

FINANCE & BUDGET COMMITTEE

AGENDA

FEBRUARY 29, 2024

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

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):

Journal Report of transfers approved by the County Administrator staff for January 2024.

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

Request to appropriate \$834,000 from Budget Code A.884.00, *Reserve for Debt*, and \$623,728 from D.884.00, *County Road Reserve for Debt*, to cover the cost of paying a portion of BAN principle and interest due in 2024.

3) Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):
Office of Emergency Services (Ann Marie Mason, Director) -

Request to transfer funds in the amount of \$14,521.80 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.4022 260, *Emergency Medical Services- Other Equipment*, to cover the cost of purchasing six automated external defibrillators (AED'S) to replace aging and failing units.

4) Referrals from the Public Works Committee (Chaired by Supervisor Conover):
Department of Public Works (Kevin Hajos, Superintendent of Public Works) -

- A) Request to authorize the County Treasurer to close Capital Project No. H375, *13th Lake Road Culvert Replacement*, - no funds remaining within this project.
- B) Request to appropriate \$1,738,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to the following Budget Codes: D.5112 8356 280, *County Roads - 2023 CR #66 Country Club Road*, (\$1,348,000) to cover the cost of anticipated 2024 County Road projects; A.9950 910, *Transfers- Capital Projects*, (\$230,000) to cover the local match for federal and/or state aid Airport capital projects; and A.5610 470, *Airport (DPW), Contracts*, (\$160,000) to cover Airport Projects.
- C) Request to amend the 2024 County Budget in the amount of \$1,348,000 to increase Budget code D.5112 8356 280, *County Roads - 2023 CR #66 Country Club Road*, to reflect the appropriation of additional funding for 2024 County Road Projects.
- D) Referral from the Public Works Committee to consider the possibility of obtaining a bond in the amount of \$6,200,000 to cover the cost of current projects and equipment and rolling over the previous \$6,200,000 BAN (*Bond Anticipation Note*).- The County Treasurer to provide an overview of the different options available.

5) Referrals from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):

- A) Request to appropriate \$20,000 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480.04, *Warren County Projects*, to cover the expenditure of occupancy tax funding approved for the Cliff & Redfield Interactive agreement with the Planning & Community Development Department.
- B) Request to appropriate \$36,400 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480.04, *Warren County Projects*, to provide funding for the execution of the Rittner Performing Arts Company contract.
- C) Request to appropriate \$55,500 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480, *General/Tourism/Occupancy, Occupancy Tax Tourism-Special Events*, to provided funding for special events that were awarded funding in 2024.

Continued

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

PERSONNEL AGENDA ITEMS 3A, 3B, 4A, 4B, 5B and 6C:

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

- A) Request to appropriate \$1,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1040 220.1, *Clerk-Legislative Board, Office Equipment-Reserve*, to cover the cost of purchasing a new laptop.
B) Request to amend the 2024 County Budget in the amount of \$155,556.68 to carry over 2023 ARPA funding.

4) **Referral sfrom the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci): Probation (Robert Iusi, Director) -**

- A) Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Part-Time Probation Assistant, *Grade 7, Base Annual Salary \$43,187 (Full-Time)*, effective March 18, 2024.

Sheriff (James LaFarr, Sheriff) -

- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Re-Entry Specialist Part-Time, *Annual Salary \$25.00/hour*, effective March 18, 2024.

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

- B) Request for a transfer of funds in the amount of \$5,553.90 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 426, *Subscriptions*, to cover the cost of a one year subscription to legal practice management software from Themis Solutions Inc. (CLIO).

6) **Request/Item to be Discussed by the County Administrtror (John Taflan, County Administrattor):**

- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Civil Service Administrator - per diem, *Annual Salary \$55.8093/hour*, and delete the position of Personnel Officer, *Annual Salary \$101,573*, effective April 15, 2024.

V. **Pending Items:**

A more detailed request pertaining to the funding required for emergency repairs for bridges and culverts would be prepared which would include the possibility of bonding the expense would be presented at a future Committee meeting, (02.01.24)

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

WARREN COUNTY

Journal Report

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
1/4/2024	A.1011 210	Furniture/Furnishings	Budget Transfer out of object code to A.1671 410		\$ 61.53
1/4/2024	A.1671 410	Supplies	Budget Transfer out of object code from A.1011 210	\$ 61.53	
1/2/2024	A.1011 410	Supplies	Budget Transfer out of object code to A.1011 428		\$ 794.00
1/2/2024	A.1011 428	Data Processing & Internet Fees	Budget Transfer out of object code from A.1011 410	\$ 794.00	
1/3/2024	A.1011 410	Supplies	Budget Transfer out of object code to A.1670 439		\$ 260.00
1/3/2024	A.1670 439	Misc Fees & Expenses	Budget Transfer out of object code from A.1011 410	\$ 260.00	
Brd. of Election - Board of Elections					
1/22/2024	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 422	\$ 4,900.00	
1/22/2024	A.1450 422	Repair/Maint-Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 4,900.00
1/31/2024	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE A.1450 439	\$ 7,500.00	
1/31/2024	A.1450 418	Ins-General Liability	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 427		\$ 30.00
1/31/2024	A.1450 427	Memberships & Dues	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 418	\$ 30.00	
1/31/2024	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 7,500.00
Building & Fire - Building & Fire Code					
1/9/2024	A.3620 426	Subscriptions	Budget Transfer Within Object Code from A.3620 442	\$ 103.00	
1/9/2024	A.3620 442	Automotive - Gas & Oil	Budget Transfer Within Object Code to A.3620 426		\$ 103.00
County Auditor - County Auditor					
1/9/2024	A.1320 220	Office Equipment	Out of Object Code Transfer From A.1320 410 to 220	\$ 103.49	
1/9/2024	A.1320 410	Supplies	Out of Object Code Transfer From A.1320 410 to 220		\$ 103.49
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
1/16/2024	A.4220 418	Ins-General Liability	Budget Transfer within object code from A.4220 441 Auto Supplies	\$ 13.45	
1/16/2024	A.4220 441	Auto-Supplies & Repair	Budget Transfer within object code to A.4220 418 Ins Gen Liab		\$ 13.45
DPW_DPW Admin - DPW,DPW Administration					
1/9/2024	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 427		\$ 115.00
1/9/2024	A.1490 427	Memberships & Dues	Transfer Within Budget Code from A.1490 410	\$ 115.00	
1/19/2024	A.1610 410	Supplies	Transfer Within Budget Code to A.1610 418		\$ 318.00
1/19/2024	A.1610 418	Ins-General Liability	Transfer Within Budget Code from A.1610 410	\$ 318.00	
1/19/2024	A.1625 410	Supplies	Transfer Within Budget Code to A.1625 418		\$ 40.00
1/19/2024	A.1625 418	Ins-General Liability	Transfer Within Budget Code from A.1625 410	\$ 40.00	
1/19/2024	A.1627 418	Ins-General Liability	Transfer Within Budget Code from A.1627 470	\$ 80.00	
1/19/2024	A.1627 470	Contract	Transfer Within Budget Code to A.1627 418		\$ 80.00
1/19/2024	A.7110 410	Supplies	Transfer Within Budget Code to A.7110 418		\$ 200.00
1/19/2024	A.7110 418	Ins-General Liability	Transfer Within Budget Code from A.7110 410	\$ 200.00	
1/19/2024	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 418		\$ 54.00
1/19/2024	A.7111 418	Ins-General Liability	Transfer Within Budget Code from A.7111 410	\$ 54.00	
1/19/2024	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 418		\$ 51.00
1/19/2024	DM.5130 418	Ins-General Liability	Transfer Within Budget Code from DM.5130 410	\$ 51.00	
1/24/2024	A.1490 210	Furniture/Furnishings	Transfer Within Budget Code from A.1490 220	\$ 175.00	
1/24/2024	A.1490 210	Furniture/Furnishings	Transfer Out of Budget Code from A.1490 410	\$ 274.00	
1/24/2024	A.1490 220	Office Equipment	Transfer Within Budget Code to A.1490 210		\$ 175.00
1/24/2024	A.1490 410	Supplies	Transfer Out of Budget Code to A.1490 210		\$ 274.00

ITEM 1

Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)						
1/9/2024	40.6293.0300 840	Workmen's Compensation	Object code change 40.6293.0300 860	\$	2,000.00	
1/9/2024	40.6293.0300 860	Hospitalization	Object code change to 40.6293.0300 840			\$ 2,000.00
1/9/2024	40.6293.0305 840	Workmen's Compensation	Object code change from 40.6293.0305 861	\$	1,500.00	
1/9/2024	40.6293.0305 861	Retirees Hospitalization	Object code change to 40.6293.0305 840			\$ 1,500.00
1/9/2024	40.6293.0310 210	Furniture/Furnishings	Object code change from 40.6293.0310 220	\$	6,000.00	
1/9/2024	40.6293.0310 220	Office Equipment	Object code change to 40.6293.0310 210			\$ 6,000.00
1/9/2024	40.6293.0310 434	Allowances	Object code change from 40.6293 0310 470	\$	1,000.00	
1/9/2024	40.6293.0310 470	Contract	Object code change to 40.6293.0310 434			\$ 1,000.00
1/9/2024	40.6293.0358 410	Supplies	Object code change to 40.6293.0358 444			\$ 300.00
1/9/2024	40.6293.0358 444	Travel/Education/Conference	Object code change from 40.6293.0358 410	\$	300.00	
Infotech - Information Technology						
1/22/2024	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 444	\$	100.00	
1/22/2024	A.1680 444	Travel/Education/Conference	Budget Transfer out of Object Code to A.1680 220			\$ 100.00
Legal Def-Indgnt - Legal Defense - Indigents						
1/4/2024	A.1170 440	Legal/Transcript Fees	Budget Transfers within Object Code from A.1170 470	\$	10,000.00	
1/4/2024	A.1170 470	Contract	Budget Transfers within Object Code to code A.1170 440			\$ 10,000.00
1/8/2024	A.1170 440	Legal/Transcript Fees	Budget Transfers within Object Code to A.1170 470			\$ 10,000.00
1/8/2024	A.1170 470	Contract	Budget Transfers within Object Code from A.1170 440	\$	10,000.00	
1/22/2024	A.1170.4202 411	Rent-Building/Property	Budget Transfers within Object Code from code A.1170.4202 428	\$	8,000.00	
1/22/2024	A.1170.4202 428	Data Processing & Internet Fees	Budget Transfers within Object Code to code A.1170.4202 411			\$ 8,000.00
1/22/2024	A.1170.4202 411	Rent-Building/Property	Budget Transfers within Object Code from code A.1170.4202 426	\$	5,000.00	
1/22/2024	A.1170.4202 426	Subscriptions	Budget Transfers within Object Code to code A.1170.4202 411			\$ 5,000.00
1/23/2024	A.1170.4202 411	Rent-Building/Property	Budget transfer within budget code from code A.1170.4202.437	\$	2,600.00	
1/23/2024	A.1170.4202 437	Consulting Fees	Budget transfer within budget code to code A.1170.4202 411			\$ 2,600.00
1/23/2024	A.1170.4202 220	Office Equipment	Out of Code Budget transfer from Code A.1170.4202 437	\$	10,000.00	
1/23/2024	A.1170.4202 437	Consulting Fees	Out of Code Budget transfer to Code A.1170.4202 220			\$ 10,000.00
OFA - Office for the Aging						
12/31/2023	A.6771 423	Telephone	Within object code transfer from A.6771.444	\$	2.44	
12/31/2023	A.6771 444	Travel/Education/Conference	Within object code transfer to A.6771.423			\$ 2.44
12/31/2023	A.6771 210	Furniture/Furnishings	Within object code transfer to A.6771.220			\$ 144.00
12/31/2023	A.6771 220	Office Equipment	Within object code transfer from A.6771.210	\$	144.00	
12/31/2023	A.6772 210	Furniture/Furnishings	Within object code transfer to A.6772.220			\$ 144.00
12/31/2023	A.6772 220	Office Equipment	Within object code transfer from A.6772.210	\$	144.00	
1/17/2024	A.6771 418	Ins-General Liability	Within object code transfer from A.6771.444	\$	58.23	
1/17/2024	A.6771 444	Travel/Education/Conference	Within object code transfer to A.6771.418			\$ 58.23
1/17/2024	A.6772 418	Ins-General Liability	Within object code transfer from A.6772.444	\$	101.34	
1/17/2024	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.418			\$ 101.34
Office of EMS - Office of Emergency Services						
1/17/2024	A.3410 418	Ins-General Liability	Budget Transfer within Object Code from A.3410 422	\$	150.00	
1/17/2024	A.3410 422	Repair/Maint-Equipment	Budget Transfer within Object Code to A.3410 418			\$ 150.00
Planning_Planning - Planning,Planning						
1/2/2024	A.8022 422	Repair/Maint-Equipment	budget transfer within object code from A.8022 444	\$	1,500.00	
1/2/2024	A.8022 444	Travel/Education/Conference	budget transfer within object code to A.8022 422			\$ 1,500.00
1/3/2024	A.8021 436	Advertising Fees	budget transfer within object code from A.8021 444	\$	100.00	
1/3/2024	A.8021 444	Travel/Education/Conference	budget transfer within object code to A.8021 436			\$ 100.00
Probation_Probation - Probation,Probation						
1/17/2024	A.3140 418	Ins-General Liability	Budget transfer within object code from A.3140 439	\$	310.00	

1/17/2024	A.3140 439	Misc Fees & Expenses	Budget transfer within object code to A.3140 418	\$	310.00
Public Health_Health Services - Public Health,Health Services					
1/1/2024	A.4018.0030 410	Supplies	budget transfer Dis Prog to A4018.0030.428	\$	300.00
1/1/2024	A.4018.0030 428	Data Processing & Internet Fees	budget transfer Dis Prog from A4018.0030.410	\$	300.00
1/17/2024	A.4018.0040 260	Other Equipment	Health Ed out of code tranfer to A4018.0040426 from 260	\$	700.00
1/17/2024	A.4018.0040 426	Subscriptions	Health Ed out of code tranfer to A4018.0040426 from 260	\$	700.00
1/17/2024	A.4013 410	Supplies	WIC to A4013.418 from A4013.410 liab	\$	40.00
1/17/2024	A.4013 418	Ins-General Liability	WIC to A4013.418 from A4013.410 liab	\$	40.00
1/18/2024	A.4018.0030 410	Supplies	Budget Transfer WIFI Disease to A4018.0030.428 fm .410	\$	330.00
1/18/2024	A.4018.0030 428	Data Processing & Internet Fees	Budget Transfer WIFI Disease to A4018.0030.428 fm .410	\$	330.00
1/24/2024	A.4013 410	Supplies	Budget Transfer WIC dues to A4013.427 from 410	\$	100.00
1/24/2024	A.4013 427	Memberships & Dues	Budget Transfer WIC dues to A4013.427 from 410	\$	100.00
Residential Hall - Countryside Adult Home					
1/9/2024	A.6030 260	Other Equipment	Budget Transfer out of object code to A.6030 260 from A.6030 445	\$	2,225.00
1/9/2024	A.6030 445	Foods	Budget Transfer out of object code from A.6030 445 to A.6030 260	\$	2,225.00
1/17/2024	A.6030 260	Other Equipment	Budget Transfer out of object code to A.6030 260 from A.6030 413	\$	500.00
1/17/2024	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.6030 413 to A.6030 260	\$	500.00
1/17/2024	A.6030 418	Ins-General Liability	Budget Transfer within object code to A.6030 441 from A.6030 470	\$	1,782.00
1/17/2024	A.6030 470	Contract	Budget Transfer within object code from A 6030 470 to A.6030 418	\$	1,782.00
1/18/2024	A.6030 418	Ins-General Liability	within of object code transfer to 6030 2418 from 6030 470	\$	0.36
1/18/2024	A.6030 470	Contract	within of object code transfer from 6030 470 to 6030 418	\$	0.36
1/23/2024	A.6030 260	Other Equipment	out of object code transfer to 6030 260 from 6030 413	\$	500.00
1/23/2024	A.6030 413	Repair & Maint.-Bldg/Property	out of object code transfer from 6030 413 to 6030 260	\$	500.00
1/30/2024	A.6030 260	Other Equipment	Budget Transfer out of object code to A.6030 260 from A.6030 413	\$	1,000.00
1/30/2024	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.6030 413 to A.6030 260	\$	1,000.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
1/3/2024	A.3110 442	Automotive - Gas & Oil	budget transfer out of object code to A.3150 470	\$	12,324.12
1/3/2024	A.3150 470	Contract	budget transfer out of object code from A .3110 442	\$	12,324.12
1/4/2024	A.3110 250	Technical Equipment	budget transfer out of object code to A.3110 422	\$	216,535.72
1/4/2024	A.3110 422	Repair/Maint-Equipment	budget transfer out of object code from A.3110 250	\$	216,535.72
Social Services - Social Services					
1/16/2024	A.6010 410	Supplies	Budget transfer within object code to A.6010 418	\$	4,120.00
1/16/2024	A.6010 418	Ins-General Liability	Budget transfer within object code from A.6010 410	\$	4,120.00
Tourism - Tourism					
1/3/2024	A.6417.0001 426	Subscriptions	Transfer from A.6417.0001 470	\$	23,950.00
1/3/2024	A.6417.0001 470	Contract	Transfer to A.6417.0001 426	\$	23,950.00
1/11/2024	A.6417.0001 220	Office Equipment	Transfer from A.6417.0001 470 (out of code)	\$	2,500.00
1/11/2024	A.6417.0001 470	Contract	Transfer to A.6417.0001 220 (out of code)	\$	2,500.00
Weights & Meas - Weights & Measures					
1/16/2024	A.6610 418	Ins-General Liability	BUDGET TRANSFER WITHIN OBJECT CODE FROM A.6610 442	\$	4.00
1/16/2024	A.6610 442	Automotive - Gas & Oil	BUDGET TRANSFER WITHIN OBJECT CODE TO A.6610 418	\$	4.00

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: 2/20/24

- (a) Purpose of Request: **Appropriate \$834,000 from A 884.00 Reserve for Debt and \$623,728 from D 884.00 Reserve for Debt to pay portion of BAN principal and interest due in 2024.**
- (b) Details: **Appropriate \$834,000 from A 884.00 Reserve for Debt and increase A.9730 610 Bond Anticipation Note - Principal-Indebtedness in the amount of \$800,000 and increase A.9730 710 Bond Anticipation Note - Interest-Indebtedness in the amount of \$34,000. Appropriate \$623,728 from D 884.00 Reserve for Debt and increase D.9730 610 Bond Anticipation Note - Principal-Indebtedness in the amount of \$560,000 and increase D.9730 710 Bond Anticipation Note - Interest-Indebtedness in the amount of \$63,728. \$1,406,852 of this total amount came from an appropriation of General Fund Balance in 2023 and \$50,876 was received in 2023 as a premium on the issuance of the \$6.32 million Bond Anticipation Note.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A 884.00 Reserve for Debt - \$834,000 and D 884.00 Reserve for Debt - \$623,728.**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: February 20, 2024

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.4022 260	Emergency Medical Services-Other Equipment	\$14,521.80

Please state reason for transfer request:

Transfer requested to purchase six (6) automated external defibrillators (AEDs) to replace aging and failing units.

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

850 Saint Paul St, Suite 44
 Rochester, NY 14605
 Phone: 585-267-7775
 Fax: 585-267-5218



Bill To:
 Warren County Office of Emergency Services
 1340 State Route 9
 Lake George, NY 12845

Ship To:
 Warren County Office of Emergency Services
 1340 State Route 9
 Lake George, NY 12845

Quote # 198679
 VALID FOR 30 DAYS

Prepared By	Sales Rep	Date	Total
JCa	H	01/29/2024	\$14,521.80

SKU	Product	Quantity	Price
A-ZOLL-8511-001101-01	ZOLL AED 3 Semi-Automatic	6	\$2,460.00
ZOLL AED 3 Semi-Automatic. Enhanced Real CPR Help, Integrated Pediatric Rescue, WiFi-connected, and touch screen. Battery included, Part #B-8000-000696. Uni Padz III Electrode set included, Part #8900-000280-01. 8-year warranty (6-year Standard Warranty plus 2-years with Registration). CARRY CASE NOT INCLUDED. Part #8000-001250. For WiFi tracking please add: M-8000-1116-01 PlusTrac Essential1 - One (1) year OR M-8000-1117-01 PlusTrac Essential5 - Five (5) year Essentials OR M-8000-1110-01 PlusTrac Professional1 - One (1) year OR M-8000-1111-01 PlusTrac Professional5 - Five (5) year Professional			
C-8000-001253	ZOLL AED 3 Small Rigid Plastic Carry Case	6	\$343.00
SMALL RIGID PLASTIC CARRY CASE FOR ZOLL AED3			
E-8900-000280-01	ZOLL AED 3 CPR Uni-padz III Universal	6	\$179.80
CPR Uni-padz™III Universal (Adult/Pediatric) electrodes (5 Shelf Life) - Note: CPR Uni-padz™III are not approved for use on ZOLL AED 3 BLS device. ZOLL CPR Uni-Padz III has up to a five-year life span.			
Discount	Quantity Discount	6	\$-570.00
Quantity Discount			

ny's contract

Quotes

Quotes

Payment Method	Amount	Details	Date
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Subtotal:	\$14,476.80
Tax:	\$0.00
Processing and Handling:	\$45.00
Processing and Handling Tax:	\$0.00
Order Total:	\$14,521.80
Paid:	\$0.00
Balance:	\$14,521.80

Notes:

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW

DATE: 2/21/24

- (a) Purpose of Request: To authorize closure of the following capital project and return remaining funds to the funding source:

Project	Estimated Funds	Funding Source
H375 13 th Lake Road Culvert Replacement	\$0	N/A

- (b) Details: The project is complete.

- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW

DATE: 2/21/24

- (a) Purpose of Request: To appropriate funds from Unappropriated Surplus A 909.00 to fund County Road projects and Airport capital projects.

- (b) Details: To appropriate funds from Unappropriated Surplus A 909.00 to A.9901.0180 910 in the amount of \$1,738,000.00. Of these funds, \$1,348,000.00 will be allocated to D.5112 8356 280 to cover anticipated 2024 County Road projects and \$230,000.00 will be allocated to A.9950 910 to cover local match for federal and/or state aid Airport capital projects and \$160,000.00 to A.5610 470 Airport (DPW), Contracts to cover Airport Projects.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A 909.00 Unappropriated Surplus \$1,738,000.00.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: DPW

DATE: 2/21/24

(a) Purpose of Amendment: To increase D.5112 8356 280 (County Roads - 2023 CR #66 Country Club Road) for supplemental 2024 County Road Projects appropriation.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

D.5112 8356 280 - Interfund Transfers (\$1,348,000.00)

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

D.5010 5031 - Interfund Transfers (\$1,348,000.00)

General Fund - Fund Balance Expenditures 2024

D.9550	Roads Transfers Capital Projects (Total \$2,237,000 2024 - \$639,500 2025)	\$ 1,597,000
A.9950	Airport - Local Match Projects	\$ 230,000
DM.5130	Machinery	\$ 400,000
A.9620	Other Budgetary Purposes (Vehicle Reserve \$640K & Computer Reserve 156K)	\$ 300,000
D.5112	Roads - Paving	\$ 1,348,000
A.5610	Airport - Michaels Way Paving (Road to Bus Garage)	\$ 160,000
A.1628	Waste Management Equipment (Container Truck, Roll off, Baler(s), Skid Steer)	\$ 648,000
A.4320	Mental Health Services - Psych Exams Criminal	\$ 250,000
A.1621	Building #11 - Joseph Warren Museum	\$ 200,000
	Total	\$ 5,133,000

+ H.M. only

Warren County
General Fund Balance
11/30/2023

Estimated Unappropriated Surplus - 2023	\$ 44.2 million
Appropriated - 2024 Budget	<u>(1.9) million</u>
	42.3 million
Expected Additional Appropriated - 2024	<u>(5.1) million</u>
	\$ 37.2 million
Balance Estimated Unappropriated Surplus	
Minimum Surplus Balance Needed (2 months operating expense) - 2024	<u>32.5 million</u>
Balance of Surplus Exceeding Minimum Balance	<u>4.7 million</u>

Emergency culvert replacement 4.1 million

.6 *Remaining for minimum balance*

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Treasurer

DATE: February 26, 2024

- (a) Purpose of Request: **Authorize the issuance of \$4,100,000 in Serial Bonds.**
- (b) Details: **Funds needed to cover estimated emergency culvert repairs.**
- (c) Previous Resolution Number: **None**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Tourism

DATE: 2/20/24

- (a) Purpose of Request:
Appropriate funds from the Occupancy Tax Reserve to cover the expenditure of occupancy tax funds approved for the Cliff & Redfield Interactive agreement with the Planning Department

- (b) Details:
Appropriate \$20,000 to A6417.0002 480.04 (Warren County Projects)

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Occupancy Tax Reserve (A.881.00)

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Tourism Department

DATE: February 20, 2024

- (a) Purpose of Request: **Appropriate funds from the Occupancy Tax Reserve in the amount of \$36,400 to fund the execution of the Rittner Performing Arts Company contract.**
- (b) Details: **Appropriate \$36,400 from Occupancy Tax Reserve funds to A.6417.0002 480.04 (Warren County Projects)**
- (c) Previous Resolution Number: **No**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **Occupancy Tax Reserve (A881.00) - \$36,400**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: TOURISM DEPARTMENT

DATE: 02/20/24

(a) Purpose of Request:

To appropriate \$55,500 from the Occupancy Tax Reserve to Budget Code A.6417.002 480, Special Event Funding, to make 2024 Special Event Occupancy Tax Awards

(b) Details:

Committee awarded \$151,000 with \$95,500 available in the Special Events line. Appropriation of funds will bring the Occupancy Tax Budget availability up to the required \$151,000.

(c) Previous Resolution Number:

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

\$55,500 - A.881.00, Reserve, Occupancy Tax

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

* as listed in budget and LOGOS

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

FEBRUARY 29, 2024

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

I. Committee meeting called to order by Chair.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) **SUNY Adirondack representatives to provide and update on the College.**

2) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**

Review of report on tracking of vacancies filled.

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

A) Request to appropriate \$1,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1040 220.1, *Clerk-Legislative Board, Office Equipment-Reserve*, to cover the cost of purchasing a new laptop.

B) Request to amend the 2024 Warren County Budget in the amount of \$155,556.68 to carry over 2023 ARPA funding.

4) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci): Probation (Robert Iusi, Director) -**

A) Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Part-Time Probation Assistant, *Grade 7, Base Annual Salary \$43,187 (Full-Time)*, effective March 18, 2024.

Sheriff (James LaFarr, Sheriff) -

B) Request to amend the Table of Organization and Salary Schedule to create the new position of Re-Entry Specialist Part-Time, *Annual Salary \$25.00/hour*, effective March 18, 2024.

5) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

A) Request for a new contract with Themis Solutions Inc. (CLIO) to obtain license for legal practice management software for County Attorney's Office to manage office legal activities, track assignments/responsibilities/tasks/deadlines and increase efficiencies through document automation and best practices for the various areas of law practiced by the office.

B) Request for a transfer of funds in the amount of \$5,553.90 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 426, *Subscriptions*, to cover the cost of a one year subscription for legal practice management software from Themis Solutions Inc. (CLIO).

C) Request to amend the existing contract with Roemer Wallens Gold Mineaux, LLP to increase the amount not to exceed from \$20,000 to \$40,000.

D) Request for an executive session pursuant to Public Officers Law Section 105(1)(d), to discuss proposed, pending or current litigation, as follows: *Actions to Recover Unpaid Occupancy Tax, Local Law 6 of 2018, Section 19(a); Order to Show Cause by Tarrah Rockwell; Warren County Index Number EF2024-72266, filed February 6, 2024; Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Inc., and Joanne Levack, Warren County Index No. EF2022-2111; Jennifer Dees & Ethan Smith v. Michael Zurlo, et al, NDNY Case No. 1:24-cv-00001; John David Smith v. County of Warren, Warren County Index No. EF2020-68480.*

6) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**

A) Request to introduce Local Law No 2 of 2024 entitled "*A Local Law to Consolidate the Department of Human Resources and the Department of Civil Service Administration and its functions in the County of Warren into a Single Department of Human Resources and To Repeal Local Law #5 of 2015*", and authorizing a public hearing thereon.

B) Request to introduce proposed Local Law No. 3 of 2024 entitled *A Local Law Amending Local Law No. 1 of 2024, 'A Local Law Fixing the Salaries of Certain County Officers and Employees of Warren County,' To Remove and Replace the Title of Personnel Officer with the Title of Director of Human Resources,*" and authorizing a public hearing thereon.

C) Request to amend the Table of Organization and Salary Schedule to create the new position of Civil Service Administrator - per diem, *Annual Salary \$55.8093/hour*, and delete the position of Personnel Officer, *Annual Salary \$101,573*, effective April 22, 2024.

Continued

V. Pending Items:

The request from the County Treasurer's Office to define County service as it related to retiree health insurance benefits to include previous service time with SUNY Adirondack and determine whether a policy should be developed regarding same would be discussed at a future meeting when the additional information was compiled by the County Attorney, County Administrator and County Human Resources Director regarding the request. (02.01.24)

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: CLERK OF THE BOARD

DATE: FEBRUARY 29, 2024

- (a) Purpose of Request:
To appropriate funds from the Computer Reserve to the Clerk of the Board's Budget for the purchase of a new laptop

- (b) Details:
Appropriation from Budget Code A.895.00, Computer Reserve Fund, to Budget Code A.1040 220.1, Clerk-Legislative Board, Office Equipment-Reserve - \$1,000

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.895.00, Computer Reserve Fund - \$1,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Legislative Board

DATE: February 29, 2024

- (a) Purpose of Amendment: **To move 2023 ARPA Funding to 2024**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1010.4999 470 (Legislative Board, American Rescue Plan Act (ARPA), Contract) - \$155,556.68**

- (c) Revenue Code (with title), and Amount: **A.1010.4999 4090 (Legislative Board, American Rescue Plan Act (ARPA), Coronavirus Local Fiscal Recovery Fund (CLFRF)) - \$155,556.68**

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

DEPARTMENT NAME: Probation

DATE: 2/20/24

- (a) Title of Requested Position: **Temporary Part-Time Probation Assistant.**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$43,187 (Full-time) , Grade 7**
- (c) Effective Date for New Position*: **ASAP**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None- We plan to utilize this temporary part-time position until such time that we are able to fill the full-time Probation Assistant position.
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.3140 110 Probation Salaries-Regular \$43,187
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position in a probation department. Unlike a Probation Officer 1, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting Probation Officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending, and notifying courts of case status. An incumbent may also serve as a Probation Department's point of contact for transfer of records and files with other Probation Departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases, retrieving archived files, delivering documents to law enforcement agencies and the courts, assisting with the collection of financial obligations, and processing intra-and inter-state transfers. The work is performed under the supervision of a Probation Supervisor 1 or higher-level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
- Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
- Supports a Probation Department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information, conducting drug/alcohol screenings, and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;
- Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers, secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;
- Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
- Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, State, and Federal databases where authorized and produces electronic reports as needed;
- Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;
- Records attendance at day reporting;
- Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;
- May perform drug and alcohol screenings and collect DNA samples;
- May prepare files for intra-or inter-state transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;
- May provide employment preparedness assessments and employment related training and assistance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of pre-trial court procedures;
- Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;
- Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;
- Good knowledge of the geography of the jurisdiction employed in;
- Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;

Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and polices relating to confidentiality of case record information;

Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;

Working knowledge of juvenile and adult risk and needs assessment instruments;

Working knowledge of factors related to crime and delinquency;

Working knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of community resources;

Working knowledge of employment, training and treatment options available to probationers;

Working knowledge of office terminology, procedures, equipment and business English;

Ability to interview detainees and assess their suitability for pre-trial release;

Ability to review and explain conditions of probation to a probationer;

Ability to gather and organize information related to the work performed;

Ability to administer drug, alcohol testing and collect DNA samples as needed;

Ability to establish and maintain effective working relationships with others;

Ability to understand and follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions.

MINIMUM QUALIFICATIONS:

- A) Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to the Executive Law Section 257(1).

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

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: February 20, 2024

- (a) **Title of Requested Position:** Reentry Specialist P/T
- (b) **Annual Base Salary (and Grade of Applicable):** ~~FB~~ \$25/hr.
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3150 130 General Sheriff's Correction Division - Salaries - Part Time

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

RE-ENTRY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position provides direct and indirect services to incarcerated individuals of the Warren County Correctional Facility with the goal of assisting with successful transition back into the community following incarceration, as well as reducing recidivism. Duties include assessment, outreach, enrollment and coordination of various services and programs in support of clients making the transition from life in prison to responsible citizenship. The incumbent is expected to meet and consult with corrections administration/staff, as well as professionals or agencies in or outside the facility to obtain assistance and guidance for clients. The work is performed under the general supervision of the Corrections Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs screenings and assessments of incarcerated individuals to determine services and program needs;
 Develops and implements re-entry assistance plan in accordance with the Sheriff's Office re-entry program policies and procedures;
 Provides participants with one-on-one instruction and support in re-entry program areas, including employment readiness, job placement, education, substance abuse treatment referrals, mental health service referrals, housing etc.;
 Works closely with community partners to provide a comprehensive network of support towards successful reintegration;
 Assists clients to identify and address the barriers of community reintegration;
 Monitors client's mental health, offering motivation towards positive behaviors;
 Monitors client's progress and makes recommendations for changes to re-entry program plans;
 Maintains accurate and complete client records of all program activities;
 May schedule appointments for clients with other community agencies, support groups and/or community members;
 Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
 Performs other related duties, as assigned, for the efficient and effective operation of the Sheriff's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of local community services and providers available through the Sheriff's Office re-entry program;
 Working knowledge of criminal justice initiatives as relates to persons re-entering society following incarceration;
 Ability to accurately and appropriately assess and monitor client needs and plan services,
 Ability to establish and maintain effective working relationships with clients, service providers and Corrections staff;
 Ability to communicate effectively, both orally and in writing;
 Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
 Ability to establish and maintain effective working relationships;
 Ability to organize work efficiently and effectively;
 Tact, courtesy, integrity, initiative, resourcefulness; confidentiality.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree in criminal justice or social work, human services or closely related field; or
- B) Associate's degree in criminal justice, social work, human services or closely related field and two (2) years of experience in the field of criminal justice; or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years in the field of criminal justice.

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

WC: 2024

JC: Competitive

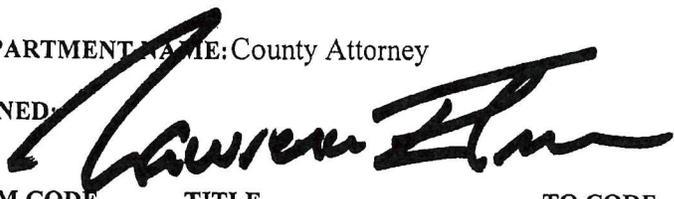
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney

SIGNED:



DATE: 2/29/24

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1420 426	Subscriptions	\$5553.90

Please state reason for transfer request: One year subscription to legal practice management software from Themis Solutions Inc. (CLIO) from March 2024 through March 2025.

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

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position**DEPARTMENT NAME: **Human Resources/Civil Service**DATE: **February 23,2024**

- (a) Title of Requested Position: **Civil Service Administrator - per diem**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$55.8093/hour**
- (c) Effective Date for New Position*: ~~April 15, 2024~~ **APRIL 22, 2024**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Personnel Officer - \$101,573
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1430.110
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

CIVIL SERVICE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a temporary position existing in the County Human Resources Department and involves responsibility for overseeing Warren County's administration of Civil Service Law, Rules, and Regulations. The work is carried out in accordance with New York State Civil Service Law and Warren County Rules for the Classified Service. In addition, the incumbent acts in an advisory role to assist the County Human Resources Director in the transition, coordination, advancement and/or review of Civil Service administration related personnel programs, policies, practices and compliance requirements. The work is performed under the general direction of the Director of Human Resources with wide leeway for independent judgment in assigned areas of program administration. The incumbent may also perform related work.

TYPICAL WORK ACTIVITIES (Illustrative only)

Administers Warren County Civil Service Law and Rules for the County, City, Village, Towns, SUNY, School Districts and Special Districts which fall within the jurisdiction of the Director of Human Resources, as Personnel Officer;

Provides guidance to the Director, local officials/staff of the County and other appointing authorities, as well as the public, on Civil Service administration related policies, practices, procedures and program matters;

Advises appointing authorities on revisions/updates of position organization, creation, classification, reclassification, vacancy review etc.;

Researches and prepares Warren County Civil Service Rules updates through Rules Resolution preparation and processing;

KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of the administration of New York State and local Civil Service Law and Rules For appointing authorities within Warren County Civil Service's jurisdiction.

MINIMUM QUALIFICATIONS: As established by the county Administrator and/or County Human Resources Director.

2.29.24 Finance Committee Discussion - BOND/BAN Options for Consideration:

A. Option A – Short Term ROLLOVER BAN (6-8 months):

- Rollover remaining balance of 2022 BAN: \$3.7M
- DPW Emergency Road Work \$4.1M
- DPW Equipment Ask \$1.1 - \$2.1M
 - i. GFB Expenditure Balance available: \$1,048,000:
 - DM. 5130 \$400K
 - A.1628 \$648K
 - ii. Add'l 2025 Budget Ask \$1.1M
- **TOTAL BOND/BAN ASK OPTION A \$8.9-\$9.9**

B. Option B – Short Term ROLLOVER BAN (6-8 months):

- Rollover remaining balance of 2022 BAN: \$3.7M
- DPW Emergency Road Work \$4.1M
- DPW Equipment Ask \$1.1 - \$2.1M
 - i. GFB Expenditure 2024: \$1,048,000:
 - DM. 5130 \$400K
 - A.1628 \$648K
 - ii. Excess Ask \$1.1M
- DPW Supplemental 2024 County Roads Project Appropriation (item 4C):
 - i. GFB Expenditure 2024: \$1,348,000 \$1.3
- **TOTAL BOND/BAN ASK OPTION A \$10.2-\$11.2**

NEXT STEPS...

- **Culvert Assessment Completion:**
 - Expected completion: July 2024 (5 months)
 - DPW to determine work to be completed and additional funds needed
 - DPW to present at Committee/Board
- **Roll above BAN into a 10-15 year BOND @ prevailing rate**

General Fund - Fund Balance Expenditures 2024

D.9550	Roads Transfers Capital Projects (Total \$2,237,000 2024 - \$639,500 2025)	\$ 1,597,000
A.9950	Airport - Local Match Projects	\$ 230,000
DM.5130	Machinery	\$ 400,000
A.9620	Other Budgetary Purposes (Vehicle Reserve \$640K & Computer Reserve 156K)	\$ 300,000
D.5112	Roads - Paving	\$ 1,348,000
A.5610	Airport - Michaels Way Paving (Road to Bus Garage)	\$ 160,000
A.1628	Waste Management Equipment (Container Truck, Roll off, Baler(s), Skid Steer)	\$ 648,000
A.4320	Mental Health Services - Psych Exams Criminal	\$ 250,000
A.1621	Building #11 - Joseph Warren Museum	\$ 200,000
	Total	\$ 5,133,000

+ H.M. [Signature]

Warren County
General Fund Balance
11/30/2023

Estimated Unappropriated Surplus - 2023	\$ 44.2 million
Appropriated - 2024 Budget	<u>(1.9) million</u>
	42.3 million
Expected Additional Appropriated - 2024	<u>(5.1) million</u>
	\$ 37.2 million
Balance Estimated Unappropriated Surplus	
Minimum Surplus Balance Needed (2 months operating expense) - 2024	<u>32.5 million</u>
Balance of Surplus Exceeding Minimum Balance	<u>4.7 million</u>

Emergency colvert replacement 4.1 million

.6 Remaining for
minimum balance

Equipment Bond 2024

A.1628 Waste Management 2-Roll Off Container Trucks	\$550,000
A.1628 Waste Management 1-Baler	<u>\$98,000</u>
	\$648,000

DM.5130 Machinery

2024

F – 350 Pick up with Plow	\$74,000
2- Arm Mower Tractors	<u>\$330,000</u>
	\$404,000

2025

2- Tandem Dump Trucks with Sander	\$600,000
1- Road Horse	\$250,000
1 -50 ton equipment Trailer	\$135,000
2 – Metal Pless Live Edge Plows	\$40,000
1 – Flail Mower	<u>\$117,000</u>
	\$1,142,000