

FINANCE & BUDGET COMMITTEE

AGENDA

MAY 2, 2024

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

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

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

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

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

B) Request for an appropriation of funds totaling \$165,647 from the Vehicle Reserve (A.896.00) to various departmental budgets to cover the cost of vehicle purchases.

C) Request to amend the Health Services, Social Services and Countryside Adult Home departmental budgets to recognize the anticipated State Aid towards the purchase of vehicles.

D) Request for a new contract with Civic Plus, LLC in the amount of \$10,806 for automation of the FOIL process to improve tracking and FOIL response.

E) Request for a transfer of funds in the amount of \$10,806 from the Contingent Account (A.1990 439) to the County Administrator's Budget to fund the new FOIL contract.

F) Request for a transfer of funds in the amount of \$19,208 from the Contingent Account to the District Attorney's Budget to cover the cost of the State mandated District Attorney salary increase effective April 1, 2024, pursuant to Section 183-a of the Judiciary Law.

3) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -

Request to appropriate \$50,888 from Budget Code A.898.00, *Reserve, Election Equipment*, to Budget Code A.1450 260, to cover the cost of purchasing 7 new clearcast scanner voting machines.

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

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

A) Request to amend the 2024 Warren County Budget in the amount of \$1,288.29 to reflect receipt of insurance recovery payment for a wood chipper.

B) Request to establish various road projects for 2024 as outlined in the agenda packet.

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

PERSONNEL AGENDA ITEMS 3 and 5B-F:

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

Workforce Development (Liza Ochsendorf, Director) -

Request to authorize temporary positions for the Summer Youth Employment Program beginning on June 20, 2024 and ending September 29, 2024 and authorizing training slots for the Program Year 2024 which begins on July 1, 2024 and ends on June 30, 2025. *Referral to Finance & Budget Committee*

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

B) Request to create Capital Project No. H432, SUNY Adirondack Electrical Upgrade, in the amount of \$1.4 million. *Referral to Finance & Budget Committee.*

C) Request to issue Serial Bond in the amount of \$1.4 million to cover Warren County's sponsor share of Capital Project No. H432. *Referral to Finance & Budget Committee.*

D) On behalf of the Department of Public Works - Request to create the new position of Fiscal Manager #2, *Annual Salary \$65,807 - \$73,327, effective May 17, 2024. Referral to Finance & Budget Committee.*

CONTINUED

FINANCE & BUDGET

MAY 2, 2024

- E) On behalf of the Department of Public Works - Request to create the new position of Temporary Fiscal Manager of Public Works, *Annual Salary not to exceed \$14,000*, effective May 17, 2024. *Referral to Finance & Budget Committee.*
- F) On behalf of the Department of Public Works - Request for a transfer of funds in the amount of \$15,071 from the Contingent Account to fund the Temporary Fiscal Manager of Public Works position. *Referral to Finance & Budget Committee.*

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Clerk/DMV

SIGNED: *Cary & Black*

DATE: 4/12/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410 110	Salaries-Regular	A.1410 130	Salaries-Part-Time	12,000
A.1410 110	Salaries-Regular	A.1410 444	Travel/Education/Conference	6,000

Please state reason for transfers requested:

For this current year, the DMV Supervisor position has been vacant since January 26th. The vacancy will leave around \$20,000 in surplus in the Salaries-Regular budget line. We currently have a need for part-time assistance in both the DMV and the pistol permit office but there is not enough funding in that budget line. Travel/Education/Conference budget line of only \$750 does not even cover two conferences for the County Clerk let alone the Deputy County clerk or any of the remaining 20 staff members.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2024

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

TRANSFERS FOR 2024 BUDGET

SIGNED: _____

DATE: April 23, 2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4018.0030.435	Disease Program-Medical Supplies/Expense	A.4018.0030.865	Disease Program -Dental Insurance	\$137.00

Total Transfers \$137.00

To Transfer funds to cover additional Dental Insurance taken with new staff not budgeted.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

Total

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Public Works - Parks, Recreation and Railroad

Name of Department

SIGNED: _____

DATE: _____

4/26/2024

FROM CODE	TITLE	TO CODE	TITLE
A.7110 110	General, Parks & Recreation, Salaries - Regular	A.7110 120	General, Parks & Recreation, Salaries - Overtime \$3,000.00

FROM CODE	TITLE	TO CODE	TITLE
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A.1990 439 Contingent Fund

Please state reason for transfer request:

To cover unanticipated overtime costs

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Planning and Community Development

SIGNED:

DATE: 4/11/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Planning (and Comm Dev), Salaries - Regular	A.8021 444	Planning (and Comm Dev), Travel	\$5,248
A. 2021 110	Planning (and Comm Dev), Salaries-Regular	A.8021 210	Planning (and Comm Dev), Furniture	\$2,813

Please state reason for transfers requested:

To cover costs for the upcoming bikeway letteboxing challenge and furniture purchase for newly hired staff

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

WARREN COUNTY

Journal Report

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Cik of Legislati - Clerk of the Legislative Board					
3/18/2024	A.1010.410	Supplies	Budget Transfer within Object Code to A.1010.439		\$ 100.00
3/18/2024	A.1010.439	Misc Fees & Expenses	Budget Transfer from Object Code A.1010.410	\$ 100.00	
3/19/2024	A.1010.410	Supplies	Budget Transfer within Object Code to A.1010.439		\$ 59.97
3/19/2024	A.1010.439	Misc Fees & Expenses	Budget Transfer from Object Code A.1010.410	\$ 59.97	
3/28/2024	A.1010.444	Travel/Education/Conferences	Budget Transfer within Object Code to A.1010.445		\$ 37.50
3/28/2024	A.1010.445	Foods	Budget Transfer from Object Code A.1010.444	\$ 37.50	
3/29/2024	A.1010.428	Data Processing & Internet Fees	Budget Transfer from Object Code A.1010.444	\$ 149.90	
3/29/2024	A.1010.444	Travel/Education/Conferences	Budget Transfer within Object Code to A.1010.428	\$ 149.90	
DPW_DPW Admin - DPW,DPW Administration					
3/6/2024	A.1628.410	Supplies	Transfer Within Budget Code to A.1628.422		\$ 30.00
3/6/2024	A.1628.422	Repair/Maint-Equipment	Transfer Within Budget Code from A.1628.410	\$ 30.00	
3/7/2024	A.7113.410	Supplies	Transfer Within Budget Code from A.7113.470	\$ 20.00	
3/7/2024	A.7113.470	Contract	Transfer Within Budget Code to A.7113.410	\$ 20.00	
3/8/2024	D.5110.410	Supplies	Transfer Within Budget Code to D.5110.422		\$ 20.00
3/8/2024	D.5110.422	Repair/Maint-Equipment	Transfer Within Budget Code from D.5110.410	\$ 20.00	
3/27/2024	A.7110.413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7110.445		\$ 600.00
3/27/2024	A.7110.445	Foods	Transfer Within Budget Code from A.7110.413	\$ 600.00	
3/27/2024	DM.5140.422	Repair/Maint-Equipment	Transfer Within Budget Code from DM.5140.470	\$ 10,000.00	
3/27/2024	DM.5140.470	Contract	Transfer Within Budget Code to DM.5140.422	\$ 10,000.00	
Legal Def-Indgnt - Legal Defense - Indigents					
3/6/2024	A.1170.860	Hospitalization	Budget transfer within budget code from code A.1170.861	\$ 15,456.00	
3/6/2024	A.1170.861	Retirees Hospitalization	Budget transfer within budget code to A.1170.860	\$ 15,456.00	
3/6/2024	A.1170.4202.810	Retirement	Budget transfer within budget code to A.1170.4202.865	\$ 110.88	
3/6/2024	A.1170.4202.865	Dental Insurance	Budget transfer within budget code from A.1170.4202.810	\$ 110.88	
3/6/2024	A.1170.810	Retirement	Budget transfer within budget code to code A.1170.865	\$ 110.88	
3/6/2024	A.1170.865	Dental Insurance	Budget transfer within budget code from code A.1170.810	\$ 110.88	
3/18/2024	A.1170.4202.220	Office Equipment	Budget transfer within budget code to code A.1170.4202.260	\$ 342.78	
3/18/2024	A.1170.4202.260	Other Equipment	Budget transfer within budget code from code A.1170.4202.220	\$ 342.78	
3/20/2024	A.1170.4202.220	Office Equipment	Budget transfer within budget code to code A.1170.4202.260	\$ 1,000.00	
3/20/2024	A.1170.4202.260	Other Equipment	Budget transfer within budget code from code A.1170.4202.220	\$ 1,000.00	
Mental Health - Mental Health					
3/29/2024	A.4310.436	Advertising Fees	transfer funds from A.4310.444 to A.4310.436	\$ 287.95	
3/29/2024	A.4310.444	Travel/Education/Conference	transfer funds from A.4310.444 to A.4310.436	\$ 287.95	
OFA - Office for the Aging					
3/5/2024	A.6771.220	Office Equipment	Within object code transfer from A.6771.260	\$ 194.82	
3/5/2024	A.6771.260	Other Equipment	Within object code transfer to A.6771.220	\$ 194.82	
3/6/2024	A.6771.427	Memberships & Dues	Within object code transfer from A.6771.444	\$ 84.50	

3/6/2024	A.6771 444	Travel/Education/Conference	Within object code transfer to A.6771.427	\$	84.50
3/13/2024	A.6772 436	Advertising Fees	Within object code transfer from A.6772.444	\$	100.00
3/13/2024	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.436	\$	100.00
Office of EMS - Office of Emergency Services					
3/4/2024	A.4022 410	Supplies	Budget Transfer Within Object Code to A.4022 470	\$	1,000.00
3/4/2024	A.4022 444	Travel/Education/Conference	Budget Transfer Within Object Code to A.4022 470	\$	1,500.00
3/4/2024	A.4022 470	Contract	Budget Transfer Within Object Code from A.4022 444	\$	1,500.00
3/4/2024	A.4022 470	Contract	Budget Transfer Within Object Code from A.4022 410	\$	1,000.00
3/13/2024	A.3640 230	Automotive Equipment	Budget Transfer Out of Budget Code from A.3640 441	\$	270.00
3/13/2024	A.3640 441	Auto-Supplies & Repair	Budget Transfer Out of Budget Code to A.3640 230	\$	270.00
3/25/2024	A.3410.4999 260	Other Equipment	Budget Transfer Out of Budget Code to A.3410.4999 422	\$	500.00
3/25/2024	A.3410.4999 422	Repair/Maint-Equipment	Budget Transfer Out of Budget Code from A.3410.4999 260	\$	500.00
Planning_Planning - Planning.Planning					
3/26/2024	A.8022 418	Ins-General Liability	Budget Transfer within object code A.8022 422	\$	63.07
3/26/2024	A.8022 422	Repair/Maint-Equipment	Budget Transfer within object code A.8022 418	\$	63.07
Public Health_Health Services - Public Health,Health Services					
3/1/2024	A.4054.0060 410	Supplies	Budget transfer EI to A4054.0060.426	\$	14.00
3/1/2024	A.4054.0060 426	Subscriptions	Budget transfer EI from A4054.0060.410	\$	14.00
3/5/2024	A.4010.4300 220	Office Equipment	Out of code transfer to A.4010.4300.220 fm. 428	\$	1,000.00
3/5/2024	A.4010.4300 428	Data Processing & Internet Fees	Out of code transfer to A.4010.4300.220 fm. 428	\$	1,000.00
3/28/2024	A.4013 410	Supplies	Budget Transfer WIC to A4013.426	\$	1.00
3/28/2024	A.4013 426	Subscriptions	Budget Transfer WIC from A4013.410	\$	1.00
Residential Hall - Countryside Adult Home					
3/11/2024	A.6030 413	Repair & Maint.-Bldg/Property	within of object code transfer to 6030 413 from 6030 416	\$	4,000.00
3/11/2024	A.6030 416	Oil & Gas-Heating	within of object code transfer from 6030 416 to 6030 413	\$	4,000.00
3/11/2024	A.6030 210	Furniture/Furnishings	out of object code transfer from 6030 210 to 6030 413	\$	2,000.00
3/11/2024	A.6030 413	Repair & Maint.-Bldg/Property	out of object code transfer to 6030 413 from 6030 210	\$	2,000.00
3/18/2024	A.6030 260	Other Equipment	Budget Transfer out of object code to A.6030 260 from A.6030 470	\$	675.00
3/18/2024	A.6030 470	Contract	Budget Transfer out of object code from A.6030 470 to A.6030 260	\$	675.00
3/19/2024	A.6030 410	Supplies	Budget Transfer within object code to A.6030 410 from A.6030 445	\$	1,100.00
3/19/2024	A.6030 445	Foods	Budget Transfer within object code from A.6030 445 to A.6030 410	\$	1,100.00
3/26/2024	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code from A 6030 210 to A6030 439	\$	3,582.47
3/26/2024	A.6030 439	Misc Fees & Expenses	Budget Transfer out of object code to A6030 439 from A 6030 210	\$	3,582.47
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
3/14/2024	A.3110 444	Travel/Education/Conference	budget transfer within object code to A.3110 444.01	\$	3,028.05
3/14/2024	A.3110 444.01	Job Related Courses	budget transfer within object code from A.3110 444	\$	3,028.05
3/20/2024	A.3150 260	Other Equipment	budget transfer out of object code from A.3150 413	\$	389.06
3/20/2024	A.3150 413	Repair & Maint.-Bldg/Property	budget transfer out of object code to A.3150 260	\$	389.06
Social Services - Social Services					
3/1/2024	A.6010 435	Medical Fees	Budget transfer within object code from A.6010 470	\$	2,000.00
3/1/2024	A.6010 470	Contract	Budget transfer within object code to A.6010 435	\$	2,000.00

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: Administrator

DATE: 05/02/2024

(a) Purpose of Request:

To appropriate funds from the Vehicle Reserve to various Departments to cover vehicle purchases

Appropriate Vehicle Reserve funds to:

(b) Details:

A.1610 230.1 Fleet Managemet, Automotive Equipment Reserve - \$55,570

A.4018.0040 230.1 Preventive Prog, Health Ed, Auto Equipment Reserve - \$16,657

A.6010 230.1 Social Services, Automotive Equipment Reserve - \$7,424

A.6030 230.1 Countryside Adult Home, Automotive Equipment Reserve - \$30,114

A.6510 230.1 Veterans Services, Automotive Equipment Reserve - \$55,882

(c) Previous Resolution Number:

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

A.896.00 Vehicle Reserves \$165,647

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: County Administrator

DATE: 08/03/2023

(a) Purpose of Amendment:

To amend Health Services, Social Services and Countryside Adult Home Department budgets to recognize the anticipated State Aid towards purchase of Vehicles

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

A.4018.0040 230 Preventive Prog, Health Ed, Automotive Equipment - \$9,368

A.6010 230 Social Services, Automotive Equipment - \$19,087

A.6030 230 Countryside Adult Home, Automotive Equipment - \$30,112

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

A.4018.0040 3408 Preventive Program, Health Education, Health Education - Pub Hlth - \$9,368

A.6010 3610 Social Services, Social Services Admin - \$19,087

A.6030 3630 Countryside Adult Home, Adult Care Priv. Inst. - \$30,112

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: County Administrator****DATE: 5/2/2024**

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
Automation of FOIL process to improve tracking and FOIL response
- (c) Name of Contractor:
Civic Plus, LLC
- (d) Address of Contractor:
PO Box 737311 Dallas, TX 75373-7311
- (e) Contractor's Contact Person and Telephone Number:
Jessica Howe
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon execution
- (h) Termination Date of Contract:
One year contract with ability to extend for 2 add'l 1-yr terms provided there is not more than a %5 increase in contract cost (2nd year \$13,028.40)
- (i) Payment Provisions: i) lump sum amount \$10,806 (w/discount for 1st yr)
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:
Transfer from Contingent Account to County Admin. Budget

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 5/2/2024

<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.1011 426	County Administrator, Subscriptions	\$10,806.00

Please state reason for transfer request: To cover the cost of FOIL process management software subscription. Based upon product selected, determination will be made in compliance with GASB#96 Subscriptions, amortization schedule will be developed if appropriate and account codes A.9781 610 & A.9781 710 will be utilized

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 5/2/2024

<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.1165 110	District Attorney, Salaries - Regular	\$15,685
		A.1165 810	Retirement	\$2,322
		A.1165 830	Social Security	\$973
		A.1165 831	Medicare	\$228

Please state reason for transfers requested:

To cover the cost of the State Mandated DA Salary increase effective 4/1/2024 pursuant to section 183-a of the Judiciary Law

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: BOE

DATE: 05/02/2024

- (a) Purpose of Request: **TO AUTHORIZE THE APPROPRIATION OF FUNDS FROM RESERVE**
- (b) Details: **APPROPRIATION OF \$50,888.00 FROM CAPITAL RESERVE A.898.00 TO BUDGET CODE A.1450.260 TO FUND THE PURCHASE OF 7 NEW CLEARCAST SCANNER VOTING MACHINES.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.898.00, RESERVE, ELECTION EQUIPMENT - \$50,888.00**

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: 4/26/24

(a) Purpose of Amendment: To Amend the 2024 Budget \$1,288.29 dollars to reflect Insurance Recovery payment dated March 28th, 2024, for Wood Chipper (18-03) Repair, DOL November 14th, 2023.

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

DM.5130 441 - Machinery, Auto-Supplies & Repair \$1,288.29

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

DM.5130 2680 - Machinery, Insurance Recovery \$1,288.29

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: 4/26/24

- (a) Purpose of Request: To establish road projects for 2024
- (b) The following road projects shall be established by the Treasurer with funding to be transferred from D.5112.8356 280 - 2023 CR#66 Country Club Road.

D.5112 8357	2024 CR#10 Schroon River Road	\$729,186.35
8358	2024 CR#26 Palisades Road	\$233,524.50
8359	2024 CR#29 Peaceful Valley Road	\$307,017.60
8360	2024 CR#57 South Johnsbury Road	\$1,587,751.55
8361	2024 CR#17 Blind Rock Road	\$299,287.43
8362	2024 CR#17 Haviland Road	\$315,290.20
8363	2024 CR#40 Golf Course Road	\$298,897.54

- (c) Previous Resolution Number: NA

AGENDA

MAY 2, 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) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**
Workforce Development (Liza Ochsendorf, Director) -
Request to authorize temporary positions for the Summer Youth Employment Program beginning on June 20, 2024 and ending September 29, 2024 and authorizing training slots for the Program Year 2024 which begins on July 1, 2024 and ends on June 30, 2025. *Referral to Finance & Budget Committee*
 - 4) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
Request for an executive session pursuant to Public Officers Law Section 105(1)(d), to discuss proposed, pending or current litigation, as follows: 1. **Lawsuits without Insurance Coverage Update:** a. *Cynthia Rich (Maxam), David Dellamonica, Estate of Alice Hennessey v. County of Warren* *Federal Lawsuit served March 11, 2024 alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights. *Claims arise from *Tyler v. Hennepin County* SCOTUS decision on May 25, 2023. *Multi-District Litigation No. 3117-Motion to Join 37 Counties. Response Due 5/7/2024. *Insurance Coverage Denied. b. *Kathleen Innes v. Warren County and Correctional Medical Care*, NDNY 1:22-cv-00641-BKS_TWD. c. *John David Smith v. Warren County*, Warren County Index No. 2020-68480. d. *Michael Easterbrooks v. Schenectady County, et al*, Albany County Index No. 907013-2021. e. *Warren County v. Continental Insurance*, NDNY 1:22-cv-328 & 431 (DJ Actions).
 - 5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) Request for an executive session pursuant to Public Officer's Law Section 105(1)(f) to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
 - B) Request to create Capital Project No. H432, SUNY Adirondack Electrical Upgrade, in the amount of \$1.4 million. *Referral to Finance & Budget Committee.*
 - C) Request to issue Serial Bond in the amount of \$1.4 million to cover Warren County's sponsor share of Capital Project No. H432. *Referral to Finance & Budget Committee.*
 - D) On behalf of the Department of Public Works - Request to create the new position of Fiscal Manager #2, *Annual Salary \$65,807 - \$73,327*, effective May 17, 2024. *Referral to Finance & Budget Committee.*
 - E) On behalf of the Department of Public Works - Request to create the new position of Temporary Fiscal Manager of Public Works, *Annual Salary not to exceed \$14,000*, effective May 17, 2024. *Referral to Finance & Budget Committee.*
 - F) On behalf of the Department of Public Works - Request for a transfer of funds in the amount of \$15,071 from the Contingent Account to fund the Temporary Fiscal Manager of Public Works position. *Referral to Finance & Budget Committee.*
 - G) Request to appoint an Assigned Counsel Administrator at the current salary of \$118,995, due to a retirement to occur in June.
- V. **Pending Items:**
PERSONNEL:
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: Workforce Development

DATE: April 26, 2024

- (a) Purpose of Request: Annual request authorizing temporary positions for the Summer Youth Employment Program beginning on June 20, 2024 and ending on September 30, 2024 and authorizing training slots for the Program Year 2024 which begins on July 1, 2024 and ends on June 30, 2025.

- (b) Details: To establish training slots for the upcoming program year and cover related expenses for them and the 2024 Summer Youth Employment Program in accordance with the rules and regulations governing the respective programs and services.

- (c) Previous Resolution Number: 223 of 2023

**Temporary Positions/Training Slots
Program Year 2024**

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/ WAGES
Title I – Adult (7/1/24 – 6/30/25)			
60 Training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WDB policies.*
Title I – Dislocated Workers (7/1/24 – 6/30/25)			
75 Training slots	N/A	WIOA-D/W	See below*
Trade Act Programs (7/1/24 – 6/30/25)			
Training slots (per DOL)	Aides	Trade Act	See below*
Title I - Youth Employment Programs (7/1/24 – 6/30/25)			
10 Training slots	N/A	WIOA-Youth	See below*
10 Jobs - in school youth	Aides	WIOA-Youth	See below**
30 Jobs – out of school youth	Aides	WIOA-Youth	See below***
Summer TANF (7/20/24 – 9/30/25)			
50 Jobs	Aides	Summer TANF	See below**

* Plus tuitions, books and related training fees, testing/certification/licensing fees, child care, on-line training licenses, transportation and mileage payments, needs related payments, trade act, job search/relocation allowances and other financial payments made to or on behalf of program participants consistent with the job training plan, federal trade act or applicable WIOA and WDB approved policies. Subject to availability of funds and if not eligible for WIOA funding then other allocated funding for the department can be used for these positions per their respective guidelines.

** \$15.00/hr. for public/non-profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

*** \$15.00/hr. for public/non-profit sector worksites with one performance increase of \$1.00/hr. as approved by the Department of Workforce Development. May also pay up to entry level wage rate for individual private sector worksite placements.

Note: Wages subject to adjustment as needed to comply with minimum wage requirements

Note: References to above funding streams (adult, etc.) will be inclusive of all types of funds allocated including basic formula funds, incentive funds, supplemental funds, Trade Act funds or other similar funding made available to the county by the NYS Dept. of Labor for workforce related activities or other grants awarded.

Warren County Board of Supervisors

RESOLUTION NO. 223 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS WILD, THOMAS, FRASIER, RUNYON, MCDEVITT BEATY, AND DRISCOLL

AUTHORIZING TEMPORARY POSITIONS WITHIN THE WARREN COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT

RESOLVED, that the following temporary positions of employment and training are hereby created and authorized under the Workforce Innovation and Opportunity Act (WIOA) and Summer Temporary Assistance to Needy Families (TANF) Program, within the Warren County Department of Workforce Development as set forth on Schedule "A" attached hereto, and be it further

RESOLVED, that the period for said positions, shall begin on July 1, 2023, pending receipt of funding from the Federal and State Government, and shall automatically terminate on June 30, 2024, or upon termination of Federal and State funding for the above-mentioned Programs, or upon the disbursement of all funds received by the County Treasurer for such Programs, whichever occurs first.

RESOLUTION No. 223 OF 2023

PAGE 2 OF 2



Temporary Positions/Training Slots
7/1/23 - 6/30/24

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/WAGES
Title I – Adult (7/1/23 - 6/30/24)			
60 Training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WDB policies. *
Title I - Dislocated Workers (7/1/23 - 6/30/24)			
60 Training Slots	N/A	WIOA-D/W	See below*
Trade Act Programs (7/1/23 - 6/30/24)			
Training Slots (per DOL)	Aides	Trade Act	See below*
Title I - Youth Employment Programs (7/1/23 - 6/30/24)			
10 Training slots	N/A	WIOA-Youth	See below*
10 Jobs - in school youth	Aides	WIOA-Youth	See below**
30 Jobs – out of school youth	Aides	WIOA-Youth	See below***
Summer TANF (7/20/23 - 9/30/23)			
50 Jobs	Aides	Summer TANF	See below**

*Plus tuitions, books and related training fees, testing/certification/licensing fees, child care, on-line training licenses, transportation and mileage payments, needs related payments, trade act, job search/relocation allowances and other financial payments made to or on behalf of program participants consistent with the job training plan, federal trade act or applicable WIOA and WDB approved policies. Subject to availability of funds and if not eligible for WIOA funding then other allocated funding for the department can be used for these positions per their respective guidelines.

**\$15.00/hr. for public/non profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

***\$15.00/hr. for public/non profit sector worksites with one performance increase of \$1.00/hr. as approved by the Department of Workforce Development. May also pay up to entry level wage rate for individual private sector worksite placements.

Note: Wages subject to adjustment as needed to comply with minimum wage requirements.

Note: References to above funding streams (adult, etc.) will be inclusive of all types of funds allocated including basic formula funds, incentive funds, supplemental funds, Trade Act funds or other similar funding made available to the County by the NYS Dept. of Labor for workforce related activities or other grants awarded.

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: County Administrator

DATE: 5/2/2024

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
H432 - SUNY Adirondack Electrical Upgrade

- (b) Is this a Capital Project?
YES

- (c) Is this a Capital Reserve Project?

- (d) Amount of Project:
\$1.4 Million - Warren County Sponsor Share

- (e) Source of Funding (including name & title of codes, etc.):
Issuance of Bond - H432.9550 5710, Serial Bonds

- (f) Purpose of Establishment:
SUNY Adirondack has requested that sponsor counties establish a capital project for SUNY Adirondack's Electrical Upgrade with a total cost of \$2,000,000 shared by the sponsor counties, with Warren County's share of the cost being \$1,400,000.

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

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Administrator

DATE: 5/2/2024

- (a) Purpose of Request:
Authorize the issuance of \$1,400,000 in Serial Bonds

- (b) Details:
Funds needed to cover cost of sponsor share of H432 SUNY Adirondack Electrical Upgrade

- (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. 11

Request to Create New Position

DEPARTMENT NAME: Public Works - DPW

DATE: 05/2/24

- (a) Title of Requested Position: Fiscal Manager #2 for the Department of Public Works
- (b) Annual **Base** Salary (and Grade if Applicable): \$65,807 to \$73,327
- (c) Effective Date for New Position:* May 17, 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): NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A1490.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Public Works - DPW

DATE: 05/2/24

- (a) Title of Requested Position: Temporary -Fiscal Manager of Public Works
- (b) Annual **Base** Salary (and Grade if Applicable): not to exceed \$14,000.00
- (c) Effective Date for New Position:* May 17, 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): NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A1490.130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Public Works - DPW
Name of Department

SIGNED: _____ DATE: 4/26/2024

FROM CODE	TITLE	TO CODE	TITLE
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FROM CODE	TITLE	TO CODE	TITLE	
A.1990 439	Contingent Fund	A.1490 130	General, Public Works Admin-DPW Salaries - Part Time	14,000.00
	Please state reason for transfer request:	A.1490 830	Social Security	868.00
	To Cover Part Time Positon Due to Retirement of Fiscal Manager	A.1490 831	Medicare Contribution	203.00