be the lack of awareness of composting programs and inconvenience.

The results also shows that majority of respondents who do not currently compost would prefer to take their food and yard waste to a nearby drop-off station as compared to using a backyard composter. This population also believes that Warren County should do more in terms of organic waste management. The results indicate that there is an overall support among the residents and businesses, which shows that there is a market and demand for an organics management program in Warren County.

The residents are in support of composting programs if Warren County would consider cost, convenience and broad promotion for its implementation.

About The Survey Respondents

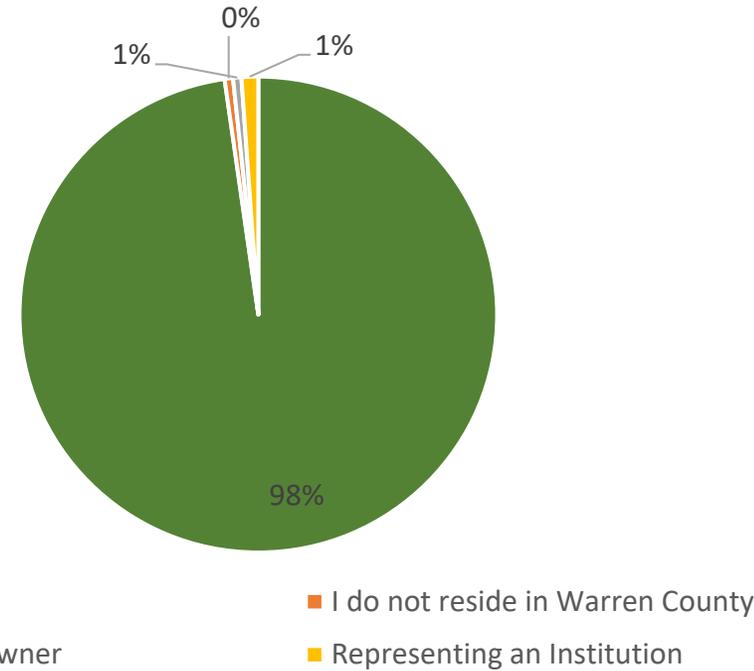
Q1. Which town are you located in?



Majority of the respondent are from the Town of Queensbury and City of Glen Falls

About The Survey Respondents

Q2. Are you a resident, business owner or representative of a public or private institution in Warren County?

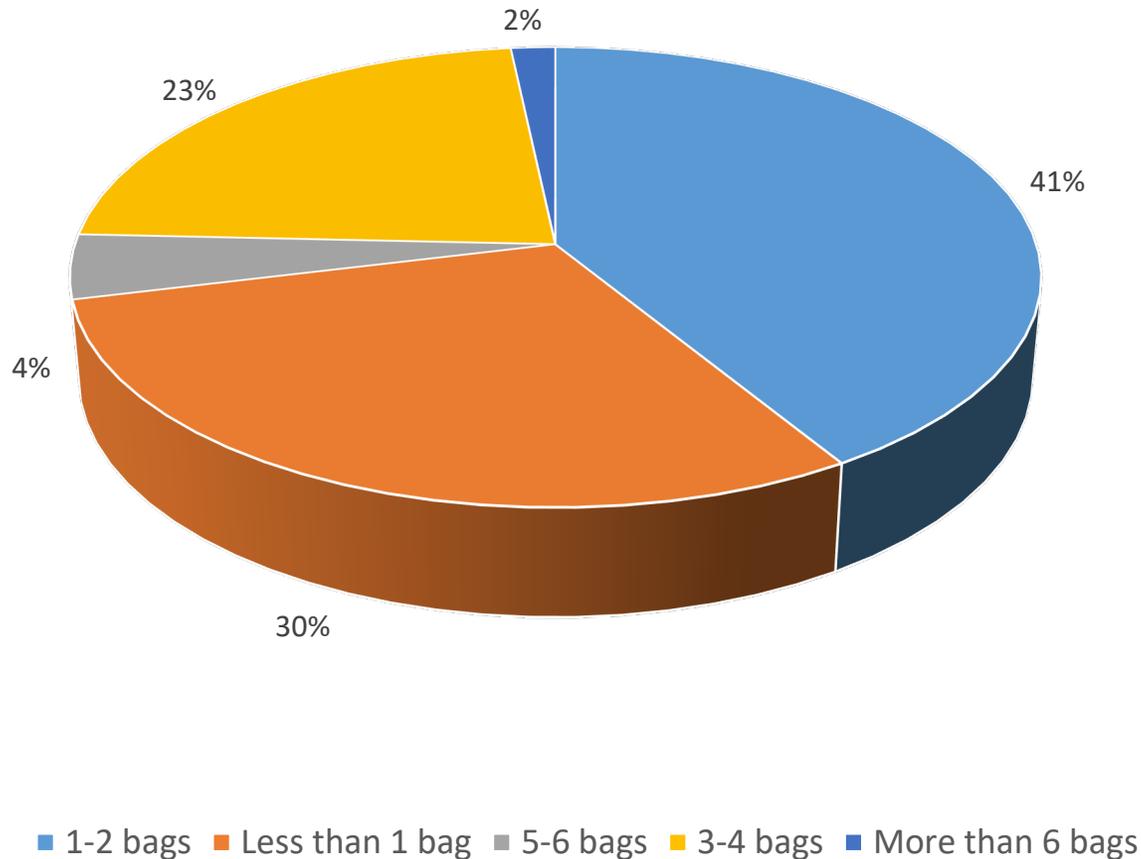


Q3. If you are representing a business owner or institution, Please provide name.

- 2 Business Owners
- 1 Institution

Understanding Waste Behavior of Survey Respondents

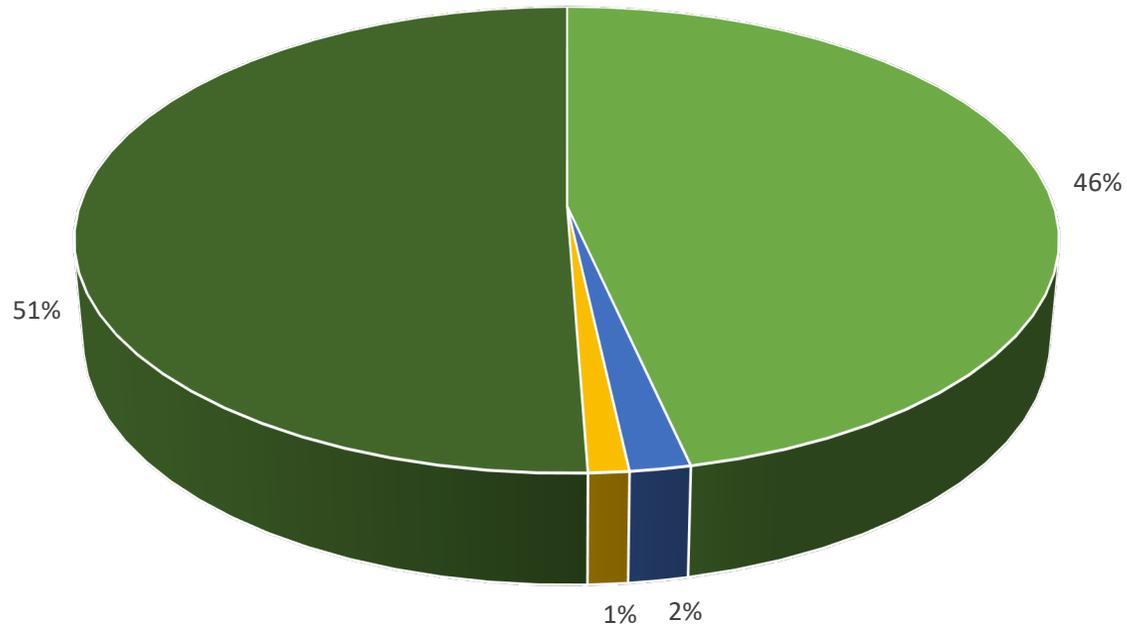
Q4. How much garbage (not including recycling) does your household generate weekly?



About 75% of the respondents generates between less than 1 to 2 bags of garbage.

Understanding Waste Behavior of Survey Respondents

Q5. How do you currently dispose of waste and recycling?



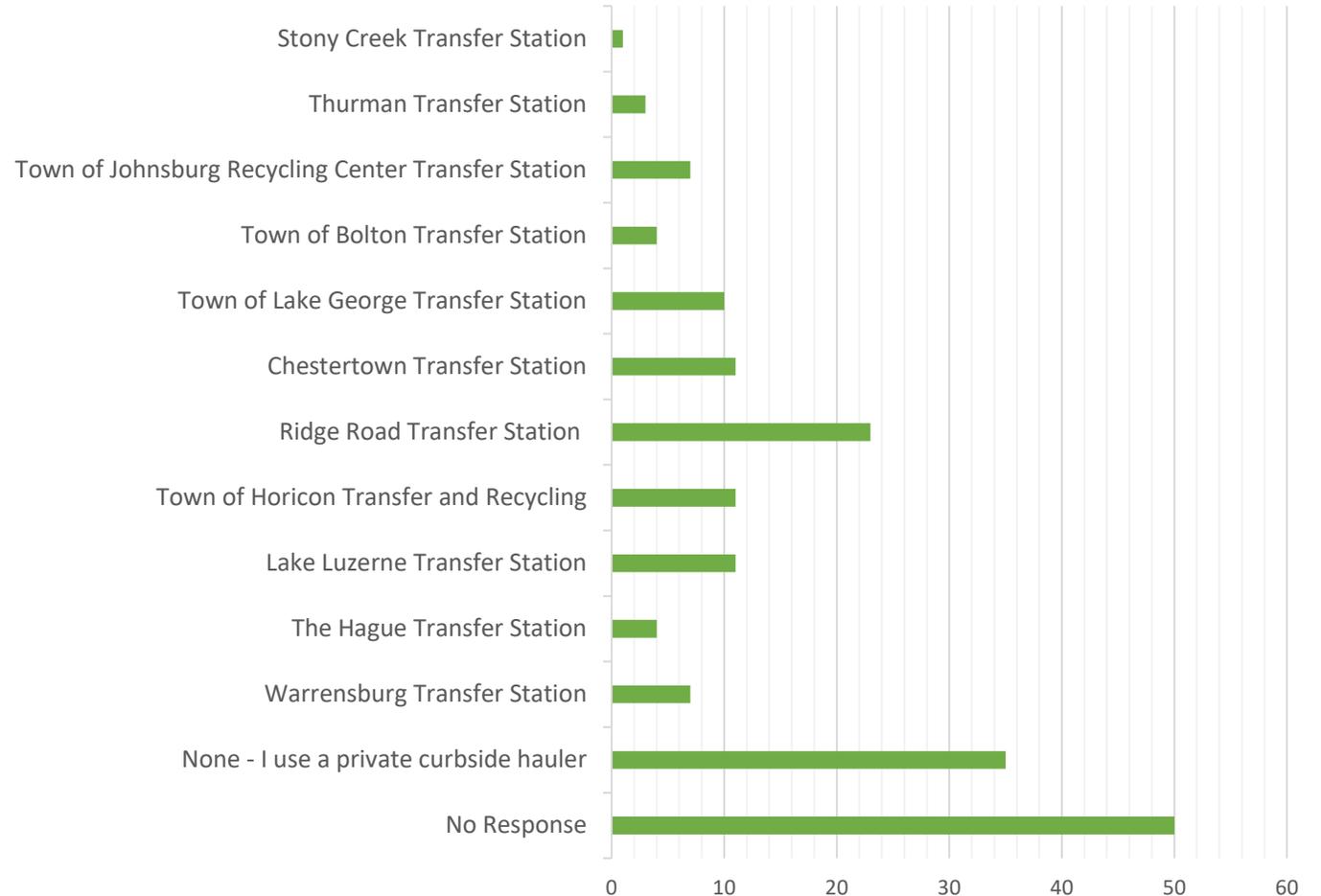
There is almost an equal split between respondents using a private hauler and those bringing to the transfer station.

- I bring it to the transfer station myself
- Town Collection
- Both
- I hire a private hauler to collect my waste

Understanding Waste Behavior of Survey Respondents

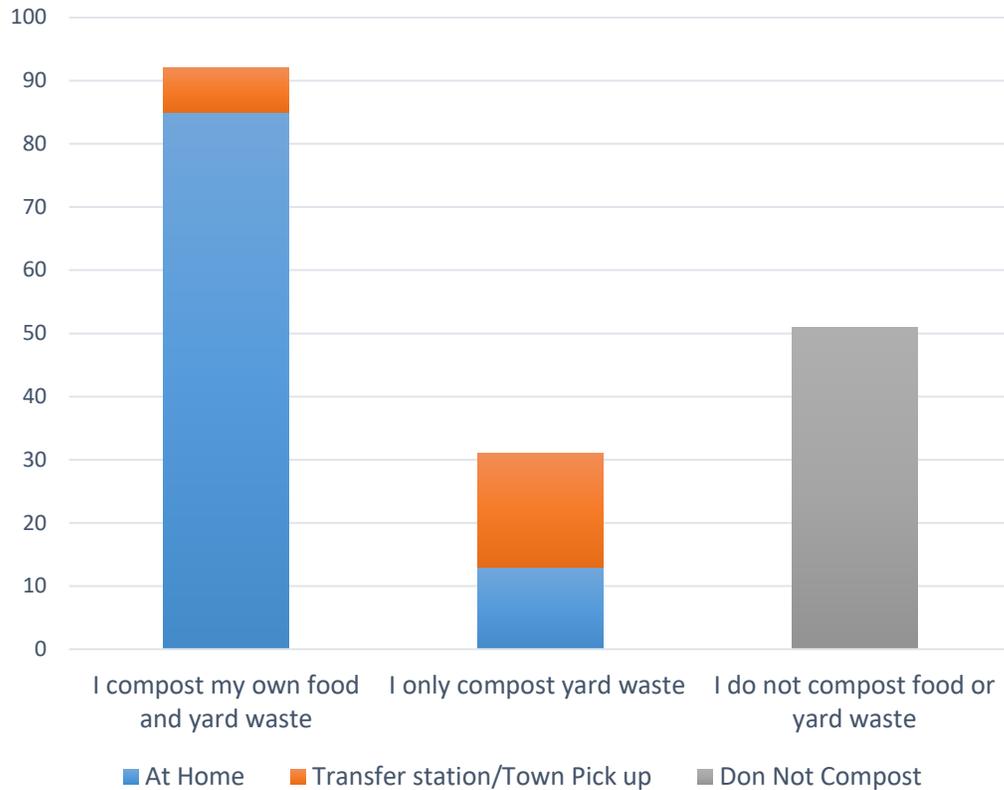
Q6. If you bring your waste and recycling to a transfer station yourself, which transfer station do you use?

- Half of the respondents do not use transfer station or did not respond to this question.
- Ridge Road Transfer station in Queensbury is used by majority of the respondents.



Understanding Waste Behavior of Survey Respondents

Q7. Do you compost yard clippings, leaves and food scraps yourself or through one of the following programs?

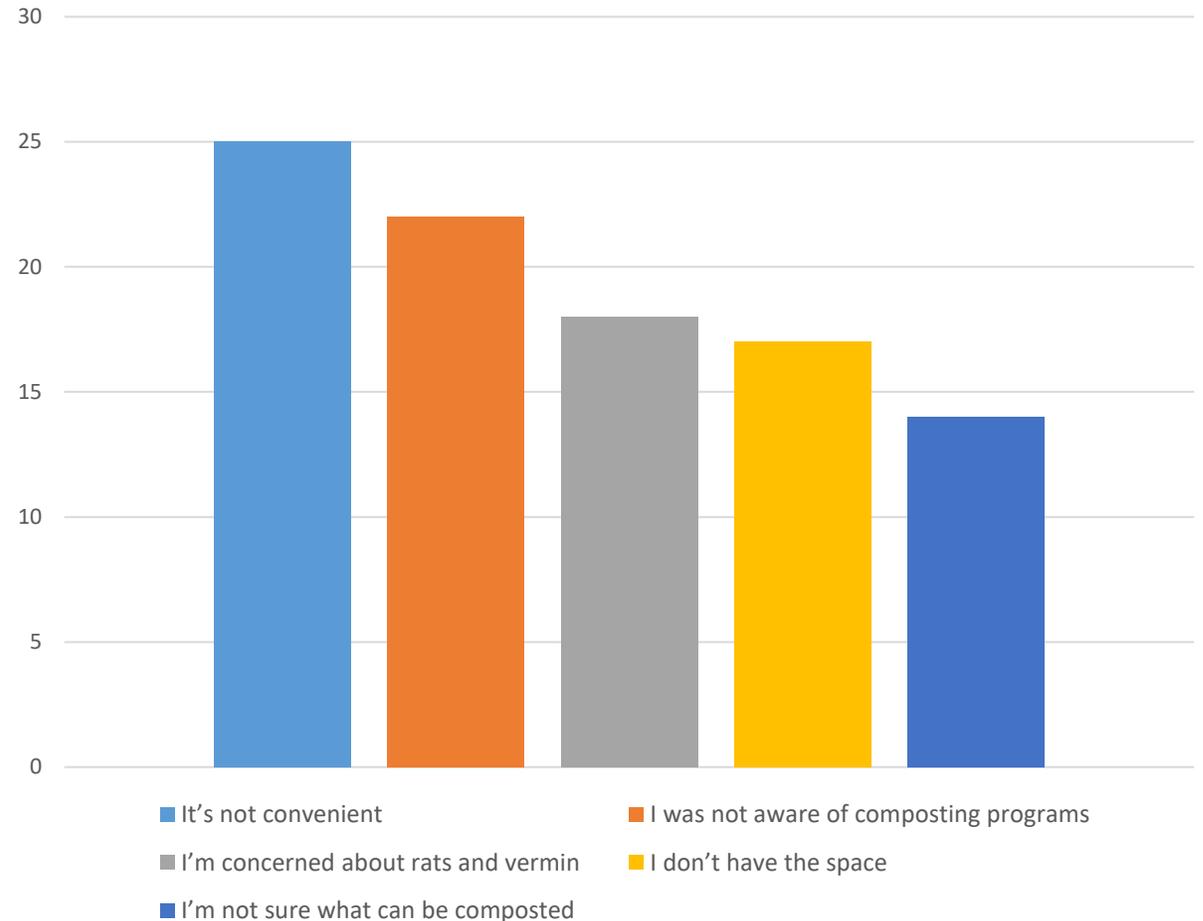


- The results show that there are residents in Warren County who do not compost, and they would likely be the target audience for a composting program.
- Three quarters of respondents' already compost, and most of them do it at home using a backyard composter.

Understanding Waste Behavior of Survey Respondents

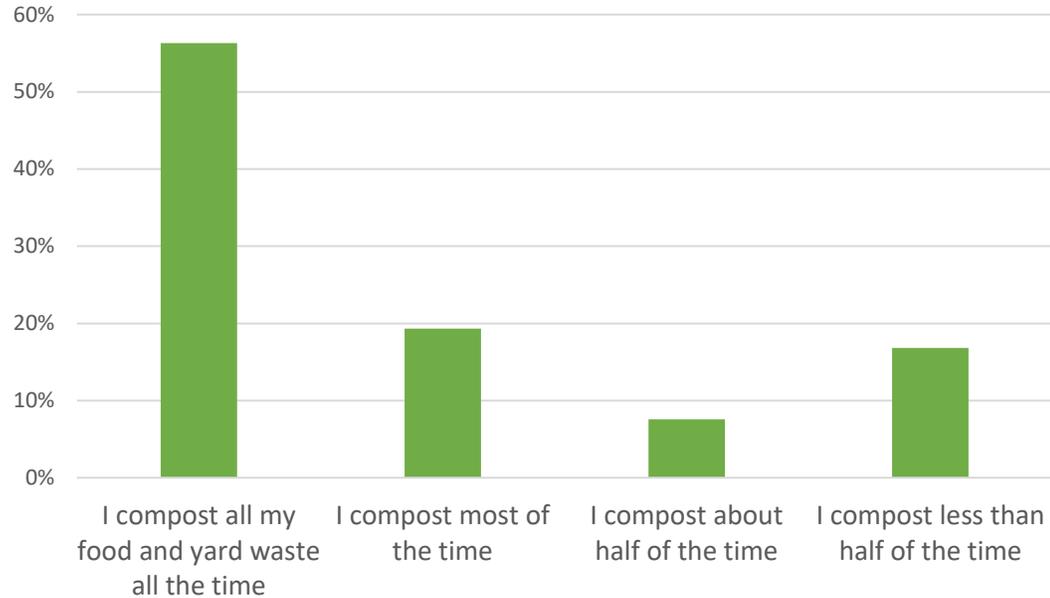
Q8. If you do not compost on your own or participate in a composting program, please tell us why?

- 80 out of 177 respondents answered this question.
- The most common reasons for not composting are that its not convenient or they are not aware of composting programs
- Other responses includes concerns from bear and wildlife and for some its physically challenging.



Understanding Waste Behavior of Survey Respondents

Q9. Which of the following statements most applies to you?

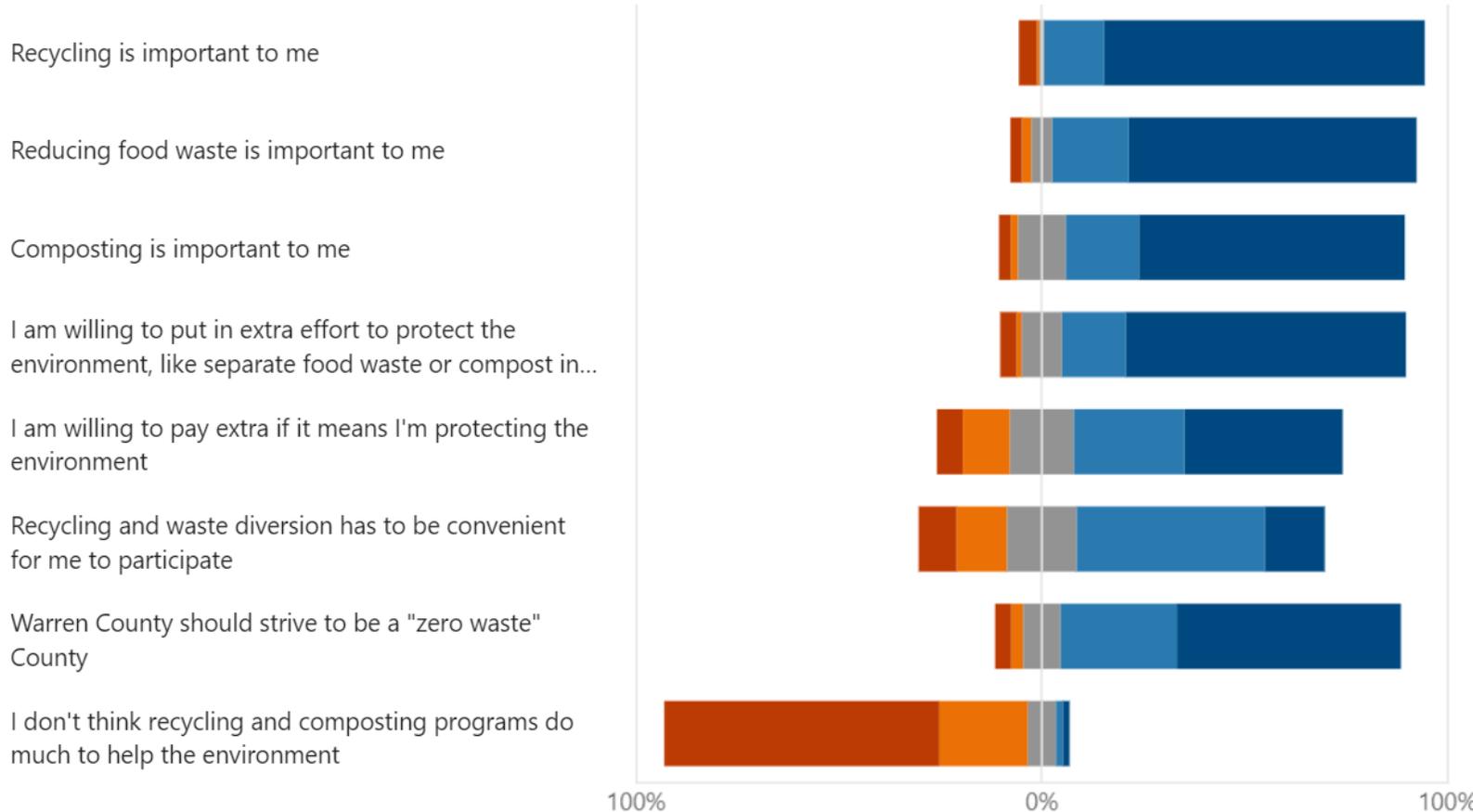


– The vast majority of the people who compost, compost all their food and yard waste

Opinion of Survey Respondents on Waste & Composting

Q10. Please rate your agreement with the following statements

Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree

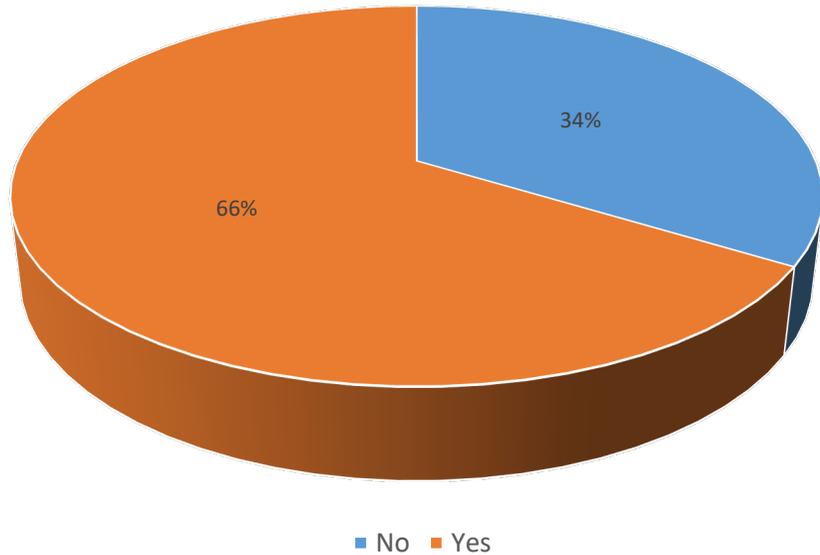


- Respondents place a strong value on recycling and waste diversion
- They are willing to put an extra effort towards diversion
- Cost and convenience is a factor for some
- Overall, there is strong support for diversion and organics programs

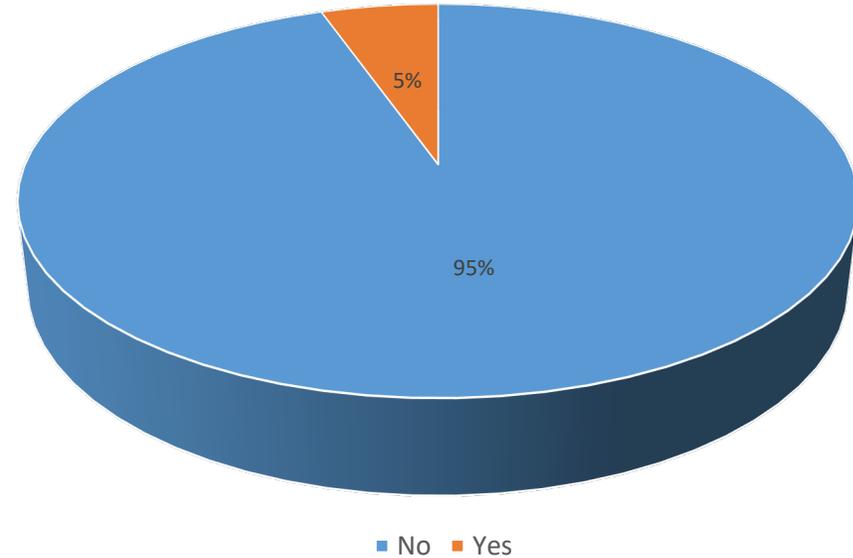
Opinion of Survey Respondents on Waste & Composting

Respondents who do not compost at all

Q11. Would you be interested in purchasing locally produced compost?



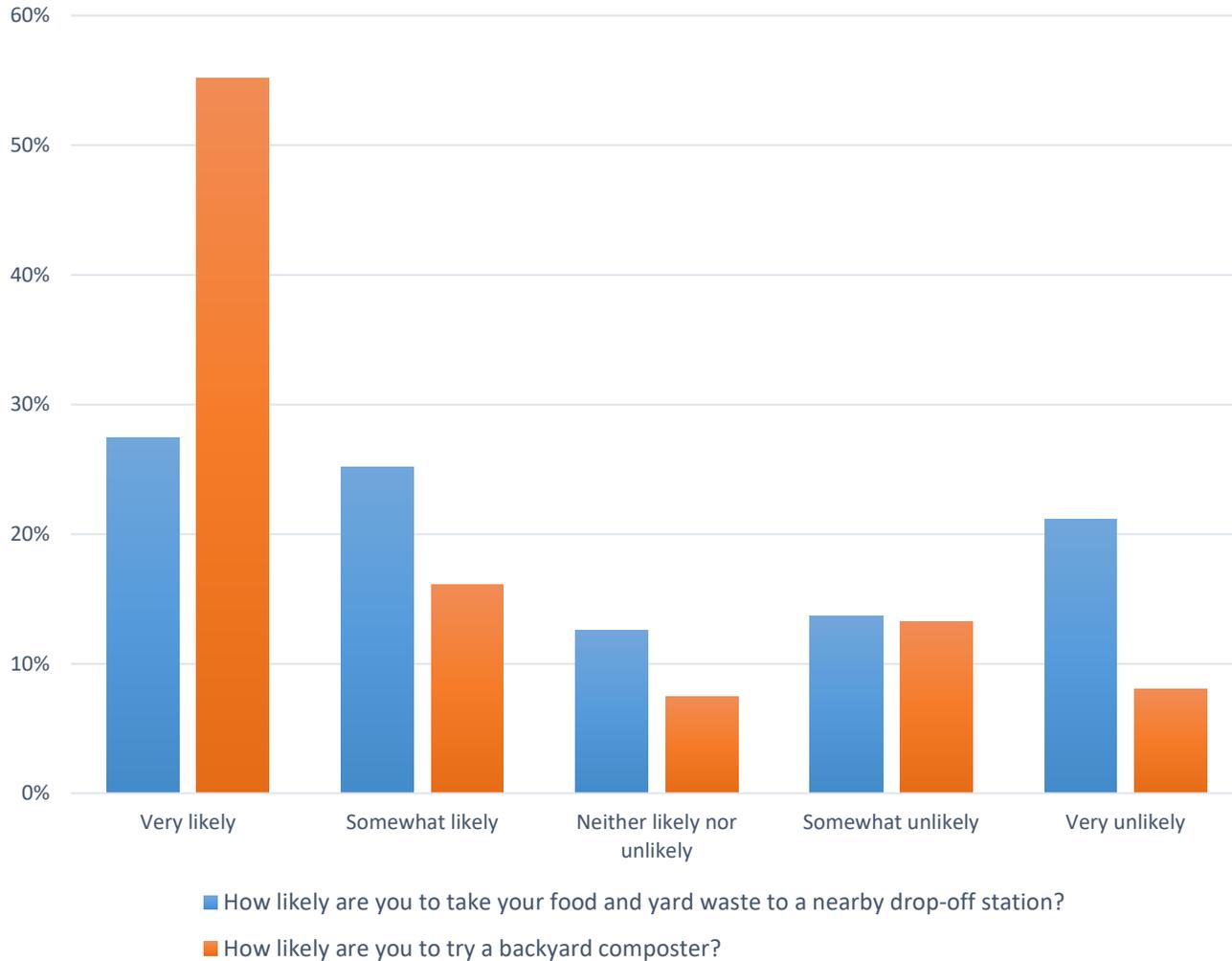
Q12. In your opinion, does Warren County do enough to divert food and yard waste from landfills?



These responses show that there would be support for the program since 95% of the respondents think Warren County do not do enough to divert food and yard waste and 66% of the people are willing to purchase locally produced compost.

Opinion of Survey Respondents on Waste & Composting

Q13 and Q14. How likely are you to take your food and yard waste to a nearby drop-off station and How likely are you to try a backyard composter?



While there is support for both drop-off stations and backyard composters, there is stronger support for backyard composters:

- 71% of the respondents are somewhat or very likely to try a backyard composter
- 53% of the respondents are somewhat or very likely to take their food and yard waste to a nearby drop-off station

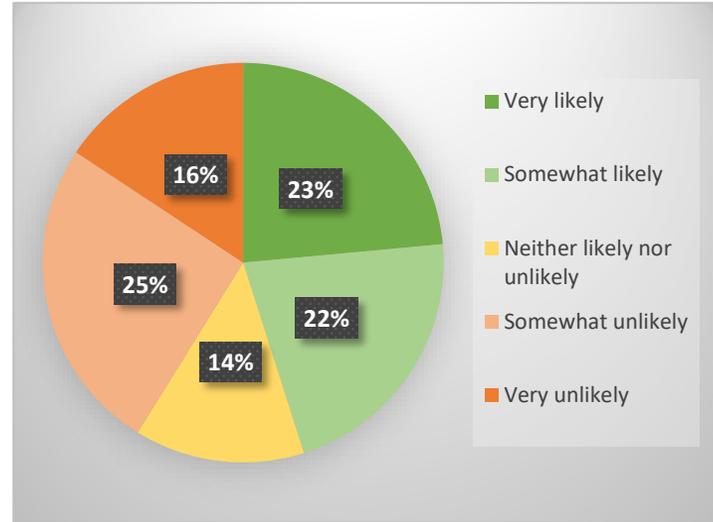
Note responses include those who already use a backyard composter

Opinion of Survey Respondents on Waste & Composting

Respondents who do not compost at all

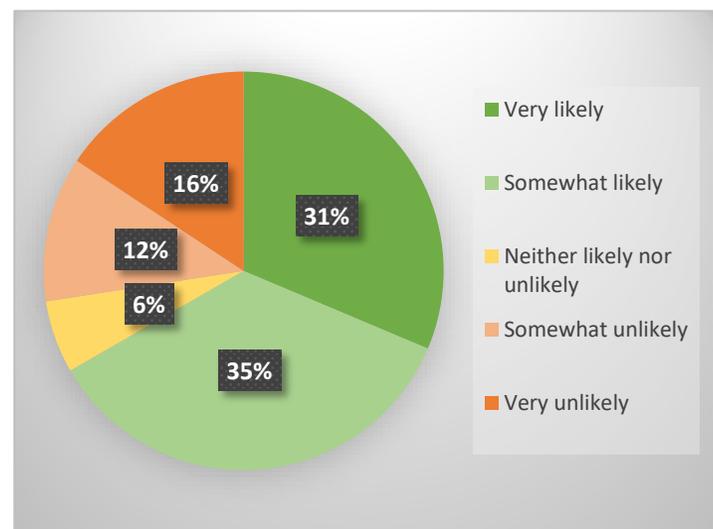
SCHEDULE A

How likely are you to use a backyard composter?



– **45%** of respondents are very or somewhat likely to use a backyard composter.

How likely are you to take your food and yard waste to a nearby drop-off station?



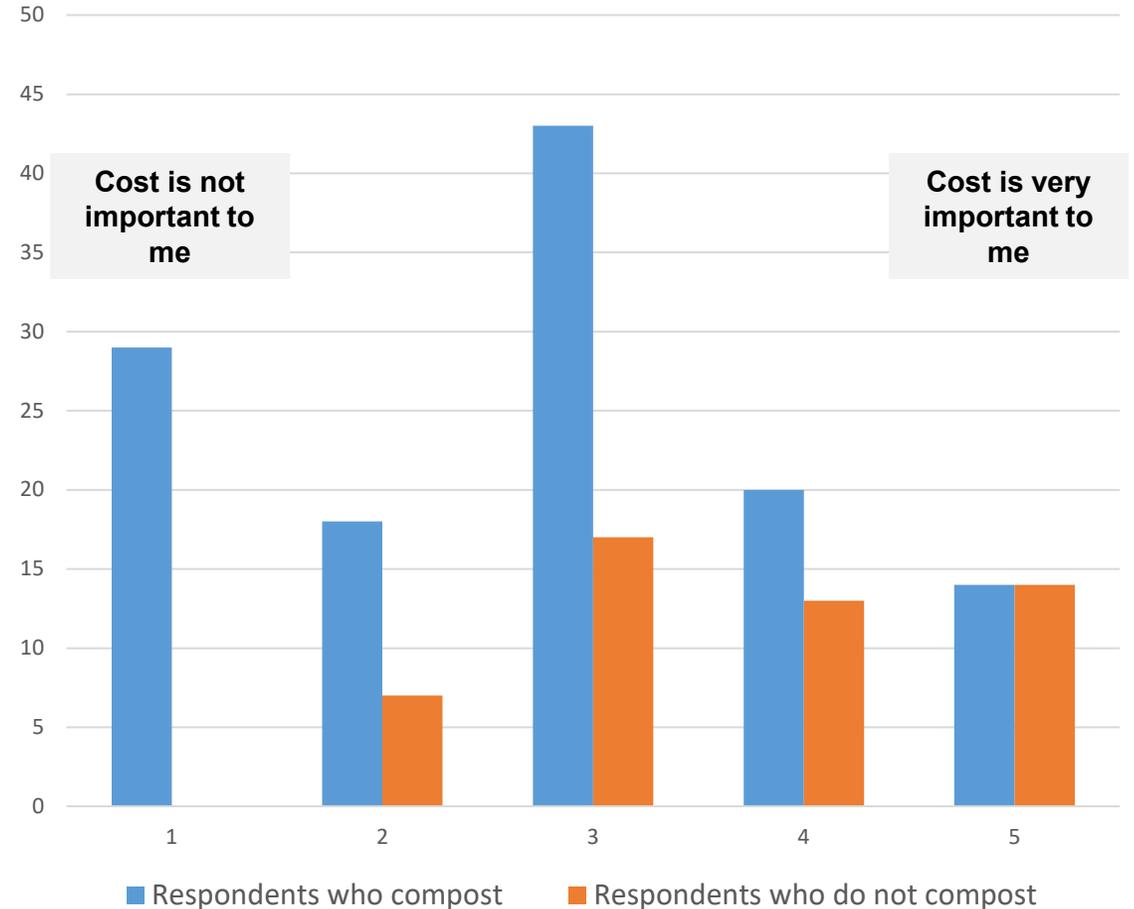
– **66%** of respondents are very or somewhat likely to use a nearby drop-off station

Opinion of Survey Respondents on Waste & Composting

Q15. Would the cost of a composting program influence your participation? (1 means cost is not important to me; 5 means cost is very important to me)

While cost is not important for all respondents, in general it is given more importance by those who do not currently compost:

- 53% of the respondents who do not compost, believes cost will influence their participation, ranking cost 4 or 5
- 38% of the respondents who compost, believes that cost is an important factor in their participation



Opinion of Survey Respondents on Waste & Composting

Q22. Do you have any other comments or thoughts you would like to share with the project team about managing food and yard waste in Warren County? (Open ended question)

66 respondents answered this question. Summary of some these answers -

- Overall support for composting programs
- Consider using existing transfer stations as drop-off point
- Education program on composting
- Composting needs to be inexpensive and convenient
- Composting difficult in winter
- Education around composting is required
- Composting in schools and restaurants is necessary

Opinion of Survey Respondents on Waste & Composting

Q16. Do you represent a business or institution that generates food or yard waste?

Yes, Giavano's Pizza & Styles Hair Salon

Q17. Would your business or institution be interested in partnering with Warren County to process your organic wastes into compost?

Yes

Q18. Please indicate which type of generator you represent

Commercial

Respondent did not provide contact information



*** Thank You**

Appendix B

Community Engagement Session Meeting Highlights



Technical Memorandum

June 15, 2023

To	Kevin Hajos, DPW	Contact No.	+1 315 802-0350
Copy to	Brad Smith, GHD Katrina McCullough, GHD Makenna Knapp, GHD	Email	david.wright@ghd.com
From	David Wright, GHD	Project No.	12592974
Project Name	Warren Co. Organics Management Plan		
Subject	Community Engagement Session #1		

On March 15, 2023, at 6:00 PM, Warren County Department of Public Works and GHD Consulting Services Inc. (GHD) hosted a Community Engagement Session #1 for residents of Warren County. The community engagement session was held in person at the Warren County Municipal Center in Lake George, New York, virtually via Zoom, and live streamed on YouTube. Twenty-three attendees attended virtually with multiple attendees in person at the community engagement session.

The purpose of Community Engagement Session #1 was to gauge interest from residents on an organics management program in Warren County, and obtain feedback on what Warren County and GHD should consider as part of preparing an Organics Management Plan. Feedback from this session was considered in conjunction with feedback from an Organics Management Plan Advisory Committee by GHD and Warren County as part of preparing the Organics Management Plan.

As part of the community engagement session, GHD provided a presentation to provide the participants with project background and context, including:

- Why is Warren County considering a Compost Program?
- Project Team
- About the Study
- Food and Yard Waste in Warren County
- Existing Compost Programs
- Compost Programs in Other Communities

Following the presentation, GHD facilitated a community discussion. Participants were asked to think about:

- Do you compost your food or yard waste right now? Why or why not?
- Would you and your neighbors consider participating in a compost program?
- What did you like/dislike about the composting programs in other communities?
- Do you have any questions or concerns about composting programs?

Overall, Participants were supportive of a composting program. Below is a summary of the comments and questions during the community engagement session:

- Suggestion to ensure the Plan addresses food waste from large generators, pointing to recently passed New York State Food Donation and Food Scraps Recycling Law for large food waste generators.

- Concerns about contamination and pesticides in compost and an interest in high quality compost product
- Interest in cost and revenue estimates of an organics management program and in potential partnership models
- Interest from some participants in curbside collection or drop-off facility since they are unable to compost themselves
- Question about how the survey was advertised
- Question about what kind of yard waste would be collected, and if program would be year round



Technical Memorandum

June 15, 2023

To	Kevin Hajos, DPW	Contact No.	+1 315 802-0350
Copy to	Brad Smith, GHD Katrina McCullough, GHD Makenna Knapp, GHD	Email	david.wright@ghd.com
From	David Wright, GHD	Project No.	12592974
Project Name	Warren Co. Organics Management Plan		
Subject	Community Engagement Session #2		

On June 6, 2023, at 6:00 PM, Warren County Department of Public Works and GHD Consulting Services Inc. (GHD) hosted a Community Engagement Session #2 for residents of Warren County. The community engagement session was held in person at the Warren County Municipal Center in Lake George, New York and virtually via Zoom and live streamed on YouTube. Several attendees attended in person with an additional ten attendees virtually attending the community engagement session.

The purpose of Community Engagement Session #2 was to present the preliminary findings and recommendations for the Organics Management Plan for Warren County and obtain feedback from the community that GHD will consider as part of the final Organics Management Plan. GHD presented that feedback from the session, and it will be considered in conjunction with feedback from the project Advisory Committee and DPW Committee.

As part of the community engagement session, GHD provided a presentation to provide the participants with project summary and context, including:

- Why is Warren County considering a Compost Program?
- Project Team
- About the Study
- How was the Plan developed?
- Existing Conditions in Warren County
- Compost Facilities in Other Communities
- Community Engagement Session #1
- Community Survey Results
- Pilot Program Overview
- Composting Facility Feasibility
- Composting Technology Alternatives
- Grant Opportunities
- Pilot Program Conceptual Costs
- Composting Facility Conceptual Costs and Assumptions
- Conceptual Composting Facility Site Layout
- Strategic Value of a Composting Facility
- Preliminary Recommendations
- Preliminary Roadmap

Following the presentation, GHD and DPW facilitated a community discussion. Below is a summary of the questions asked during the second engagement session:

- Of the two sites identified, would each site allow enough space for the composting facility with an estimated footprint of 4 to 6 acres? GHD confirmed that both sites would have sufficient space but could require reconfiguration.
- Can the County start with a lower cost technology and later expand or invest in a more advanced technology with higher cost and higher revenue potential? GHD clarified that the different technology options did not have different revenue potential as the revenues are typically related to compost that is sold. GHD confirmed that the technology approach can be modified overtime with yard waste composting facilities typically requiring less technology, and when food waste is introduced, additional technology such as aerated static pile composting could be introduced. GHD further noted that a turned windrow composting method requires more space because it takes longer for organics to process compared to the status pile methods.
- Why were the Transfer Stations (e.g., Ridge Road) not considered for site locations? The County DPW responded that they only considered County-owned facilities vs. Town owned facilities and that Ridge Road would not have sufficient space. The County DPW also noted that existing transfer stations would be suitable drop off locations for residential food scraps and could be evaluated during a pilot.
- What happens to yard waste in the County currently? The County responded that some yard waste is composted however the compost is very well utilized by the community.

Appendix C

Composting Alternatives Summary Table

Table 3 Alternatives Ranking

RANKING	Process	4.75	Capital Budget		3.6	Operations	4.6	Process / Environmental Control			5	Site Integration	2.6	O&M Labor	3.5	O&M Cost	5.25
Option	Composting Process / Duration ¹		Technology / Composting Equipment Supply	Balance of Plant / Additional Site Improvements Cost ²		Operational Risks		Leachate Management	Level of Perceived Litter Control	Level of Perceived Odor Control		Estimated Total Area Required		Estimated FTEs		Maintenance Costs	
Turned Windrow	4 to 6 months	1	Windrow Turner (\$750,000 est.)	<\$1.0M (assumes Installation of approximately 1-acre concrete pad)	3	Low	3	Need to install means of collecting runoff from concrete pad.	Low	Low	1	4.0 – 6.0 acres	1	2 to 3 FTEs	1	Low	3
Uncovered ASP	3 to 4 months	2	<\$1M	\$1.5M - \$3.0M	2.5	Medium	2	Leachate collected from bunkers and managed to tank.	Low	Low	1.5	1.5 – 2.0 acres	2	1.5 to 2.5 FTEs	2	Low to Medium	2.5
Container In-Vessel ASP	2 to 3 months	3	<\$6.0M	\$2.5M - \$4.0M	1	High	1	Leachate collected from bunkers and managed to tank.	High	High	3	<1.5 acres	2	1.5 to 2 FTEs	3	High – Complex equipment requiring skilled labor for maintenance.	1
Covered ASP	2 to 3 months	3	<\$2.0M	\$2.0M - \$3.0M	2	Medium	2	Leachate collected from bunkers and managed to tank.	Medium	Medium	2	1.5 - 2.0 acres	2	1.5 to 2.5 FTEs	2	Medium – Fabric membrane cover replaced every 6 – 8 years.	2
Bioreactor	2 to 3 months	3	<\$6.0M	\$2.5M - \$4.0M	2	Medium	2	Leachate recirculated in bioreactor. Runoff from curing stages managed off concrete pad.	Medium to High	Medium	2	1.5 – 2.0 acres	2	1.5 to 2.5 FTEs	2	Medium – Bioreactor and containment structure maintenance.	2
Agitated Bed	2 to 3 months	3	<\$6.0M	\$3.0M - \$5.0M	1	High	1	Leachate collected from agitated bed channels and managed to tank.	High	High	3	<4.0 acres	2	1.5 to 2.5 FTEs	2	High – Complex equipment requiring skilled labor for maintenance.	1
Table Notes	1. Processing times depend on feedstock quality and consistency. Therefore, presented as a range.< 2. Rough order magnitude costs (±30%) presented as a range of probable cost for construction.																

Appendix D

Centralized Compost Facility Cost Estimate

Warren County Composting Facility
Turned Windrow

CAPITAL COST SUMMARY

Item	Description	Unit	Estimated	Unit Cost	Estimated Subtotal
1	Earthwork and Rough Grading (Site development over 5-acre footprint)	LS	1	\$45,000	\$45,000
2	Asphalt pavement	SY	500	\$175	\$87,500
3	Scale (Including shallow foundations)	LS	1	\$120,000	\$120,000
4	Office Trailer	LS	1	\$50,000	\$50,000
5	Water supply (well or connection to water main)	LS	1	\$20,000	\$20,000
6	Allowance for Miscellaneous Construction	LS	1	\$25,000	\$25,000
	Front-end loader		Estimated range \$100,000 - \$250,000		Not in cost
	Grinder / Chipper		Estimated range \$125,000 - \$250,000		Not in cost
	Trommel Screen		Estimated range \$250,000 - \$500,000		Not in cost
	Construction Cost Subtotal				\$350,000
	Additional Project Requirements				
	Project Permitting		2%		\$7,000
	Mobilization and Demobilization		4%		\$14,000
	General Conditions for Construction		12%		\$42,000
	Engineering Design Phase Services		6%		\$21,000
	Engineering Construction Phase Services		8%		\$28,000
	Fiscal, Legal & Administrative		2%		\$7,000
	Commissioning and start-up		1%		\$4,000
	Project Contingency		20%		\$70,000
	Subtotal				\$543,000
	Engineer's Opinion of Probable Project Cost			<i>rounded</i>	\$600,000

OPERATING COST SUMMARY

		Annual Cost
Direct Labor	2.5 FTEs	\$200,000
Fuel	50,000 L	\$78,413
Residual Disposal	300 tons	\$18,000
Maintenance	Equipment / system preventative maintenance	\$5,000
Water Supply		\$5,000
Sanitary		\$5,000
Communications		\$3,000
Office/Administrative		\$5,000
Insurance		\$20,000
Product Marketing and Sales		\$2,500
Contract / Consultant Services		\$5,000
Safety and Training		\$3,500
	Subtotal	\$350,413
	Contingency	10%
	Total	\$390,000

Notes:

1. Estimates in 2023 USD based on 10,000 tons per year of feedstock.
2. Residuals assumed to be 3.0% by weight of total feedstock quantities.
3. Assumes no amendment supply is required for operations.
4. Assumes no private operator agreement costs.
5. Assumes no revenue generated from compost sales.

Rate Assumptions:

Power Rate	\$0.10 per KWH
Fuel Rate	\$1.64 per L
Residual Disposal at Landfill	\$60 per ton
Leachate Disposal	\$20,000 annual allowance
Fuel Consumption - Front-end Loader	12.5 L per hour
Tractor	36 L per hour
Trommel Screen	5 L per hour

*Fuel consumption rates assumed based on typical values for similar equipment

Warren County Composting Facility
Aerated Static Pile

CAPITAL COST SUMMARY

Item	Description	Unit	Estimated	Unit Cost	Estimated Subtotal
1	Full ASP System Supply (8 bunker system, including instrumentation, fans, and air/leachate piping)	LS	1	\$400,000	\$400,000
2	Concrete Slab	CY	1000	\$1,200	\$1,200,000
3	Concrete Bunker Walls	CY	700	\$1,200	\$840,000
4	Leachate and Air Supply Piping Installation	LS	1	\$60,000	\$60,000
5	Electrical Service Upgrade - 3-phase, 480-volt, 500-Amp Service	LS	1	\$45,000	\$45,000
6	Leachate Storage and Conveyance Modifications	LS	1	\$30,000	\$30,000
7	Scale (Including shallow foundations)	LS	1	\$120,000	\$120,000
8	Office Trailer	LS	1	\$50,000	\$50,000
9	Earthwork and Rough Grading (Site development over 2-acre footprint)	LS	1	\$15,000	\$15,000
10	Asphalt pavement	SY	500	\$175	\$87,500
11	Water supply (well or connection to water main)	LS	1	\$20,000	\$20,000
12	Allowance for Topographic Survey (Compost technology footprint only)	LS	1	\$12,000	\$12,000
13	Allowance for Miscellaneous Construction	LS	1	\$25,000	\$25,000
	Front-end loader			Estimated range \$100,000 - \$250,000	Not in cost
	Grinder / Chipper			Estimated range \$125,000 - \$250,000	Not in cost
	Trommel Screen			Estimated range \$250,000 - \$500,000	Not in cost
	Construction Cost Subtotal				\$2,910,000
	Additional Project Requirements				
	Project Permitting		2%		\$59,000
	Mobilization and Demobilization		4%		\$117,000
	General Conditions for Construction		12%		\$350,000
	Engineering Design Phase Services		6%		\$175,000
	Engineering Construction Phase Services (6-month assumed construction duration)		8%		\$233,000
	Fiscal, Legal & Administrative		2%		\$59,000
	Commissioning and start-up		1%		\$30,000
	Project Contingency		20%		\$582,000
	Subtotal				\$4,515,000
	Engineer's Opinion of Probable Project Cost			<i>rounded</i>	\$4,600,000

OPERATING COST SUMMARY

			Annual Cost
Direct Labor	2.5 FTEs		\$200,000
Fuel	42,000	L	\$68,880
Electricity - Aeration Fans	84,000	KWh	\$16,800
Electricity - Processing Equipment	25,000	KWh	\$5,000
Residual Disposal	300	tons	\$18,000
Leachate Disposal			\$35,000
Maintenance	Equipment / system preventative maintenance		\$10,000
Water Supply			\$5,000
Sanitary			\$5,000
Communications			\$3,000
Office/Administrative			\$5,000
Insurance			\$20,000
Product Marketing and Sales			\$2,500
Contract / Consultant Services			\$5,000
Safety and Training			\$3,500
	Subtotal		\$402,680
	Contingency		10%
	Total		\$450,000

Notes:

1. Estimates in 2023 USD based on 10,000 tons per year of feedstock.
2. Residuals assumed to be 3.0% by weight of total feedstock quantities.
3. Assumes no amendment supply is required for operations.
4. Assumes no private operator agreement costs.
5. Assumes no revenue generated from compost sales.

Rate Assumptions:

Power Rate	\$0.20 per KWH
Fuel Rate	\$1.64 per L
Residual Disposal at Landfill	\$60 per ton
Leachate Disposal	\$35,000 annual allowance
Fuel Consumption - Front-end Loader	12.5 L per hour
Tractor	36 L per hour
Trommel Screen	5 L per hour

*Fuel consumption rates assumed based on typical values for similar equipment

SCHEDULE A

Warren County Compost Facility
Covered Aerated Static Pile

CAPITAL COST SUMMARY

Item	Description	Unit	Estimated	Unit Cost	Estimated Subtotal
1	Full C-ASP System Supply (6 bunker system, including covers, instrumentation, fans, and air/leachate piping)	LS	1	\$1,100,000	\$1,100,000
2	Bunker Cover System Installation	LS	1	\$50,000	\$50,000
3	Concrete Slab	CY	900	\$1,200	\$1,080,000
4	Concrete Bunker Walls	CY	300	\$1,200	\$360,000
5	Leachate and Air Supply Piping Installation	LS	1	\$45,000	\$45,000
6	Electrical Service Upgrade - 3-phase, 480-volt, 500-Amp Service	LS	1	\$45,000	\$45,000
7	Leachate Storage and Conveyance Modifications	LS	1	\$30,000	\$30,000
8	Scale (Including shallow foundations)	LS	1	\$120,000	\$120,000
9	Office Trailer	LS	1	\$50,000	\$50,000
10	Earthwork and Rough Grading (Site development over 2-acre footprint)	LS	1	\$15,000	\$15,000
11	Asphalt pavement	SY	500	\$175	\$87,500
12	Water supply (well or connection to water main)	LS	1	\$20,000	\$20,000
13	Allowance for Topographic Survey (Compost technology footprint only)	LS	1	\$12,000	\$12,000
14	Allowance for Miscellaneous Construction	LS	1	\$25,000	\$25,000
	Cover Winder Machine (optional)			Estimated range \$120,000 - \$200,000	Not in cost
	Front-end loader			Estimated range \$100,000 - \$250,000	Not in cost
	Grinder / Chipper			Estimated range \$125,000 - \$250,000	Not in cost
	Trommel Screen			Estimated range \$250,000 - \$500,000	Not in cost
	Construction Cost Subtotal (rounded)				\$3,040,000
	Additional Project Requirements				
	Project Permitting		2%		\$61,000
	Mobilization and Demobilization		4%		\$122,000
	General Conditions for Construction		12%		\$365,000
	Engineering Design Phase Services		6%		\$183,000
	Engineering Construction Phase Services		8%		\$244,000
	Fiscal, Legal & Administrative		2%		\$61,000
	Commissioning and start-up		1%		\$31,000
	Project Contingency		20%		\$608,000
	Subtotal				\$4,715,000
	Engineer's Opinion of Probable Project Cost			<i>rounded</i>	\$4,800,000

OPERATING COST SUMMARY

		Annual Cost
Direct Labor	2.5 FTEs	\$200,000
Fuel	42,000 L	\$68,880
Electricity - Aeration Fans	62,710 KWh	\$12,542
Electricity - Processing Equipment	25,000 KWh	\$5,000
Residual Disposal	300 tons	\$18,000
Leachate Disposal		\$20,000
Fabric Membrane Cover Replacement	Replace 6 covers every 6 years, therefore replacement cover fund = 1 cover per year	\$60,000
Maintenance	Equipment / system preventative maintenance	\$10,000
Water supply		\$5,000
Sanitary		\$5,000
Communications		\$3,000
Office/Administrative		\$5,000
Insurance		\$20,000
Product Marketing and Sales		\$2,500
Contract / Consultant Services		\$5,000
Safety and Training		\$3,500
	Subtotal	\$443,422
	Contingency	10%
	Total	\$490,000

Notes:

1. Estimates in 2023 USD based on 10,000 tons per year of feedstock.
2. Residuals assumed to be 3.0% by weight of total feedstock quantities.
3. Assumes no amendment supply is required for operations.
4. Assumes no private operator agreement costs.
5. Assumes no revenue generated from compost sales.

Rate Assumptions:

Power Rate	\$0.20 per KWH
Fuel Rate	\$1.64 per L
Residual Disposal at Landfill	\$60 per ton
Leachate Disposal	\$20,000 annual allowance
Fuel Consumption - Front-end Loader	12.5 L per hour
Tractor	36 L per hour
Trommel Screen	5 L per hour
Cover Winder (gas)	5 L per hour

*Fuel consumption rates assumed based on typical values for similar equipment



Warren County Board of Supervisors

RESOLUTION NO. 419 OF 2024

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

AUTHORIZING AGREEMENT WITH THE ADIRONDACK CIVIC CENTER COALITION, INC. FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES

WHEREAS, the County derives revenues from the Occupancy Tax authorized by act of the New York State Legislature (Chapter 422 of the Laws of 2003) and, after deducting the amount provided for administering such tax, is to allocate the funds 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 Director of Tourism requested, and the Tourism & Occupancy Tax Coordination Committee approved, to enter into an agreement with the Adirondack Civic Center Coalition, Inc. to provide funds, annually, to enhance the general economy of the various municipalities and therefore, the County of Warren, through the promotion of tourist activities, conventions, trade shows, special events, and other directly related and supported activities, and

WHEREAS, the Tourism & Occupancy Tax Coordination Committee has received funding request from the Adirondack Civic Center Coalition Inc., in the amount of Five Hundred Thousand Dollars (\$500,000) to be paid over a five-year term at a rate of One Hundred Thousand Dollars (\$100,000) per year in support of capital costs, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with the Adirondack Civic Center Coalition, Inc., as stated in 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 herein above after January 1, 2025 upon receipt of a fully executed agreement.

Warren County Board of Supervisors

RESOLUTION NO. 420 OF 2024

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

RESCINDING RESOLUTION NO. 282 OF 2024, WHICH AUTHORIZED AN AGREEMENT WITH WARREN COUNTY COALITION, INC. FOR THE DISBURSEMENT OF 2024 OCCUPANCY TAX FUNDING FOR WINTER'S DREAM

WHEREAS, pursuant to Resolution No. 282 of 2024, the Warren County Board of Supervisors authorized the Chair of the Board of Supervisors to execute an agreement with Warren County Coalition, Inc. for the disbursement of 2024 occupancy tax funding for Winter's Dream, in an amount of Two Hundred Fifty Thousand Dollars (\$250,000) and Winter's Dream (Show Improvements), in an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000), and

WHEREAS, the Director of Tourism requested, and the Tourism & Occupancy Tax Coordination Committee approved, that Resolution No. 282 of 2024 be rescinded due to the fact that Warren County Coalition, Inc. is putting Winter's Dream on hold for the 2024-2025 season, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 282 of 2024.

Warren County Board of Supervisors

RESOLUTION NO. 421 OF 2024

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

RESCINDING RESOLUTION NO. 330 OF 2024, WHICH AUTHORIZED THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AND AMENDING 2024 WARREN COUNTY BUDGET

WHEREAS, pursuant to Resolution No. 330 of 2024, the Warren County Board of Supervisors authorized the appropriation of funds in the amount of Four Hundred Thousand Dollars from the Occupancy Tax Reserve (A.881.00) to Budget Code A.6417.0002 480 Tourism/Occupancy, Occupancy Tax, Tourism-Special Events, to fund Winter's Dream, and

WHEREAS, the Director of Tourism requested, and the Tourism & Occupancy Tax Coordination Committee approved, that Resolution No. 330 of 2024 be rescinded due to the fact that Warren County Coalition, Inc. is putting Winter's Dream on hold for the 2024-2025 season, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 300 of 2024.

Warren County Board of Supervisors

RESOLUTION NO. 422 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 VILLAGE OF LAKE GEORGE

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, 237 of 2024 and 282 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 October 29, 2024 meeting, the Tourism & Occupancy Tax Coordination Committee considered written applications from the following applicant for 2024 occupancy tax funding and approved municipal event funding request, as follows:

<u>Applicant</u>	<u>Event</u>	<u>Dates</u>	<u>Amount of Award</u>
Village of Lake George	Lease of light display from the Albany Police Athletic League, for use this winter season in the Town/Village of Lake George	11/1/24-12/31/25	\$150,000.00 <i>Municipal Application 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; 237 of 2024 and 282 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 One Million Three Hundred Fifty-One Thousand Three Hundred Twelve Dollars (\$1,351,312.00), 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 (\$198,812.00), 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; 237 of 2024 and 282 of 2024 will remain the same.

SCHEDULE "A"

2024 Occupancy Tax Awards

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
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	NYSPHSAA 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

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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. 422 OF 2024

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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
TOTAL				\$1,152,500.00
<i>to be paid from A.6417.0002 480, Special Event Funding</i>				
	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
1	Town of Horicon	Food Truck Friday's on the Pond	6/28/24-9/6/24	\$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
5	Village of Lake George	Lease of light display from the Albany Police Athletic League, for use this winter season in the Town/Village of Lake George	11/1/24-12/31/25	\$150,000.00
TOTAL				\$198,812.00
<i>to be paid from A.6417.0002 469.05, Municipal Application Funding</i>				

Warren County Board of Supervisors

RESOLUTION No. 423 OF 2024

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2024 TO CREATE POSITION WITHIN THE SHERIFF'S OFFICE

WHEREAS, the Personnel, Administration & Higher Education Committee considered and approved the request from the Sheriff to amend the Table of Organization and Salary Schedule, now, therefore, it is

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2024 are hereby amended as follows:

SHERIFF'S OFFICE

Creating Position of:

A.3110 110

TITLE:

Patrol Sergeant #11-C
(Contingent position)

EFFECTIVE DATE

January 1, 2025 -
March 31, 2025

BASE ANNUAL SALARY

\$66,111

Warren County Board of Supervisors

RESOLUTION NO. 424 OF 2024

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

RESCINDING RESOLUTION NO. 597 OF 2019, WHICH ADOPTED THE DEPARTMENT HEAD EVALUATION POLICY

WHEREAS, pursuant to Resolution No. 597 of 2019, the Warren County Board of Supervisors adopted the Department Head Evaluation Policy, and

WHEREAS, the County Administer requested and the Personnel, Administration & Higher Education Committee approved that Resolution No. 597 of 2019 be rescinded because post-pandemic the overwhelming majority of private corporations have discontinued the practice of annual written performance evaluations as the policy only mandated written performance evaluations on less than seventy-five percent (75%) of County department heads, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 597 of 2019, to be effective November 15, 2024.

Warren County Board of Supervisors

RESOLUTION No. 425 OF 2024

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

RESCINDING RESOLUTION NO. 535 OF 2022, WHICH REQUIRED ALL WARREN COUNTY EMPLOYEES TO COMPLETE AN ANNUAL DIVERSITY, EQUALITY AND INCLUSION TRAINING

WHEREAS, pursuant to Resolution No. 535 of 2022, the Warren County Board of Supervisors directed all Warren County officers and employees complete Diversity, Equality and Inclusion training on an annual basis, and

WHEREAS, following enactment of this mandate no suitable training modules have been identified and deemed appropriate to fit the diverse roles and requirements of the County's departments and offices which comprise the County's workforce, and

WHEREAS, the County Administer requested and the Personnel, Administration & Higher Education Committee approved rescinding Resolution No. 535 of 2022, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 535 of 2022.

Warren County Board of Supervisors

RESOLUTION NO. 426 OF 2024

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

AUTHORIZING COUNTY ATTORNEY TO NEGOTIATE AND SETTLE ALL CLAIMS FILED BY MICHAEL DAVIS; AND AUTHORIZING THE CHAIR TO EXECUTE SETTLEMENT DOCUMENTS

WHEREAS, Plaintiff, Michael Davis, filed a lawsuit against the County of Warren, et. al. on March 3, 2023, Index No. EF2023-71114, in the Warren County Supreme Court, alleging in part, negligence in the inspection, maintenance, management, control, construction and placement of traffic control devices at the intersection of West Mountain Road and Luzerne Road (hereafter, "Lawsuit"), and

WHEREAS, the County Attorney requested and the Personnel, Administration & Higher Education Committee approved the request for authority from the Warren County Board of Supervisors to engage in negotiations, by and through the County's insurance carrier, to pursue a Settlement Agreement with Michael Davis, and to tender an amount of Seven Thousand Five Hundred Dollars (\$7,500), which is an amount less than the self-insured retention amount under the applicable policies of insurance, and to authorize the Chair of the Board of Supervisors to sign all necessary settlement documents, in a form approved by the County Attorney, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County Attorney to engage in negotiations, by and through the County's insurance carrier, for a settlement agreement of all claims filed and that such settlement shall be in an amount of Seven Thousand Five Hundred Dollars (\$7,500), which is an amount less than the self-insured retention amount under applicable policies of insurance, and be it further

RESOLVED, that the Chair of the Board of Supervisors may execute any future settlement documents for the Lawsuit on behalf of the County, in a form approved by the County Attorney, and issue payment of Seven Thousand Five Hundred Dollars (\$7,500).

Warren County Board of Supervisors

RESOLUTION NO. 427 OF 2024

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

APPROVING THE WARREN COUNTY POLICY AGAINST DISCRIMINATION AND HARASSMENT WHICH REPLACES RESOLUTION NO. 203 OF 2023

WHEREAS, the County Attorney presented to the Personnel, Administration & Higher Education Committee the Warren County Policy Against Discrimination and Harassment which is based upon New York State Department of Labor's proposed policy and incorporates recent legislative requirements upon municipal governments, and

WHEREAS, the Personnel, Administration & Higher Education Committee reviewed the Policy and recommends that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Policy Against Discrimination and Harassment annexed hereto, be and the same hereby is, adopted as the official Policy for the County of Warren, and be it further

RESOLVED, except for Resolution No. 203 of 2023 which shall remain in effect for conduct which occurred prior to November 15, 2024, all other resolutions, or parts thereof which may be inconsistent with the annexed Warren County Policy Against Discrimination and Harassment are hereby repealed effective November 15, 2024, and be it further

RESOLVED, that the Director of Human Resources shall ensure the annexed Warren County Policy Against Discrimination and Harassment is posted to the Warren County website and disseminated to every County officer and employee and maintain proof that it was received and reviewed.

County Workplace Harassment & Discrimination Policy

I. Purpose and Goals:

The County is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the County recognizes that discrimination can be related to or affected by other identities beyond gender.

Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace.

While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to act when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the County commitment to a discrimination-free work environment.

II. Goals of this Policy:

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the County. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

III. Sexual Harassment and Discrimination Prevention Policy:

1. This County policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as

independent contractors, gig workers, and temporary workers. The policy also applies to community members, volunteers and interns who supplement our workforce or present themselves for services. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the County. For the remainder of this policy, we will use the term “covered individual” to refer to these individuals who are not direct employees of the company.

2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the County who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Human Resources. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the County to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. The County will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The County will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the County will act as required. In addition to any required discipline, the County will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. An employee or covered individual who prefers not to report

harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director of the Human Resources Department.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, volunteers, interns, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy will be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all County buildings. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

IV. What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the County policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment

includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a hostile work environment include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called *quid pro quo harassment*.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

V. Examples of Sexual Harassment:

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - o Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits; (This can include sexual advances/pressure placed on a service industry employee by customers

- o or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship);
- o Subtle or obvious pressure for unwelcome sexual activities; or
- o Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - o Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - o Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - o Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - o This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - o Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - o Sabotaging an individual's work;
 - o Bullying, yelling, or name-calling;
 - o Intentional misuse of an individual's preferred pronouns; or
 - o Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

VI. Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. Harassers can be anyone in the workplace. A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

VII. Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

VIII. Retaliation Prohibited

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama";
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

IX. Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or Human Resources.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy to report an act of sexual harassment. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee’s behalf.

Every complaint submitted by a County officer or employee claiming discrimination or sexual harassment, whether verbal or written, shall be forwarded to the Human Resources Department for further review and action.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

X. Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason

suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to Human Resources. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

XI. Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

XII. Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt,

thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Every officer and employee shall be required to cooperate as needed in an investigation of claimed discrimination and sexual harassment. The County will take disciplinary action against any County officer or employee that engages in retaliation against an employee who either files a complaint, supports another's employee's complaint, or participates in the investigation of a complaint.

The County recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps.

Upon receipt of a complaint, the Human Resources Department shall:

1. Conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, then request that the individual who made the verbal complaint submit a written complaint form; and
2. Maintain a confidential log which assigns each complaint a number (i.e. #2025-1), and record the following data: the date of the claimed incident(s); the date received; the department(s) involved; the employee who submitted the complaint; the employee against whom the complaint was submitted; and the date forwarded to the County Attorney's Office; and
2. Forward every written complaint to the County Attorney's Office.

Upon receipt of the Workplace Harassment Complaint, the County Attorney, or their designee shall:

1. Take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation.
2. Implement appropriate document requests, review, and enact preservation measures, including electronic communications;
3. Seek to interview all parties involved, including any relevant witnesses;
4. Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).

5. Maintain written documentation and documents in a secure and confidential location, during the County's record retention period;
6. Promptly notify, in writing, the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section; and
8. Submit a summary report of the results of the confidential matter to the County's Personnel, Administration and Higher Education Committee in Executive Session.

XIII. Legal Protections and External Remedies

Sexual harassment is not only prohibited by the County, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

A. New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time within three years of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to the County does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to act to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

B. The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least fifteen (15) employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

C. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

XIV. Conclusion

The policy outlined above is aimed at providing employees at the County and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

Complaints of alleged workplace harassment that occur within an individual's employment with the County of Warren should be made on the form attached herein as ***Attachment A*** titled "**Warren County Workplace Harassment Complaint Form**" and submitted to the Human Resources Department.

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment. If you believe that you have been subjected to sexual harassment or gender discrimination, you are encouraged, but not required, to complete this form and submit it to Warren County Department of Human Resources. No employee will be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy, and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____ Department: _____

Work Address: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____ Work Phone: _____

Did you report your complaint about sexual harassment to you supervisor? Yes No

COMPLAINT INFORMATION

1. Your complaint of sexual harassment is made about:

Name: _____ Department: _____

Title: _____ Work Phone: _____

Relationship to you: Supervisor Supervisee Co-Worker

Other (please specify): _____

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them.

3. List all date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? Yes No

4. If possible, please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

Names:

Phone Number(s):

_____	_____
_____	_____
_____	_____
_____	_____

The last question is optional, but may help the investigation.

5. Have you previously provided information (verbal or written) about related incidents? If yes, when and to whom did you provide information?

6. This is not required, but if you have retained legal counsel and would like us to speak with them, please provide their name and contact information.

Signature: _____

Date: _____

Warren County Board of Supervisors

RESOLUTION NO. 428 OF 2024

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

**ENACTING 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”**

WHEREAS, a proposed local law was duly presented to the Board of Supervisors and considered by them, said proposed local law entitled, “A Local Law Repealing Local Law No. 4 of 2008, ‘A Local Law Adopting and Ratifying Certain Employee Benefits for County Employees Outside Various Bargaining Units,’” and

WHEREAS, the Board of Supervisors adopted Resolution No. 374 of 2024, which authorized a public hearing to be held by the Board of Supervisors on the 15th day of November, 2024, in the Supervisors’ Rooms in the Warren County Municipal Center on the matter of the proposed local law, and notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at such public hearing desiring to be heard, having been heard, now, therefore, be it

RESOLVED, that the Board of Supervisors of the County of Warren, New York, on this 15th day of November, 2024, does hereby enact and adopt Local Law No. 7 of 2024, as annexed hereto.

**COUNTY OF WARREN
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.

Warren County Board of Supervisors

RESOLUTION NO. 429 OF 2024

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

AUTHORIZING CONTINUATION OF MEDICARE ADVANTAGE INSURANCE PLAN FOR WARREN COUNTY RETIREES

WHEREAS, Warren County has offered health insurance through Anthem Blue Cross for Medicare eligible retirees receiving Medicare benefits, and

WHEREAS, as a result of a review of the Medicare Advantage health insurance program performed by the County's health insurance broker, Marshall & Sterling Employee Benefits, Inc., it has been recommended by the Director of Human Resources to the Personnel, Administration & Higher Education Committee that the County renew the Anthem Blue Cross Medicare Advantage plan for Medicare eligible County retirees at a monthly premium of Two Hundred Eight Dollars and Nine Cents (\$208.09) per Medicare eligible County retiree, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute any and all documents and/or agreements that may be necessary to renew the Medicare Advantage Plan with Anthem Blue Cross, at a monthly premium of Two Hundred Eight Dollars and Nine Cents (\$208.09) per Medicare eligible County retiree, for a term commencing January 1, 2025 and terminating December 31, 2025, at which time all policies will once again be reviewed, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 430 OF 2024

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

ADOPTING REVISED OUT-OF-UNIT EMPLOYEE BENEFITS POLICY FOR WARREN COUNTY

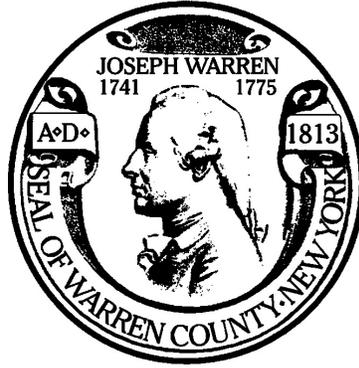
WHEREAS, the Warren County Board of Supervisors updated and adopted the Out-of-Unit Employee Benefits Policy for Warren County by Resolution No. 306 of 2023, and

WHEREAS, the Director of Human Resources presented to the Personnel, Administration & Higher Education Committee a revised Out-of-Unit Employee Benefits Policy to bring language in line with current practice and bargaining agreement, and

WHEREAS, the Personnel, Administration & Higher Education Committee has review the Policy and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Out-of-Unit Employee Benefits Policy for Warren County, annexed hereto, be and the same is hereby adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Out-of-Unit Employee Benefits Policies, Resolutions or parts thereof inconsistent with the annexed Out-of-Unit Employee Benefits Policy for Warren County are hereby repealed effective November 15, 2024.



**WARREN COUNTY
OUT-OF-UNIT EMPLOYEE BENEFITS
POLICY**

SECTION 1. SALARY AND COMPENSATION PLAN

- A. All employees outside the bargaining units shall be compensated according to the Warren County Salary and Compensation Plan adopted by the Board of Supervisors and according to such further Resolutions as may be adopted by the Board from time to time. For the purposes of computing salaries and where applicable, overtime and other benefits, the annual salary of all employees outside the bargaining units (with the exception of the appointed and executive employees) shall be divided by 2,080 hours. The salaries of all appointed and executive employees outside the bargaining units shall be divided by 1,820 hours.

SECTION 2. WORKDAY, WORKWEEK, OVERTIME

- A. **Regular Hours.** The regular hours of work in each day shall not exceed eight hours, except that the hours worked when attending an authorized out-of-town conference, training class, seminar or similar educational class may be more than eight hours but not more than 11 hours when the Department Head (or designee) and the employee agree that the time worked over eight hours (not more than 11), will be taken as authorized time off later in the same workweek. Agreement by the Department Head and employee must be in writing. If an agreement is not reached it is understood that the Department will either pay overtime or not authorize/require the employee to attend the conference, training class, seminar or similar education class for more than eight hours.
- B. **Overtime.** Overtime must first be authorized by the Department Head. When an employee who is required under law to receive overtime pay is authorized or required by the Department Head to work in excess of 40 hours per week, or more than eight hours in one day, they shall be entitled to receive compensation at the rate of time and one-half of his hourly rate of pay, except no overtime compensation shall be required under circumstances where an agreement is reached pursuant to subsection 2A. above.
- C. **Flex Time.** In addition to the foregoing, the regular hours in each day for all departments in which non-exempt employees outside the bargaining unit work shall not exceed eight (8) hours per day except where an employee and a Department Head agree that the employee may work in excess of eight (8), but not more than ten (10) and take authorized time off later in the same work week on an hour for hour basis. Hours worked under this provision must be tracked and marked as flex time on the employee timesheet. The employee shall not be entitled to overtime pay for the hours used as flex time.
- D. **Compensatory Time.** Notwithstanding the foregoing provisions of this section, non-exempt employees may elect to take time off duty in lieu of payment for overtime that they are requested or required to work. Compensatory time off shall be at the rate of one and one half hours off for each hour worked. The elections to accrue and take compensatory time off will be made in writing in the form prescribed by the County Administrator. In the absence of such election, the overtime work will be paid for at the regular overtime rate. Requests for compensatory time off shall be granted in the order that they are received. In the event that more than one request is received at the same time, seniority shall govern. Requests for compensatory time off shall not be made more

than thirty (30) days in advance. An employee may accumulate up to forty (40) hours of compensatory time off in lieu of overtime. All accumulated and unused compensatory time off shall be paid to the employee by separate check in the last payroll in each calendar year. The employee shall thereafter be allowed to once again start to accrue time for the following year. Any such payment that is in excess of \$50 will be made by separate check. Approval of requests for use of compensatory time shall be conditioned upon the needs of the employee's department as determined in the sole discretion of the Department Head or designee.

- E. **Call in Pay.** The County will provide a guarantee of 1 hour call-in time at the rate of time and one-half whenever an overtime eligible employee is required and authorized to perform necessary work outside of normal working hours and when the time worked does not immediately precede a normal work shift or immediately follow a normal work shift.

SECTION 3. DEFINITION OF EMPLOYEES

The following definitions shall apply:

Administrative Employee. Employees responsible for department activities in the absence of the Department Head or Deputy Department Head and who assist in the enforcement of departmental policies and regularly exercise discretion and independent judgment with authority to make important agency decisions.

Executive Employee. A Department Head or Deputy Department Head.

Full-time Employee. A person who is employed by the County for a 12-month period of time and who works 35 hours per week or more.

Less than Half-time Employee. A person who is employed by the County for a 12-month period and works 20 hours or less, per week.

Part-time Employee. A person who is employed by the County for a 12-month period and who works less than 35 hours per week but more than 20 hours per week.

Professional Employee. Employees performing work which requires knowledge of an advanced type in a position where the employees invention, imagination, and talent in a specialized field is required for project completion. Employees perform work which is unique to a career field (i.e., Law, Medicine, Planning), as distinguished from clerical, manual, mechanical or physical duties.

Temporary Employee and Seasonal Employee. A person who is employed for a particular program or project for a period not exceeding six months.

SECTION 4. FRINGE BENEFITS

Part-time employees as herein defined shall receive fringe benefits in the same proportion as the ratio of the number of hours the employee works to the number of hours in the regular workweek. Less than part-time employees including less than half-time and temporary or seasonal employees shall receive no fringe benefits.

SECTION 5. HOLIDAYS.

A. **Paid Holidays.** All employees in County service shall be entitled to the following paid holidays:

1. New Year's Day;
2. Martin Luther King's Birthday;
3. President's Day;
4. Memorial Day;
5. Juneteenth;
6. Independence Day;
7. Labor Day;
8. Columbus Day;
9. Veteran's Day;
10. Thanksgiving Day;
11. Christmas Day.

B. **Holiday Pay.**

In order to be paid for a holiday, the employee must work the employee's last scheduled workday before and after the holiday, except with the approval of the applicable Department Head or designee. In the event an employee at a County facility operating seven days a week shall be denied holiday pay by reason of this provision, the employee shall have the right, within the same payroll period of the holiday or the payroll period immediately following said payroll period, to appeal in writing the denial to the Human Resources Director who shall determine whether the employee shall be paid for the holiday. In making a decision, the Human Resources Director shall allow the employee, the employee's immediate supervisor or other designated representative and County Administrator to be heard. The Human Resources Director shall render the decision in writing and shall include the basis or rationale for the decision. The decision shall be delivered to the employee, the employee's supervisor or designee and the County Administrator.

C. **Working on Holidays.**

When a non-bargaining unit, Fair Labor Standards Act exempt employee is required, as part of the customary work schedule, to work on one of the officially-designated county holidays, or if such an employee is called to work on such a holiday, the employee shall be compensated at such employee's regular salary rate for the payroll period and receive leave credit for a full work day to be used within six months of the date of such accrual with the department head's prior approval (which approval shall not be unreasonably withheld). If such employee's normally scheduled day

off falls on the official holiday, the employee shall likewise accrue one full work days' leave to be used within six months upon prior approval of the department head (which such approval shall not be unreasonably withheld).

D. Weekend Holidays.

1. Full-time employees will be paid the regular weekly salary without deduction when one (1) of the above holidays is observed during the workweek.
2. Part-time employees will be paid at their regular wage for the day when a holiday falls or is observed within their respective workweek schedule.
3. Temporary and seasonal employees as defined herein will be paid their regular wage for the day where a holiday falls or is observed within their respective workweek schedule.
4. If a holiday falls on a Sunday, it will be observed on the next day thereafter. If it falls on a Saturday, it will be observed on the preceding Friday.
5. If a holiday falls on any other day, the General Construction Law and amendments then in effect will govern the day of its observance.
6. If a holiday falls during a vacation period, the day will not be charged against the employee's vacation credits. Vacation days are charged solely against working days.
7. Any employee not in an executive, administrative or professional position who is required to work on one(1) of the scheduled holidays shall be paid time and one-half (1/2) plus the holiday pay if the holiday falls during the employee's regular workweek schedule. Election Department employees shall be given an additional day off if required to work on Election Day.
8. Any employee not in an executive, administrative or professional position who is called into work on a contract holiday shall be paid time and one-half (1/2) plus the holiday pay.

For the purposes of this Section the day to be considered the holiday shall be the day observed by the County as the holiday irrespective of whether such day is the actual holiday. This regulation shall be waived for the following holidays: New Year's, Christmas and Independence Day. On such holidays, the day to be considered the holiday shall be the day on which the holiday actually falls.

E. Floating Holidays.

Subject to the provisions herein, full-time employees shall be entitled to two additional days of with pay at their usual daily rate. These days shall be known or referred to as "floating holidays" and shall be used within restricted periods of time. One floating holiday shall be taken between January 1st and June 30th of each year. The other shall be taken between July 1 and December 31 of each year. The days may be used in conjunction with vacation or personal days. Rules concerning scheduling and/or use shall be the same as those applicable to vacation days. The days must be taken. Days earned and not taken through no fault of the employee shall be treated in the same manner as vacation days not taken under the same circumstances. Part-time employees shall receive the benefit of the floating holidays in the same proportion as the ratio of the number of hours the employees work to the number of hours in the regular work week. In their first year, a new employee shall be entitled to the floating holidays provided that the new employee was on the payroll prior to the

actual date of the Lincoln’s Birthday holiday or Election Day.

SECTION 6. VACATION, SICK LEAVE, PERSONAL LEAVE, BEREAVEMENT LEAVE.

A. Vacation Leave.

1. Employees Hired after January 18, 2013.

- A. All full-time and part-time employees commencing work on or after January 18, 2013 shall accrue leave from the date of hire on a pro-rated bi-weekly basis. Vacation time will be earned in the amounts outlined below in the table at Section 6A(2).
- B. Any leave time accrued shall not be considered earned until the newly hired employees have completed six (6) months of continuous service. Once six (6) months continuous service has been completed, the employee may use any of the accrued time or continue to save the time for future use in accordance with other applicable provisions of this agreement.
- C. If a new employee shall not complete six (6) months continuous service, the accrued time shall not be considered earned and shall not be payable to the employee upon termination or otherwise leaving the County.
- D. Any employee beginning work with Warren County shall always accrue all vacation time provided for herein on a pro-rata bi- weekly basis and such vacation time must be used not later than eighteen (18) months from the time earned or the vacation time shall be forfeited or lost and no compensation shall be paid or made to the employee.

2. Employees Hired Prior to January 18, 2013. All full-time County employees hired prior to January 18, 2013 shall be entitled to a vacation with pay after completing one (1) year of total continuous service as follows:

1 year of service	10 working days
3 years of service	11 working days
4 years of service	12 working days
5 years of service	13 working days
6 years of service	14 working days
7 years of service	15 working days

An additional day of vacation shall be added each year until a maximum of twenty (20) working days

are attained.

Vacation credits shall be computed from the day of entry into County service and computed on January 1st of each year. For the purpose of determining the effective date of earned vacation the period of service shall be computed from the 1st day of January in the year the employee was first appointed.

All vacations shall be taken in the calendar year during which the employee becomes entitled thereto. Vacation credits shall not be carried over from one (1) calendar year to another or used in whole or in part any year except the year in which it is due; provided, however, that the County will allow an employee: 1) to carry part of the vacation time earned in one calendar year over into the succeeding calendar year upon advance notice to the Department Head, and solely as a continuation of a planned trip commenced in the twelfth (12th) month of the calendar year; or 2) to carry over up to five (5) vacation days, not taken through any fault of the employee, into the succeeding calendar year, upon notice to the Department Head by December 1st of the current calendar year, to be taken no later than June 1st of the succeeding calendar year.

3. Vacation Provisions Applicable Regardless of Date of Hire:

- A. Vacations shall be scheduled with the approval of the employee's Department Head, which approval shall not be unreasonably withheld.
- B. Vacation leave may be taken in one-half hour increments.
- C. The period of employment referred to above shall be for a period of total service in Warren County employment. Vacation credits shall be computed from the day of entry into County service.
- D. A day of vacation shall be a working day.
- E. All vacation time must be taken within the time frames provided herein and any time not so taken shall be forfeited or lost.
- F. No compensation shall be paid or made to any employee for unused vacation time earned, except upon application to the Warren County Board of Supervisors and a finding that 1) in the case of an employee who is not a Department Head that the employee was requested to not take vacation time or was affirmatively denied the opportunity to take vacation time at any time during the time frames herein provided by the Department Head or 2) in the case of a Department Head, the Department Head was requested by the Board of Supervisors to not take vacation or was affirmatively denied the right to take vacation or 3) a job-related injury or disability prevented employee from the use of vacation time. The application for payment must be made within 6 months from the date when the vacation time earned would be lost or forfeited. Payment, if awarded, will be at the rate when the vacation time was earned. Failure to make such an application prior to the loss or forfeiture of vacation time shall bar the employee from any future claim and shall constitute forfeiture and/or waiver of the right to compensation for qualifying unused vacation time.
- G. Earned and accrued vacation time shall be paid to an employee upon termination of employment.

H. Part-time employees and full-time employees who work less than forty (40) hours per week will be entitled to vacation credits based on their regular workday and regular workweek.

I. In order to be paid for a vacation day, the employee must work the employee's last scheduled work day before and after the vacation day, except with the employee's supervisor's approval.

A. **Sick leave.**

1. An employee's absence from duty by reason of the employee's sickness or disability shall be considered "sick leave." Sick leave shall be used and authorized for use only for an employee's sickness or disability, or as provided by this policy, to include attendance at medical appointments.
2. Employees shall be entitled to sick leave with pay on the basis of ten (10) working days in each year. The ten (10) working days per year allowed to an employee for sick leave will be earned at the rate of one (1) day of sick leave for each month of employment except for the sixth and twelfth months during the year of employment where no days will be earned. Such sick leave with pay shall be granted to the employee by the Department Head. The Human Resources Director may request and require a physician's statement for absence of more than three (3) consecutive work days.
3. Part-time employees will earn sick leave credits based on their workday and workweek.
4. Less than half-time, temporary and seasonal employees shall not be entitled to receive sickleave credits.
5. Employees shall be allowed to take sick leave in no less than one-half (1/2) hour intervals.
6. Absence from duty by an employee by reason of sickness or disability of an immediate member of employee's family shall also be considered "sick leave", provided, however, 1) the sickness or disability of the immediate family member must require the physical presence and actual assistance of the employee; 2) a full-time employee may use no more than 10 or the maximum number of sick leave days the employee has available for use, whichever is less, in any calendar year for immediate family member sickness or disability and the number of days available for use by the part-time employee shall be that portion of 10 days which is in the same proportion to the number of hours worked when compared to full time employees and in no event shall exceed that the employee has accrued; 3) the use of sick leave for immediate family sickness or disability shall be subject to the same rules of use as are applicable to the employee's use of sick leave for employee's own sickness or disability including disciplinary action should the sick leave not be used in accordance with the rules specified herein; 4) the use of sick leave for immediate family member sickness or disability shall be subtracted from or charges to the employee's sick leave balance in the same manner as if used for the employee's own sickness or disability; and 5) immediate family member shall mean parent, spouse, sibling, child, grandparent, grandchild, parent-in-law, step-family relationships, and any relative or person residing in the immediate household of the employee.
7. No employee shall receive any part of their compensation while absent from duty because of sickness or disability except as herein provided.

8. The days allowed to an employee for such leave with pay may be accumulated to a maximum of one hundred sixty five (165) days, and may be kept to an employee's credit for future sick leave with pay.
9. In the event that an employee uses sick leave benefits in violation of this policy, the employee will be subject to disciplinary proceedings.
10. Any employee hired prior to November 30, 2024 who is not represented by a union or collective bargaining agreement, with the exception of Sheriff's Office employees and elected officials, who has not used all of their accumulated sick leave at the time of their retirement, they shall be paid in cash, at their hourly rate then in effect, for one-half (½) of the accumulated sick leave to their credit, up to a maximum payout of seventy (70) days.
11. Any employee hired after November 30, 2024 who is not represented by a union or collective bargaining agreement, with the exception of Sheriff's Office employees and elected officials, will receive no cash payout for unused sick time.

C. Personal leave.

1. Personal leave is leave with pay for personal business, including religious observance, without charge against accumulated vacation credits.
2. Full-time employees in County service shall be entitled to personal leave not exceeding a total of three days in each year.
3. Part-time employees will earn personal leave credits based on their workday and workweek.
4. Less than half-time, temporary and seasonal employees shall not be entitled to personal leave credits.
5. Personal leave shall not be cumulative and no part thereof shall be carried over from one calendar year to another. Unused personal leave shall not be liquidated in cash at the time of separation, retirement or death.
6. Personal leave shall be granted only by prior approval of the Department Head and only at a time convenient to the Department, and may be taken in multiples of not less than one-half hour.
7. An employee shall not be entitled to personal leave time until after four months of continuous employment.
8. Each new full-time permanent employee shall be credited with one day of personal leave after four months of continuous employment and one additional day of personal leave after eight months of continuous employment and by an additional day of personal leave at the end of the tenth month of employment, except all new employees shall have three personal leave days credited to them as of January 1st without regard to length of service

D. Leave of absence.

1. **Military leave.** County employees who are members of military reserve units and are required to go on active duty for training purposes shall be entitled to leave without loss of pay for such time as is necessary to fulfill such military training obligation, but not exceeding 30 workdays

per calendar year. Payment shall not be made to such employee unless a copy of the military orders is submitted to the Department Head and shall be provided to Human Resources. Military leave may be taken intermittently.

2. Medical leave, education leave and family leave.

- a. To request a leave of absence under the Family and Medical Leave Policy, please refer to the Family and Medical Leave Policy for Warren County Employees found in Resolution 217 of 2015.
- b. Unpaid educational leave may be requested and approved for up to a period not to exceed 10 months.
- c. All requests for medical, educational, and family leave shall be approved by the Department Head and the Director of Human Resources prior to the granting of leave. Employees shall receive a reason in writing for any denial of a request for leave.
- d. Upon termination of an authorized leave of absence, the employee shall be reinstated without interruption of service, rights and benefits.
- e. In the event an employee that voluntarily terminated County employment seeks and obtains reinstatement to their former position within sixty (60) days after termination, then the period of time shall be deemed a leave of absence and the employee shall be reinstated with all previously accumulated rights and benefits as if no interruption in service has occurred. No employee who receives a payout for accumulated vacation time or sick leave shall be entitled to the benefits of this provision.

E. Bereavement leave and funeral leave.

1. Employees may be absent from work without loss of pay by reason of death in the immediate family up to a maximum period of three (3) working days, commencing from between the date of death of the family member through the day before the funeral. Immediate family includes only parent, spouse, sibling, child, grandparent, grandchild, parent-in-law and any relative or person residing in the immediate household of the employee.
2. Employees may be absent from work without loss of pay for one day to attend the funeral of the employee's child-in-law, sibling-in-law, or grandparent-in-law.
3. When extreme weather conditions will not allow for a burial until spring, an employee may reserve and schedule a day of the bereavement leave discussed above for such reason.

F. Employee approval. The employer shall not have the right to charge any employee's leave credits without that employee's approval.

SECTION 8. HEALTH INSURANCE AND DENTAL INSURANCE PLANS.

A. Employee Eligibility.

Warren County employee shall be eligible for coverage under the Warren County Health Insurance Plan if any of the following conditions apply:

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1. Said employee is employed at a rate of at least thirty (30) hours per week on a regularly scheduled basis, or
2. Is employed less than thirty (30) hours per week:
 - a. Is a paid elected official; or
 - b. Is a paid member of a public legislative board.
3. Health insurance benefits for full-time (30+ hours per week) non-bargaining unit employees who began work with Warren County prior to December 21, 2012 shall be as follows:
 - a. Effective December 1, 2024, the County shall offer health insurance to current full-time employees not part of any collective bargaining unit on an individual, two-person or family coverage basis (depending on the qualifications and election of the employee) provided that the employee contributes twenty-three percent (23%) of the health insurance premium. Commencing December 1, 2025, the amount of the aforesaid contribution shall be increased to twenty-four percent (24%). Commencing December 1, 2026, the amount of the aforesaid contribution shall be increased to twenty-five percent (25%).
 - b. All health insurance coverage shall be afforded with the maximum co-pay of 25/40 for office co-pays and 10/30/50 for drug plan co-pays.
 - c. The health insurance coverage option(s) afforded eligible retirees under 65 years of age shall be the same as that provided to eligible active employees. The Health Insurance coverage option(s) afforded eligible retirees 65 years of age and older shall be through Medicare Advantage Plans or similar plans offered to eligible Union employee retirees with the same status;
 - d. The County will offer coverage to full-time non-bargaining unit employees who retire, provided that said employee a) has at least ten (10) years of total service as a Warren County employee; b) has retired under the New York State Retirement System or is retired and is receiving or will receive Social Security Benefits and would have been eligible to retire and receive benefits under the New York State Retirement System if the employee had been a participant in said Retirement System; c) is enrolled in the Warren County Health Insurance Plan at the time of retirement; d) the contribution to be paid toward the health insurance premium by all eligible retirees under the age of sixty-five (65) shall be the amount equivalent to the amount paid by active eligible employees and may be increased or otherwise changed from time-to-time; e) the contribution to be paid by current active eligible employees who become retirees sixty-five (65) or older, after August 16, 2013 and who began employment with Warren County prior to December 21, 2012, shall be a percentage equal to that percentage being contributed by active full-time employees commencing work prior to December 21, 2012, as may be increased or otherwise changed from time-to-time.
 - e. Two members of the same family employed by the County may only be enrolled in one (1) health insurance plan. However, if two (2) members of the same family employed by the County are eligible to be enrolled in a two-person plan, each employee may enroll in their own individual plan but the County will contribute a maximum total amount equal to the County's contribution to a two person plan.

4. Health insurance benefits for new full-time (30+ hours per week) non-bargaining unit employees beginning work with Warren County on or after December 21, 2012 shall be as follows:
 - a. The County shall offer health insurance to current full-time employees not part of any collective bargaining unit on an individual, two-person or family coverage basis (depending on the qualifications and election of the employee) provided that the employee contributes twenty-five percent (25%) of the health insurance premium.
 - b. All health insurance coverage shall be afforded with the maximum co-pay of 25/40 for office co-pays and 10/30/50 for drug plan co-pays.
 - c. The County will offer health insurance Medicare Advantage plans or similar plans to full-time non-bargaining unit employees who leaves County employment, provided that said employee a) retires from the New York State Retirement Plan; b) had insurance coverage in the previous ninety (90) day period; c) is sixty-five (65) years of age or older; d) has at least twenty (20) years total full-time county service; e) pays a percentage equal to that shared percentage being contributed by active full time employees commencing work on or after December 21, 2012, as may be increased or otherwise changed from time to time.
 - d. If the employee leaves County service before reaching the age of sixty-five (65), the employee shall not be entitled to continue health insurance through Warren County until the employee attains the age of sixty-five (65) years, and then if the former employee satisfies the eligibility criteria outlined in Section 8A(4)(c) above then the former employee may thereafter elect to receive benefits outlined by Section 8.
 - e. Two members of the same family employed by the County may only be enrolled in one (1) health insurance plan. However, if two (2) members of the same family employed by the County are eligible to be enrolled in a two-person plan, each employee may enroll in their own individual plan but the County will contribute a maximum total amount equal to the County's contribution to a two person plan.
5. An active employee who is eligible for coverage and has elected not to enroll in the County Plan during their active employment may enroll in the Plan at any time prior to retirement during an open enrollment period.
6. A covered employee who fails to remit the required premiums shall be terminated from coverage.

B. Health Insurance Coverage during Retirement.

1. Eligibility for health insurance coverage during retirement is as set forth in either Section 8A(3)(c) and (d) or Section 8A(4)(c). Employees with at least 10 years total service as a Warren County employee, with vested status in the New York State Retirement System who terminate County employment prior to the start of retirement under the New York State Retirement System may continue coverage in Warren County Health Insurance Plan by paying both the employer and employee shares of the health insurance premium. Upon the start of retirement under the New York State Retirement System, an employee shall be responsible to pay only the employee share of the premium.
2. A retired employee who fails to remit the required premiums shall be terminated from

coverage.

3. An employee who is eligible for coverage at the time of separation from County service and who elects not to continue coverage upon separation shall be eligible to enroll for coverage after retirement on the 1st day of any month provided that upon separation from employment the employee completed at least twenty (20) years of total service as a Warren County employee.

C. Death of an Employee While in Service.

The surviving spouse and minor children of a Warren County employee who dies while in service and prior to retirement shall be eligible for continued coverage under the Warren County Health Insurance Plan and shall pay only the employee share of the premium under the following conditions:

1. the deceased employee had at least ten (10) years of total service as a Warren County employee; and
2. the deceased employee was vested under the New York State Retirement System at the time of their death.

D. Death of Retiree

The surviving spouse and minor children of a retired Warren County employee shall be eligible for continued coverage under the Warren County Health Insurance Plan and shall pay only the employee share of the premium under the following conditions:

1. the deceased employee had at least ten (10) years of total service as a Warren County employee; and
2. the deceased employee had retired and was eligible for or receiving benefits under the New York State Retirement System at the time of their death.

“Continued coverage” as used in this in this Resolution shall mean the coverage available to all Warren County employees and members of the employee’s family.

SECTION 9. RETIREMENT PLANS AND DEATH BENEFITS.

A. Retirement - generally.

Retirement benefits and death benefits, to the extent available, are provided through the New York State and Local Employees’ Retirement System. Information concerning the nature and extent of the retirement benefits may be obtained through the Human Resources Department and/or from the New York State and Local Employees’ Retirement System.

SECTION 10. MISCELLANEOUS PROVISIONS.

A. Coffee breaks.

All employees shall be allowed one coffee break during each four hours of their regular day and each Department Head shall establish such rules and regulations as may be necessary to implement

these employee rest periods.

B. Annual statement of accrued time.

Each employee will view their time and accruals electronically unless there is no computer access available in the employee's workplace. Each employee who does not have computer access in the employee's workplace will receive a paper copy of his/her time or leave through the Human Resources Department.

C. Submission of time records.

For the purpose of maintaining leave balances, all employees are to submit bi-weekly time records using Novatime. Overtime payment for those non-exempt employees not deemed executive, administrative or professional shall be listed on bi-weekly time records. Hours reported in excess of 40 hours weekly for those employees designated executive, administrative or professional are NOT eligible for overtime compensation.

D. Medicare premiums.

Upon the exclusion from the coverage of the County's health insurance plan of the supplemental medical insurance benefits under Medicare, the amount of such Medicare premium will be deducted from contributions payable by the employee and the employer contributions to the Health Insurance Fund shall be adjusted as necessary to provide such payments.

E. Workers' compensation and disability insurance.

Warren County Workers' Compensation and Disability Insurance is through self-insurance and benefits and use or credit of sick leave will be in accordance with the rules established thereunder.

F. Jury duty compensation.

The County will pay an employee for the first three (3) days of jury service. Commencing with the fourth day of jury service, the County will pay an employee who serves on a jury the difference between the jury payment amount and the employee's regular rate of pay for the day on which jury duty was performed. Volunteers will not be paid and provisions must be made for reporting for work on short court sessions or days when the County is working although the Court may not be in session. No payment will be made to any employee who is exempt by law and waives the exemption by failing to claim the exemption or by volunteering to serve.

G. Reimbursement to Employees for training, certification and credit-bearing course work.

Effective January 1, 2020, County employees who are not represented by a union or collective bargaining agreement, with the exception of elected officials, shall be allowed to take employment related training, certification (including non-credit bearing certification programs) and credit-bearing courses (collectively referred to as "course work") that benefit Warren County pursuant to the application and approval procedures adopted by Resolution No. 500 of 2021, or as amended in the future. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 100% of the cost for tuition, books and fees related to taking the course work, subject to lifetime limits of \$10,000 for Full time employees, \$5,000 for Part time employees, \$2,500 for less than Part time employees and \$1,000 for Per Diem employees. If an employee does not work for at least 12 consecutive months after completing the course work for

which the County has reimbursed the employee, the employee will refund the County the total amount paid by the County to the employee.

H. Employee indemnification and defense of lawsuits.

The indemnification and duty to defend benefits of N.Y. Pub. Off. Law § 18 have been conferred upon all County officers and employees, provided the officer or employee complies with the requirements of N.Y. Pub. Off. Law § 18.

I. Americans with Disabilities Act.

The County shall comply with the applicable provisions of the Americans with Disabilities Act.

J. No. Discrimination. The County shall administer the policies set forth in this Resolution in a manner which will be fair and impartial to all employees and there shall be no discrimination against any employee because of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, marital status, or disability.

Warren County Board of Supervisors

RESOLUTION NO. 431 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

RESCINDING RESOLUTION NO. 513 OF 2022, WHICH AUTHORIZED ARPA FUNDS DISBURSEMENT TO ADK EXCURSIONS, LLC; AND AMENDED THE WARREN COUNTY BUDGET FOR 2022

WHEREAS, pursuant to Resolution No. 513 of 2022, the Warren County Board of Supervisors authorized the allocation of ARPA funds to ADK Excursions, LLC for use of grant money to fund safety related capital improvements, for an amount of Thirty Thousand Dollars (\$30,000), and

WHEREAS, the County Attorney requested and the Finance & Budget Committee approved that Resolution No. 513 of 2022 be rescinded due to the contract with ADK Excursions, LLC being voided by Board of Supervisors actions based on findings contained in Resolution No. 300 of 2024, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 513 of 2022.

Warren County Board of Supervisors

RESOLUTION NO. 432 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

**AUTHORIZING ARPA FUNDS DISBURSEMENT TO
ADK EXCURSIONS, LLC; AND AMENDING WARREN COUNTY BUDGET FOR 2024**

RESOLUTION FAILED

WHEREAS, the United States Department of the Treasury adopted Final Rule, 31 CFR Part 35, Subpart A, sections 35.1 through 35.12, entitled Coronavirus State and Federal Fiscal Recovery Funds, effective April 1, 2022, (hereafter, “Final Rule”) implementing the Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund, under section 9901 of the American Rescue Plan Act (hereafter “ARPA”), which amended Title VI of the Social Security Act, (42 U.S.C. Sec. 801, et seq.) by adding sections 602 and 603 to establish the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund, and

WHEREAS, the County entered into an agreement with the United States Department of Treasury, dated May 18, 2021 (hereafter, “Treasury Agreement”) that awarded Twelve Million Four Hundred Twenty Thousand Three Hundred Seventy-Two Dollars (\$12,420,372) to the County in ARPA funds to be allocated to cover costs incurred from March 3, 2021 through December 31, 2024, for the enumerated purposes set forth in sections 602(c)(1) and 603(c)(2) of the Social Security Act, as implemented by the Final Rule, and the Treasury Agreement, and subject to the restrictions set forth by sections 602(c)(2) and 603(c)(2) of the Social Security Act, and

WHEREAS, Part 35.6 of the Final Rule authorizes the County to use ARPA funds to respond to the public health emergency or its negative economic impacts when the County identifies an eligible response, applies ARPA funds to an identified harm, or authorizes funding for an eligible use for a beneficiary or class of beneficiaries, and

WHEREAS, the ARPA Committee determined that the use of ARPA funds is required to respond to the negative economic impacts of the public health emergency and the enumerated eligible use of 31 C.F.R. 35.6(b)(3)(ii)(B)(2), assistance to small businesses including a program, service, capital expenditure, or other assistance that responds to disproportionately impacted small businesses, including rehabilitation of commercial properties; storefront and facade improvements; technical assistance, business incubators, and grants for start-ups or expansion costs for small businesses; and programs or services to support micro-businesses, and

WHEREAS, section 603(c)(3) of the Social Security Act authorizes the County to transfer ARPA funds to a private nonprofit organization, the ARPA Committee has considered and approved a request to distribute funds in an amount not to exceed Thirty Thousand Dollars (\$30,000), beginning retroactive to October 6, 2022 and ending December 31, 2024, to ADK Excursions, LLC, for use of grant money to fund safety related capital improvements, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the allocation of ARPA

funds in an amount not to exceed Thirty Thousand Dollars (\$30,000), retroactive to October 6, 2022 through December 31, 2024, to ADK Excursions, LLC for use of grant money to fund safety related capital improvements as an eligible use, and

RESOLVED, that as a condition of the ARPA funding, ADK Excursions, LLC shall comply with all reporting requirements set forth in the ARPA Funding Agreement (hereafter, “ARPA Agreement”), and in a form approved by the County Attorney for this award, and shall comply with any modifications to the reporting requirements enacted by the Federal Government to include the Department of Treasury, as a condition of funding, after the effective date for the ARPA Agreement, and be it further

RESOLVED, that the Board of Supervisors does hereby authorize the following budget amendment for 2024 in accordance with the aforementioned allocation of ARPA funding:

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT: LEGISLATIVE BOARD		
<u>ESTIMATED REVENUE</u>		
A.1010.4999 4090	Legislative Board, American Rescue Plan Act (ARPA), Coronavirus Local Fiscal Recovery Funds (CLFRF)	\$30,000
<u>APPROPRIATIONS</u>		
A.1010.4999 470	Legislative Board, American Rescue Plan Act (ARPA), Contract	\$30,000

Warren County Board of Supervisors

RESOLUTION NO. 433 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

RESCINDING RESOLUTION NO. 595 OF 2022, WHICH AUTHORIZED ARPA FUNDS DISBURSEMENT TO ADK EXCURSIONS, LLC; AND AMENDED THE WARREN COUNTY BUDGET FOR 2022

WHEREAS, pursuant to Resolution No. 595 of 2022, the Warren County Board of Supervisors authorized the allocation of ARPA funds to ADK Excursions, LLC for use of grant money to respond to the negative economic impacts of the COVID-19 public health emergency, to include mitigating the business's financial hardships, for an amount of Nineteen Thousand Dollars (\$19,000), and

WHEREAS, the County Attorney requested and the Finance & Budget Committee approved that Resolution No. 595 of 2022 be rescinded due to the contract with ADK Excursions, LLC being voided by Board of Supervisors actions based on findings contained in Resolution No. 300 of 2024, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 595 of 2022.

Warren County Board of Supervisors

RESOLUTION NO. 434 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

**ESTABLISHING CAPITAL PROJECT NO. H437, BOARD ROOM RENOVATIONS;
AUTHORIZING TRANSFER OF FUNDS; AND AMENDING
WARREN COUNTY BUDGET FOR 2024**

WHEREAS, the County Administrator requested, and the Finance & Budget Committee approved, the establishment of Capital Project No. H437, Board Room Renovations, now, therefore, it is

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H437, Board Room Renovations, as follows:

1. Capital Project No. H437, Board Room Renovations, is hereby established.
2. The estimated cost of such Capital Project is the amount of Four Hundred Thousand Dollars (\$400,000.00).
3. The proposed method of financing such Capital Project consists of the following:
 - a. ARPA funding in the amount of Four Hundred Thousand Dollars (\$400,000.00) to be transferred from Deferred Revenues (A.691.00),

and it is further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly, and it is further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

<u>ADVANCE TO</u>	<u>AMOUNT</u>
H437 - Board Room Renovations	\$400,000.00

Warren County Board of Supervisors

RESOLUTION NO. 435 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

**ESTABLISHING CAPITAL PROJECT NO. H438, MUNICIPAL CENTER ROOF REPAIRS;
AUTHORIZING TRANSFER OF FUNDS; AND AMENDING
WARREN COUNTY BUDGET FOR 2024**

WHEREAS, the County Administrator requested, and the Finance & Budget Committee approved, the establishment of Capital Project No. H438, Municipal Center Roof Repairs, now, therefore, it is

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H438, Municipal Center Roof Repairs, as follows:

1. Capital Project No. H438, Municipal Center Roof Repairs, is hereby established.
2. The estimated cost of such Capital Project is the amount of One Hundred Thousand Dollars (\$100,000.00).
3. The proposed method of financing such Capital Project consists of the following:
 - a. ARPA funding in the amount of Four Hundred Thousand Dollars (\$100,000.00) to be transferred from Deferred Revenues (A.691.00),

and it is further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly, and it is further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

ADVANCE TO

H438 - Municipal Center Roof Repairs

AMOUNT

\$100,000.00

Warren County Board of Supervisors

RESOLUTION NO. 436 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

**DECREASING CAPITAL PROJECT NO. H424, JOSEPH B. WARREN CAPITAL PROJECT;
AUTHORIZING TRANSFER OF FUNDS; AND
AMENDING WARREN COUNTY BUDGET FOR 2024**

WHEREAS, the County Administer requested, and the Finance & Budget Committee approved, the request to decrease Capital Project No. H424, Joseph B. Warren Capital Project, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors does hereby decrease Capital Project No. H3424, Joseph B. Warren Capital Project, as follows:

1. Capital Project No. H424, Joseph B. Warren Capital Project, is hereby decreased in the amount of Fifteen Thousand Seven Hundred Eighty Dollars and Ninety-Two Cents (-\$15,780.92).
2. The total estimated cost of Capital Project No. H424, Joseph B. Warren Capital Project, is now One Hundred Twenty-Seven Thousand One Hundred Sixteen Dollars and Eighty-Three Cents (\$127,116.83).
3. The proposed method of decrease in such Capital Project consists of the following:
 - a. Decrease in H424.9550.4999 280 Joseph B. Warren Capital Project, Capital Projects, American Rescue Plan Act (ARPA), Projects, in the amount of Fifteen Thousand Seven Hundred Eighty Dollars and Ninety-Two Cents (-\$15,780.92), to be returned to the funding source - H424.9550.4999 4090 Joseph B. Warren Capital Project, Capital Projects, American Rescue Plan Act (ARPA), Coronavirus Local Fiscal Recover Funds (CLFRF)

and be it further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly, and

Warren County Board of Supervisors

RESOLUTION NO. 437 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

AMENDING RESOLUTION NO. 175 OF 2024, AUTHORIZING REALLOCATION OF UNOBLIGATED ARPA FUNDING FOR USE BY WARREN COUNTY FOR PROVIDING GOVERNMENT SERVICES, TO AUTHORIZE THE COUNTY TREASURER TO AMEND BUDGETS ACCORDINGLY

WHEREAS, pursuant to Resolution No. 175 of 2024 the Warren County Board of Supervisors directed that all ARPA funding previously obligated by a terminated ARPA agreement be reallocated to Warren County for providing government services, as an eligible use set forth by 31 C.F.R. sec. 35.6(d)(1) and as part of the County's standard allowance, subject to further obligation before December 31, 2024, and returned to Budget Code A.691.00 Deferred Revenues, and

WHEREAS, the County Administrator requested and the Finance & Budget Committee approved Resolution No. 175 of 2024 be amended to authorize the County Treasurer to amend budgets accordingly, now, therefore, be it

RESOLVED, that Resolution No. 175 of 2024 be, and hereby, is amended accordingly and the Warren County Board of Supervisors authorizes the County Treasurer to amend budgets regarding ARPA funding reallocated to Warren County accordingly, and be it further

RESOLVED, that available funding shall be allocated in the following order: H437 Board Room Renovation; H438 Municipal Center Roof Repairs; Sheriff Marine Vessel (WC 72-24); Palisades Road Culvert Replacement; Middleton Bridge Demolition; Peaceful Valley Road Project; Diamond Point Road Project Extension, and be it further

RESOLVED, that other than the changes set forth herein, all other terms and conditions of Resolution No. 175 of 2024 will remain in effect.

Warren County Board of Supervisors

RESOLUTION No. 438 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

**AUTHORIZING INCREASE TO THE ASSIGNED, SEXUAL ABUSE LAWSUITS
FUND BALANCE (A.918.00) WITH THE SOURCE OF FUNDING
TO BE THE RECEIPT OF SETTLEMENT FUNDS**

WHEREAS, the County Attorney requested and the Finance & Budget Committee approved, the increase to the Assigned, Sexual Abuse Lawsuits Fund Balance (A.918.00) funded by the Department of Social Services Budget Code A.6010 2680, Social Services, Insurance Recoveries, to record the receipt of settlement funds from Continental Insurance Company for matters filed with the United States District Court for the Northern District of New York (Docket Nos. 1:22-cv-00328 and 1:22-cv-00431), now, therefore, it is

RESOLVED, that the Warren County Board of Supervisors hereby approves the increase to the Assigned, Sexual Abuse Lawsuits Fund Balance (A.918.00) in the amount of Nine Hundred Thousand Dollars (\$900,000.00) funded by Budget Code A.6010 2680, Social Services, Insurance Recoveries.

Warren County Board of Supervisors

RESOLUTION NO. 439 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

**AUTHORIZING THE RE-APPROPRIATION OF FUNDS FROM
THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET;
AMENDING 2024 WARREN COUNTY BUDGET TO FUND AGREEMENT WITH
ADIRONDACK-1000 ISLANDS SPORTS & EVENTS COMMISSION INC. DBA
ADIRONDACK SPORTS COUNCIL FOR THE 2023 FISU WORLD UNIVERSITY GAMES
SNOWBOARD COMPETITION**

WHEREAS, pursuant to Resolution No. 635 of 2022, the Warren County Board of Supervisors authorized the Chair of the Board of Supervisors to execute an agreement with Adirondack-1000 Islands Sports & Events Commission, Inc. d/b/a Adirondack Sports Council for the 2023 FISU World University Games Snowboard Competition, for a term commencing January 1, 2023 and terminating December 31, 2023, in an amount not to exceed One Hundred Twenty-Five Thousand Dollars (\$125,000), and

WHEREAS, pursuant to Resolution No. 662 of 2022, the Warren County Board of Supervisors authorized the appropriation of One Hundred Twenty-Five Thousand Dollars (\$125,000) from the Occupancy Tax Reserve (A.881.00) to Budget Code A.6417.0002 480.06 Tourism/Occupancy, Occupancy Tax, Tourism-Enhanced Promotion to cover the cost of the agreement with Adirondack-1000 Islands Sports & Events Commission, Inc. d/b/a Adirondack Sports Council, and

WHEREAS, the Director of Tourism requested and the Finance & Budget Committee approved the re-appropriation of funds in the amount of One Hundred Twenty-Five Thousand Dollars (\$125,000) as the agreement with Adirondack-1000 Islands Sports & Events Commission, Inc. d/b/a Adirondack Sports Council was not finalized until 2024 and the funds were never expended in 2022, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby re-appropriates funds in an amount not to exceed One Hundred Twenty-Five Thousand Dollars (\$125,000) from the Occupancy Tax Reserve (A.881.00) to the following budget code:

CODE	DEPARTMENT	AMOUNT
A.6417.0002 480.06	Tourism/Occupancy, Occupancy Tax, Tourism-Enhanced Promotion	\$125,000.00

and be it further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 440 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AND AMENDING 2024 WARREN COUNTY BUDGET TO FUND AGREEMENT BETWEEN WILDERNESS PROPERTY MANAGEMENT, INC. AND THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT TO PROVIDE CONSULTING SERVICES

WHEREAS, the Director of Tourism requested and the Finance & Budget Committee approved the appropriation of funds to cover the cost of funding approved for the agreement between Wilderness Property Management, Inc. and the Planning & Community Development Department, for consulting services to complete a recreational assessment in the Town of Johnsburg, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby appropriates funds in the amount of Twenty Thousand Dollars (\$20,000) from the Occupancy Tax Reserve (A.881.00) to the following budget code to cover the cost of funding approved for the agreement between Wilderness Property Management, Inc. and the Planning & Community Development Department, for consulting services to complete a recreational assessment in the Town of Johnsburg:

CODE	DEPARTMENT	AMOUNT
A.6417.0002 480.04	Tourism/Occupancy, Occupancy Tax, Tourism-Warren County Projects	\$20,000.00

and be it further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 441 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM
THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET;
AND AMENDING 2024 WARREN COUNTY BUDGET TO FUND AGREEMENT WITH THE
VILLAGE OF LAKE GEORGE FOR LEASE OF LIGHT DISPLAYS**

WHEREAS, the Director of Tourism requested and the Finance & Budget Committee approved the appropriation of funds to provide funding to the Village of Lake George for the Village and Town of Lake George's contract with Albany Police Athletic League to lease light displays formerly used at the Capital Holiday Lights in Washington Park, for use this winter season in the Village and Town of Lake George, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby appropriates funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) from the Occupancy Tax Reserve (A.881.00) to the following budget code to provide funding to the Village of Lake George for the Village and Town of Lake George's contract with Albany Police Athletic League to lease light displays formerly used at the Capital Holiday Lights in Washington Park, for use this winter season in the Village and Town of Lake George :

CODE	DEPARTMENT	AMOUNT
A.6417.0002 469.05	Tourism/Occupancy, Occupancy Tax, Municipal Application Funding	\$150,000.00

and be it further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION No. 442 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED FUND BALANCE TO THE OFFICE OF EMERGENCY SERVICES BUDGET TO COVER THE COST OF LOCAL SHARE FUNDING FOR THE HAZARD MITIGATION GRANT PROGRAM (HMGP) AND FOR CONTRACTOR COSTS NOT REIMBURSED BY HMGP FUNDS; AND AMENDING 2024 WARREN COUNTY BUDGET

WHEREAS, the Director of the Office of Emergency Services requested and the Finance & Budget Committee approved the appropriation of funds to cover the cost of local share funding for the Hazard Mitigation Grant Program (HMGP) and for contractor costs not reimbursed by HMGP funds, now, therefore, it is

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds to cover the cost of local share funding for the Hazard Mitigation Grant Program (HMGP) and for contractor costs not reimbursed by HMGP funds, in an amount not to exceed Three Thousand Six Hundred Sixty-Four Dollars and Seventy-Two Cents (\$3,664.72) from the General Fund Unappropriated Fund Balance (A.909.00) to the following budget code:

CODE	DEPARTMENT	AMOUNT
A.9950 910	Transfers-Capital Projects, Interfund Transfers	\$ 3,664.72

and it is further

RESOLVED, that the Warren County Budget for 2024 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 443 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, GERACI, TURNER, DIAMOND, GILLIGAN, MAGOWAN AND ETU

APPROVING AND ADOPTING THE WARREN COUNTY SEWER DISTRICT (INDUSTRIAL PARK) TAX ROLL FOR 2025

RESOLVED, that due notice of public hearing and mailing of the Notice of Public Hearing having been accomplished, the Warren County Board of Supervisors hereby approves and adopts the Warren County Sewer District (Industrial Park) Tax Roll for 2025 as originally proposed at the time when the public hearing was authorized, copy of said benefit tax roll presented at this meeting, and, be it further

RESOLVED, that the Warren County Board of Supervisors shall levy the sum apportioned to and assessed upon each such lot or parcel of land in the aforementioned benefit tax roll at the time and in the manner provided by law for the levy of State, County and Town taxes with sums so levied to be collected by the local tax collectors or receivers of taxes and assessments and paid over to the Warren County Treasurer in the same manner at the same time as taxes levied for general County purposes.

Warren County Board of Supervisors

RESOLUTION NO. 444 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

ADOPTING BUDGET FOR FISCAL YEAR 2025

WHEREAS, the Budget Officer has duly filed with the Clerk of the Board of Supervisors a tentative budget for the County of Warren for the fiscal year beginning January 1, 2025, which tentative budget was considered by the Board of Supervisors and accepted as the tentative budget for fiscal year 2025 by the Board of Supervisors on November 1, 2024, and a notice of public hearing on said tentative budget having been duly published according to law, and such public hearing having been duly held on the 15th day of November, 2024, now, therefore be it

RESOLVED, that said tentative budget, which provides for gross appropriations of \$207,149,893, less estimated revenues of \$154,034,157, which includes interfund revenues and surplus appropriated but does not include sales tax credit, leaving a balance of \$53,115,736 to be raised by taxation, that has been filed with the Clerk of the Board of Supervisors, be, and the same hereby is, approved and adopted as the budget of Warren County for the fiscal year beginning January 1, 2025.

Warren County Board of Supervisors

RESOLUTION NO. 445 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

MAKING APPROPRIATIONS FOR THE CONDUCT OF COUNTY GOVERNMENT FOR THE FISCAL YEAR 2025

WHEREAS, the Board of Supervisors, by Resolution No. 444 of 2024, adopted a budget for the County of Warren for the fiscal year 2025, now, therefore, be it

RESOLVED, that the several amounts specified in said budget, in the right hand column entitled "approved" opposite the several items of expenditures, be, and the same hereby are, appropriated for such items for the fiscal year beginning January 1, 2025.

Warren County Board of Supervisors

RESOLUTION NO. 446 OF 2024

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

ADOPTING SALARY AND COMPENSATION PLAN FOR 2025

RESOLVED, that effective January 1, 2025, the Salary and Compensation Plan for Warren County shall be the base salaries as set forth in the 2025 Salary Schedule attached to the Warren County Budget for 2025 as adopted, and reference to said schedule is hereby made as though fully set forth herein, together with such additional amounts of longevity compensation as the employee may be entitled to receive.

Warren County Board of Supervisors

RESOLUTION NO. 447 OF 2024

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

INTRODUCING PROPOSED LOCAL LAW NO. 1 OF 2025, ENTITLED “A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS AND EMPLOYEES OF WARREN COUNTY”, AND AUTHORIZING PUBLIC HEARING THEREON

RESOLVED, that proposed Local Law No. 1 of 2025 entitled "A Local Law Fixing the Salaries of Certain County Officers and Employees of Warren County", attached 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 20th day of December, 2024, at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 1 of 2025, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

**COUNTY OF WARREN
PROPOSED LOCAL LAW NO. 1 OF 2025**

**A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS AND
EMPLOYEES OF WARREN COUNTY**

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

SECTION 1. Effective January 1, 2025 the salaries, including longevity increments, if any, of the following county officers and employees are hereby fixed and established as follows:

TITLE	AMOUNT
Clerk, Board of Supervisors	\$104,536.00
Commissioner of Elections #1	88,836.00
Commissioner of Elections #2	88,836.00
Commissioner of Social Services	122,619.00
County Attorney	172,612.00
County Auditor	91,244.00
County Clerk	98,964.00
County Treasurer	121,783.00
Director of Human Resources	123,318.00
Director, Real Property Tax Services Agency	96,422.00
Purchasing Agent	104,704.00
Public Defender	149,871.00
Sheriff	142,941.00
Superintendent of Public Works/Sewer Administrator	137,791.00

SECTION 2. The salaries established for the county officers and employees named in Section 1 hereof include longevity payments, if any, added to the base salary of the county officer or employee in accordance with a schedule providing such longevity increments based on the number of years of county service as may be adopted by the Board of Supervisors by resolution.

SECTION 3. Any and all prior schedules of compensation for the aforesaid county officers and employees are hereby superseded.

SECTION 4. All Local Laws heretofore adopted by Warren County affecting the aforementioned county officers' salaries are hereby amended accordingly.

SECTION 5. This Local Law is subject to referendum on petition as provided by subdivision 2(h) of Section 24 of the Municipal Home Rule Law. This Local Law shall become effective 45 days after its adoption and upon filing in the Office of the Secretary of State, except that this Local Law shall not be effective until approved by affirmative vote of qualified electors, if a petition requesting a referendum is filed as provided under the Municipal Home Rule Law.

Warren County Board of Supervisors

RESOLUTION NO. 448 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, CROCITTO, STROUGH, BRUNO AND ETU

LEVYING TAX - CITY OF GLENS FALLS - 2025

RESOLVED, that this Board, in accordance with Section 144 of Chapter 29 of the Laws of 1908, and amendments thereof, does hereby ascertain that the amount of tax to be levied on the City of Glens Falls is as follows:

To proportion of County Tax - \$4,765,655.38

and be it further

RESOLVED, that the Clerk of the Board of Supervisors, be, and she hereby is, authorized and directed to immediately file certified copies of this resolution with the City Clerk of the City of Glens Falls and the Office of the City Assessor.

Warren County Board of Supervisors

RESOLUTION No. 449 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS MERLINO AND RUNYON

WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION AWARDING BID AND AUTHORIZING AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR MUNICIPAL CENTER CHIMNEY DEMOLITION AND ROOF REPAIR (WC 71-24)

WHEREAS, by Resolution No. 1 of 2024, later amended by Resolution No. 111 of 2024, the Board of Supervisors adopted the Rules of the Board, Section B(4) of which indicates that all resolutions must be approved through the established Committee structure in advance of a Board Meeting, and

WHEREAS, the Board has agreed to consider a resolution awarding bid and authorizing agreement with the lowest responsible bidder for Municipal Center Chimney Demolition and Roof Repair (WC 71-24), now, therefore, be it

RESOLVED, that the Board of Supervisors does hereby waive the Standing Rule of the Board relating to the requirements that all resolutions be approved through the established Committee structure in advance of a Board meeting in order to entertain the aforementioned resolution

Warren County Board of Supervisors

RESOLUTION NO. 450 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON AND BEAN

**AWARDING BID AND AUTHORIZING AGREEMENT WITH THE LOWEST
RESPONSIBLE BIDDER FOR MUNICIPAL CENTER CHIMNEY
DEMOLITION AND ROOF REPAIR (WC 71-24)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Municipal Center Chimney Demolition and Roof Repair (WC 71-24), and

WHEREAS, the recommendation of the lowest bidder could not be approved by the Superintendent of Public Works prior to the Public Works Committee meeting on October 23, 2024, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify the approved lowest responsible bidder of the acceptance of its bid after recommendations and approval have been received from the Superintendent of Public Works, 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 the lowest responsible bidder relative to the Municipal Center Chimney Demolition and Roof Repair, pursuant to the terms and provisions of the bid documents and proposal (WC 71-24), for a term commencing upon execution by both parties and terminating upon completion of the project, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this contract shall be expended from Capital Project No. H438, Municipal Center Roof Repairs.

**REPORT OF CHAIRMAN OF THE BOARD ON ESTIMATE OF SALES TAX
TO BE RECEIVED CALENDAR YEAR - 2025**

To the Members of the Board:

Under the provisions of Local Law No. 1 of 1968, paragraph (L), it is my duty to report to you on the estimate of sales tax and the amount to be allocated in Warren County for the calendar year 2025. The breakdown is as follows:

Estimate of tax to be collected by the State of New York and credited to Warren County during the calendar year 2025:

Estimate of amount of sales tax to be allocated in Warren County:	\$74,396,665.00
Estimate of amount to be paid directly to City of Glens Falls by Warren County:	\$794,259.00
Estimate of amount to be allocated to towns:	\$34,683,725.00
Estimate of amount to be credited in county budget to reduce county tax:	\$38,918,681.00
Sales Tax Credit taken by towns as credit to county taxes:	\$950,000.00
Estimate of amount of sales tax to be received by towns which opted to take in cash rather than as a credit on county taxes:	\$33,733,725.00

All figures are based strictly on estimates and any excesses are credited directly to the various units on basis of full valuation.

Estimate of amount to be paid to Lake George:

Amount estimated to be credited to town of Lake George:	\$3,383,107.00
Amount estimated to be credited to village of Lake George:	<u>\$748,847.00</u>

Total: \$4,131,954.00

Dated: November 15, 2024

Respectfully submitted,


Kevin B. Geraghty, Chairman

Warren County Board of Supervisors