

FINANCE & BUDGET COMMITTEE

AGENDA

JULY 3, 2024

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

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

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

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

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

B) Request to adopt revised Credit Card Policy which includes revisions to Section IIIAb to remove requirement for additional forms related to department specific credit cards; Section IVA to reflect current processing; and additional changes to improve policy verbiage.

C) Discussion regarding County sales tax.

3) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Public Defender (Gregory Canale, Public Defender) -

A) Request to amend the 2024 Warren County Budget in the amount of \$127,284 to reflect receipt of Hurrell-Harring contract funding to cover the cost of salary and benefits for the 13th Assistant Public defender position.

Sheriff (James LaFarr, Sheriff) -

B) Request to amend the 2024 County Budget in the amount of \$16,500 to carry over unused 2023 STOP-DWI Program grant funding.

4) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**
Planning & Community Development -

A) Request to amend the 2024 Warren County Budget in the amount of \$6,000 to reflect reimbursement received from the City of Glens Falls and the Village of Lake George for the cost of GIS software maintenance.

B) Request to increase Capital Project No. H418, *Septic System Replacement Fund*, in the amount of \$400,000.

Workforce Development (Liza Ochsendorf, Director) -

C) Request to amend the 2024 County Budget in the amount of \$124,616 to reflect receipt of TANF (*Temporary Assistance for Needy Families*) grant funds for the Summer Youth Employment Program.

5) **Referral from the Health Services Committee (Chaired by Supervisor Strainer):**
Public Health (Ginelle Jones, Director, Public Health/Patient Services) -

Request to amend the 2024 Warren County Budget in the amount of \$12,349 to reflect receipt of funding from New York State for the Performance Incentive Award for the Health Education Division.

6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Veterans' Services (Denise DiResta, Director) -

Request for a transfer of funds in the amount of \$1,618.76 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.6510 220, *Office Equipment*, to cover the cost of purchasing three new office chairs.

7) **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 amend the 2024 County Budget in the amount of \$314.64 to adjust NYS Board of Elections Absentee Ballot Program grant funding total. **Note: Continent upon approval by the Legislative, Rules & Governmental Operations Committee.**

CONTINUED

- 8) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3, 4A-B, 5, 6A-C, 7, 8 and 9 1-3.*
PERSONNEL AGENDA ITEMS 3, 4A-B, 5, 6A-C, 7, 8 and 9 1-3:
- 3) **Request/Item to be Discussed by the Information Technology Director (Mike Colvin, Director):**
Request to appropriate \$160,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1680.220.1, *Information Technology, Office Equipment-Reserve*, to cover the cost of purchasing computers and related equipment and software.
- 4) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaird by Supervisor Geraci): Public Defender (Gregory Canale, Public Defender) -**
A) Request to amend the Table of Organization & Salary Schedule to decrease the annual salary of 8th Assistant Public Defender from \$96,936 to \$81,921, effective July 22, 2024.
B) Request to amend the Table of Organization & Salary Schedule to create the new position of 13th Assistant Public Defender, *Annual Salary* \$89,318, effective July 22, 2024.
- 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu): Workforce Development (Liza Ochsendorf, Director) -**
Request to amend the Table of Organization & Salary Schedule to create the new position of Fiscal Manager, *Annual Salary* \$70,401, and delete the position of Employment & Training Account Manager, *Grade 13, Base Annual Salary* \$61,136, effective July 22, 2024. *Note: Personnel Officer objects to the new position title and has not approved.*
- 6) **Referrals from the Health Services Committee (Chaired by Supervisor Strainer): Public Health (Ginelle Jones, Director, Public Health/Patient Services) -**
A) Request to amend the Table of Organization and Salary Schedule to decrease the annual salary of the Public Health Program Coordinator position from \$66,055.08 to \$0.00, effective August 12, 2024
B) Request to amend the Table of Organization & Salary Schedule to increase the annual salary of the Public Health Manager position from \$0.00 to \$71,535, and to transfer the position from Prevention Program (A.4018.110) to Health Education (A.4018.0040.110), effective August 12, 2024.
C) Request to amend the Table of Organization & Salary Schedule to create the new position of Early Intervention Service Coordinator #1, *Grade 18, Base Annual Salary* \$68,806, and delete the positions of Early Intervention Service Coordinator Per Diem (10 hrs/week), *Grade 18, Base Annual Salary* \$14,377, and Early Intervention Service Coordinator #3 (Part-Time 30 hrs/week), *Grade 18, Base Annual Salary* \$51,611, effective September 1, 2024.
- 7) **Referral from the Public Works Committee (Chaired by Supervisor Conover): Department of Public Works (Kevin Hajos, Superintendent) -**
Request to amend Resolution No. 167 of 2024, “*Amending Table of Organization and Warren County Salary and Compensation Plan for 2024 to create Positions within the Department of Public Works*”, to delete the position of Fiscal Manager #2, *Annual Salary* \$65,807 - \$73,327.
- 8) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
Request for a transfer of funds in the amount of \$4,910.92 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of an unanticipated bill from Fitzgerald Morris Baker Firth, P.C. for 2023 Bond services.
- 9) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
1. Request: Transfer of funds in the amount of \$40,460.56 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1325 419, *County Treasurer, Settlements*, to pay two defendants in the matter of Cynthia Rich, et al v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
2. Request: Create Part-Time Position of Property & Casualty Risk Manager
Reason: To develop, implement and manage County-wide risk management process and programming to reduce loss-related costs and increase County's insurance rating to reduce future premium costs.
3. Request: Transfer of funds totaling \$37,220.75 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to the various Budget Codes within the County Attorney’s Departmental Budget.
Reason: To fund position through remainder of 2024.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

Request for Transfer of Funds FOR 2024

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

TRANSFERS FOR 2024 BUDGET

SIGNED: _____

DATE: June 2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1. A.4010.435	Health Services-Medical Supply Expense	A.4018.453	Preventive Program-Uniforms/Clothing Expense	\$1,300.00
2. A.4054.444	Preschool Program-Travel/Education Expense	A.4018.0040.860	Health Education-Health Insurance Expense	\$5,000.00
3. A.4054.0060.130	Early Intervention -Part Time Salaries	A.4054.110	Preschool -Full Time Salaries	\$6,000.00
A.4054.0060.810	Early Intervention-Retirement Expense	A4054.810	Preschool-Retirement Expense	\$672.00
A.4054.0060.830	Early Intervention-Social Security Expense	A.4054.830	Preschool-Social Security Expense	\$372.00
A.4054.0060.831	Early Intervention-Medicare Expense	A.4054.831	Preschool-Medicare Expense	\$87.00

Total Transfers **\$13,431.00**

1. To Transfer funds to Preventive Program from CHHA to cover purchase of uniform/clothing expenses for Recruitment and Retention for employees.
2. To Transfer funds to Health Education from Preschool Expense to cover additional Health Insurance for Health Educators not budgeted for 2024.
3. To Transfer funds from EI Part time to Preschool Full time salaries for additional hours of an employee going from 30 hours /week to 40 hrs/wk effective 9/1/24 due to resignation of 10/hr week employee,

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

Total

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

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** PLANNING & COMMUNITY DEVELOPMENT**SIGNED:****DATE:** 06/28/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Planning, Salaries-Full Time	A.8021 120	Planning, Salaries-Overtime	\$4,000.00

Please state reason for transfers requested:

To cover anticipated overtime costs

CONTINGENT FUND TRANSFER REQUESTS

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

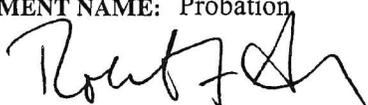
Please state reason for transfer request:**Please file original request with Clerk of the Board and retain copy for your records.**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Probation

SIGNED: 

DATE: 6/25/24

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140 110	Salaries-Regular	A.3140 120	Salaries-Overtime	\$2,000

Please state reason for transfers requested:
Overtime is needed to cover occasional costs associated with necessary after-hours home visits and detention issues.

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	Number	Account Description	Description	Amount	Amount
Brd. of Election - Board of Elections					
5/16/2024	A.1450 439	Misc Fees & Expenses	Budget Transfers within Object Code to A.1450 444	\$	1,500.00
5/16/2024	A.1450 444	Travel/Education/Conference	Budget Transfers Within Object Code from A.1450 439	\$ 1,500.00	
Building & Fire - Building & Fire Code					
5/15/2024	A.3620 427	Memberships & Dues	Budget Transfer Within Object Code from A.3620 442	\$ 15.00	
5/15/2024	A.3620 442	Automotive - Gas & Oil	Budget Transfer Within Object Code to A.3620 427		\$ 15.00
Clk of Legislati - Clerk of the Legislative Board					
5/2/2024	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 445		\$ 139.70
5/2/2024	A.1010 445	Foods	Budget Transfer from Object Code A.1010 444	\$ 139.70	
5/7/2024	A.1010 444	Travel/Education/Conference	Budget Transfer out of Object Code to A.6421 470		\$ 1.00
5/7/2024	A.6421 470	Contract	Budget Transfer out of Object Code from A.1010 444	\$ 1.00	
5/29/2024	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 445		\$ 238.14
5/29/2024	A.1010 445	Foods	Budget Transfer from Object Code A.1010 444	\$ 238.14	
County Attorney - County Attorney					
5/10/2024	A.1420 410	Supplies	Transfer within Object Code to A.1420 427		\$ 200.00
5/10/2024	A.1420 427	Memberships & Dues	Transfer within Object Code from A.1420 410	\$ 200.00	
County Clerk - County Clerk					
5/29/2024	A.1410 439	Misc Fees & Expenses	Transfer within budget code from A.1410 444	\$ 70.00	
5/29/2024	A.1410 444	Travel/Education/Conference	Transfer within budget code to A.1410 439		\$ 70.00
DPW_DPW Admin - DPW,DPW Administration					
5/6/2024	A.1625 465	Road/Bridge Materials	Transfer Within Budget Code from A.1625 465	\$ 790.00	
5/6/2024	A.1625 470	Contract	Transfer Within Budget Code to A.1625 465		\$ 790.00
5/13/2024	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 130.00	
5/13/2024	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 130.00
5/21/2024	A.1620 260	Other Equipment	Transfer Out of Budget Code from A.1620 413	\$ 600.00	
5/21/2024	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Out of Budget Code to A.1620 260		\$ 600.00
5/28/2024	A.1625 465	Road/Bridge Materials	Transfer Within Budget Code from A.1625 470	\$ 110.00	
5/28/2024	A.1625 470	Contract	Transfer Within Budget Code to A.1625 465		\$ 110.00
5/29/2024	A.1628 453	Uniforms & Clothing	Transfer Within Budget Code to A.1628 455		\$ 50.00
5/29/2024	A.1628 455	Safety Equipment	Transfer Within Budget Code from A.1628 453	\$ 50.00	
5/30/2024	A.1628 860	Hospitalization	In Code Transfer to A.1628 862		\$ 500.00
5/30/2024	A.1628 862	Health Insurance Cost Reimbursement	In Code Transfer from A.1628 860	\$ 500.00	
5/30/2024	D.5110 260	Other Equipment	Out of Code Transfer from D.5110 410	\$ 120.00	
5/30/2024	D.5110 410	Supplies	Out of Code Transfer to D.5110 260		\$ 120.00

Employment & Training - WIA-Admin(Staff) - Employment & Training, WIA-Admin (Staff)

5/8/2024	40.6293.0300 433	Training-Client	Object code change to 40.6293.0300 470		\$	250.00	\$	250.00
5/8/2024	40.6293.0300 470	Contract	Object code change from 40.6293.0300 433	\$		250.00		
5/8/2024	40.6293.0300 810	Retirement	Object code change from 40.6293.0300 860	\$		1,000.00		
5/8/2024	40.6293.0300 860	Hospitalization	Object code change to 40.6293.0300 810				\$	1,000.00
5/8/2024	40.6293.0305 411	Rent-Building/Property	Object code change from 40.6293.0305 444	\$		9,000.00		
5/8/2024	40.6293.0305 444	Travel/Education/Conference	Object code change to 40.6293.0305 411				\$	9,000.00
5/8/2024	40.6293.0305 810	Retirement	Object code change to 40.6293.0305 860				\$	6,000.00
5/8/2024	40.6293.0305 860	Hospitalization	Object code change from 40.6293.0305 810	\$		6,000.00		
5/8/2024	40.6293.0310 424	Postage	Object code change from 40.6293.0310 426	\$		300.00		
5/8/2024	40.6293.0310 426	Subscriptions	Object code change to 40.6293.0310 424				\$	300.00
5/8/2024	40.6293.0310 426	Subscriptions	Object code change to 40.6293.0310 434				\$	2,000.00
5/8/2024	40.6293.0310 434	Allowances	Object code change from 40.6293.0310 426	\$		2,000.00		
5/8/2024	40.6293.0313 439	Misc Fees & Expenses	Object code change to 40.6293.0313 470				\$	200.00
5/8/2024	40.6293.0313 470	Contract	Object code change from 40.6293.0313 439	\$		200.00		
5/8/2024	40.6293.0313 810	Retirement	Object code change to 40.6293.0313 860				\$	3,000.00
5/8/2024	40.6293.0313 860	Hospitalization	Object code change from 40.6293.0313 810	\$		3,000.00		
5/21/2024	40.6293.0300 810	Retirement	Object code change from 40.6293.0300 860	\$		2,000.00		
5/21/2024	40.6293.0300 860	Hospitalization	Object code change to 40.6293.0300 810				\$	2,000.00
5/21/2024	40.6293.0305 831	Medicare Contribution	Object code from 40.6293.0305 861	\$		500.00		
5/21/2024	40.6293.0305 861	Retirees Hospitalization	Object code change to 40.6293.0305 831				\$	500.00
5/21/2024	40.6293.0358 210	Furniture/Furnishings	Object code change from 40.6293.0358 220	\$		1,000.00		
5/21/2024	40.6293.0358 220	Office Equipment	Object code change to 40.6293.0358 210				\$	1,000.00
5/21/2024	40.6293.0358 411	Rent-Building/Property	Object code change to 40.6293.0358 433				\$	25,000.00
5/21/2024	40.6293.0358 421	Equipment Rental	Object code change from 40.6293.0358 428	\$		50.00		
5/21/2024	40.6293.0358 423	Telephone	Object code change from 40.6293.0358 428	\$		2,350.00		
5/21/2024	40.6293.0358 428	Data Processing & Internet Fees	Object code change to 40.6293.0358 421				\$	50.00
5/21/2024	40.6293.0358 428	Data Processing & Internet Fees	Object code change to 40.6293.0358 423				\$	2,350.00
5/21/2024	40.6293.0358 428	Data Processing & Internet Fees	Object code change to 40.6293.0358 439				\$	100.00
5/21/2024	40.6293.0358 433	Training-Client	Object code change from 40.6293.0358 411	\$		25,000.00		
5/21/2024	40.6293.0358 439	Misc Fees & Expenses	Object code change from 40.6293.0358 428	\$		100.00		
5/21/2024	40.6293.0358 810	Retirement	Object code change from 40.6293.0358 860	\$		1,000.00		
5/21/2024	40.6293.0358 830	Social Security	Object code change from 40.6293.0358 860	\$		1,000.00		
5/21/2024	40.6293.0358 831	Medicare Contribution	Object code change from 40.6293.0358 860	\$		500.00		
5/21/2024	40.6293.0358 860	Hospitalization	Object code change to 40.6293.0358 810				\$	1,000.00
5/21/2024	40.6293.0358 860	Hospitalization	Object code change to 40.6293.0358 830				\$	1,000.00
5/21/2024	40.6293.0358 860	Hospitalization	Object code change to 40.6293.0358 831				\$	500.00

Legal Def-Indgnt - Legal Defense - Indigents

5/3/2024	A.1170.4209 437	Consulting Fees	Budget transfer within budget code from A.1170.4209 470	\$		4,000.00		
5/3/2024	A.1170.4209 470	Contract	Budget transfer within budget code to A.1170.4209 437				\$	4,000.00
5/13/2024	A.1170.4209 437	Consulting Fees	Budget transfer within budget code from A.1170.4209 470	\$		4,705.50		
5/13/2024	A.1170.4209 470	Contract	Budget transfer within budget code to code A.1170.4209 437				\$	4,705.50
5/20/2024	A.1170.4202 210	Furniture/Furnishings	Budget transfer within budget code from A.1170.4202 220	\$		121.51		
5/20/2024	A.1170.4202 220	Office Equipment	Budget transfer within budget code to A.1170.4202 210				\$	121.51

Office of EMS - Office of Emergency Services

5/6/2024	A.3640 260	Other Equipment	Budget Transfer Out of Budget Code from A.3640 410	\$	830.00	
5/6/2024	A.3640 410	Supplies	Budget Transfer Out of Budget Code to A.3640 260			\$ 830.00
5/6/2024	A.3410 260	Other Equipment	Budget Transfer Out of Budget Code from A.3410 470	\$	1,300.00	
5/6/2024	A.3410 470	Contract	Budget Transfer Out of Budget Code to A.3410 260			\$ 1,300.00
5/9/2024	A.3645.4112 220	Office Equipment	Budget Transfer Out of Budget Code to A.3645.4112 410			\$ 1,335.16
5/9/2024	A.3645.4112 410	Supplies	Budget Transfer Out of Budget Code from A.3645.4112 220	\$	1,335.19	
5/9/2024	A.3645.4112 410	Supplies	Budget Transfer within Budget Code from A.3645.4112 470	\$	65.39	
5/9/2024	A.3645.4112 470	Contract	Budget Transfer within Budget Code to A.3645.4112 410			\$ 65.39
5/24/2024	A.3410 453	Uniforms & Clothing	Budget Transfer within Object Code from A.3410 470	\$	4,000.00	
5/24/2024	A.3410 470	Contract	Budget Transfer within Object Code to A.3410 453			\$ 4,000.00

Planning_Planning - Planning,Planning

5/8/2024	A.8021 442	Automotive - Gas & Oil	Budget Transfer within object code A.8021 444			\$ 5.26
5/8/2024	A.8021 444	Travel/Education/Conference	Budget Transfer within object code A. 8021 442	\$	5.26	

Public Health_Health Services - Public Health,Health Services

5/7/2024	A.4013 423	Telephone	WIC Budget Transfer to A4013.423 from .446 for Language Line	\$	1,400.00	
5/7/2024	A.4013 446	WIC Food Vouchers	WIC Budget Transfer to A4013.423 from .446 for Language Line			\$ 1,400.00
5/7/2024	A.4013 220	Office Equipment	WiC transfer for Stadiometer from .220 to .260			\$ 200.00
5/7/2024	A.4013 260	Other Equipment	WiC transfer for Stadiometer from .220 to .260	\$	200.00	
5/29/2024	A.4018.0040 260	Other Equipment	Out of Code Transfer HE to A4018.0040865 frpm 260			\$ 100.00
5/29/2024	A.4018.0040 865	Dental Insurance	Out of Code Transfer HE to A4018.0040865 frpm 260	\$	100.00	
5/30/2024	A.4018.0055 410	Supplies	Budget transfer Tobacco Entitlement to A4018.0055.469			\$ 25.00
5/30/2024	A.4018.0055 469	Other Payments/Contributions	Budget transfer Tobacco Entitlement from A4018.0055.410	\$	25.00	

Residential Hall - Countryside Adult Home

5/31/2024	A.6030 210	Furniture/Furnishings	within of object code transfer from 6030 210 to 6030 275			\$ 10,316.00
5/31/2024	A.6030 275	Buildings	within of object code transfer to 6030 275 from 6030 210	\$	10,316.00	

Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement

5/7/2024	A.3020 260	Other Equipment	budget transfer out of object code from A.3110 260	\$	1,664.26	
5/7/2024	A.3110 260	Other Equipment	budget transfer out of object code to A.3020 260			\$ 1,664.26
5/7/2024	A.3110 410	Supplies	budget transfer within object code to A.3110 426			\$ 20.71
5/7/2024	A.3110 426	Subscriptions	budget transfer within object code A.3110 410	\$	20.71	
5/14/2024	A.3110 410	Supplies	budget transfer within object code to A3110 426			\$ 90.95
5/14/2024	A.3110 426	Subscriptions	budget transfer within object code from A.3110 410	\$	90.95	
5/16/2024	A.3020 260	Other Equipment	budget transfer out of object code from A.3020 423	\$	1,048.00	
5/16/2024	A.3020 423	Telephone	budget transfer out of object code to A.3020 260			\$ 1,048.00
5/30/2024	A.3110 410	Supplies	budget transfer within object code TO a.3110 426			\$ 142.00
5/30/2024	A.3110 426	Subscriptions	budget transfer within object code from A.3110 410	\$	142.00	

Social Services - Social Services

5/29/2024	A.6050 469	Other Payments/Contributions	Budget transfer out of budget code from A.6100 470	\$	17,000.00	
5/29/2024	A.6100 470	Contract	Budget transfer out of budget code to A.6050 469			\$ 17,000.00

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: County Administrator

DATE: 7/3/2024

(a) Purpose of Request: **To adopt revised Credit Card Policy**

(b) Details: **Revisions made to:**

Section IIIAb to remove requirement for additional forms related to department specific credit cards

Section IVA to reflect current processing

Additional changes to improve policy verbiage

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

**COUNTY OF WARREN
CREDIT CARD POLICY**

I. OVERVIEW AND PURPOSE

A. Overview.

The use of conventional credit cards (hereinafter "credit cards") and/or ghost credit cards which provide credit accounts without the issuance of a physical plastic card for volume purchases where physical cards are not needed or desired ~~and~~ (hereinafter "ghost cards") can be a cost effective method of obtaining products and services for the County. Credit cards and/or ghost cards can also save personnel time. Travel, training and other similar expenses are more practically and easily handled through the credit card process. In certain cases and depending on the source of the credit card or ghost card and terms thereof, the County may even be able to gain additional savings when using a credit card and/or ghost card to make purchases of equipment, fuel, materials and/or supplies.

B. Purpose.

To establish the Policy and Procedures for authorizing, issuing and the use of County credit cards and/or ghost cards by Department Heads or their designee(s). These procedures are intended to accomplish the following objectives:

1. To ensure that ~~the procurements~~ accomplished with credit cards and ghost cards is conducted ~~accomplished~~ pursuant to the policy and procedures established by the County Board of Supervisors (hereafter, "Board").
2. To ensure appropriate internal controls are established and followed ~~for~~ within each department procuring with credit cards and/or ghost cards so that they are used for authorized purposes only.
3. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
4. To ensure that the County bears no legal liability from inappropriate use of credit and/or ghost cards and to fix financial responsibility for any unauthorized use upon the Department Heads and/or their designee(s).

II. ADMINISTRATION OF THE COUNTY'S RELATIONSHIP WITH THE BANK ISSUING THE CREDIT CARD

A. Obtaining Credit Cards and Ghost Cards

1. Credit cards shall be obtained from the ~~bank or~~ financial institution authorized by resolution of the ~~County Board of Supervisors~~. Ghost cards for high volume purchases shall be obtained from the same ~~banking~~ financial institution that issues County credit cards ~~are obtained from~~ and as authorized by the ~~County Board of Supervisors~~.
2. ~~Once credit cards and/or Ghost cards are authorized by~~ Upon the Board of Supervisors authorizing by resolution the financial institution which shall issue credit cards and/or ghost cards, ~~then~~ County Administrator shall ~~will~~ coordinate and arrange for the financial institution to issuance of credit and/or ghost cards in accordance with this policy.
3. The County Administrator and Treasurer shall review enrollment forms, verify all information, and submit an application for credit and/or ghost cards to the ~~bank or~~ Board-approved financial institution ~~identified in subparagraph (1) hereof~~. The Chairman of the Board of Supervisors (hereafter, "Chair") ~~may~~ shall sign the completed enrollment forms on behalf of the County.

~~RESOLUTION NO. 411 OF 2019~~~~PAGE 1 OF 13~~

4. Credit cards and/or ghost cards shall be issued only to Department Heads approved by the County Administrator (hereafter "Cardholders");
 - ~~a. Those Department Heads (hereinafter "Cardholders");~~
- ~~5. b. Credit cards and/or ghost cards shall be used solely for authorized County expenses~~ the purposes indicated and at the expenditure credit limits set forth in Schedule "A" and II purchased must comply with the Warren County Purchasing Policy, which may be amended from time to time by further resolution of the County Board of Supervisors.
6. All Cardholders shall execute the Cardholder authorization form annexed hereto as Schedule "B" and sign the back of the credit card upon receipt (signature on ghost cards is not possible and hence not necessary).
6. The aggregate County credit limit for all issued credit and ghost cards shall be \$292,000.

B. Contact With Card Issuer Representatives.

1. The following County officials are authorized to discuss credit card invoices, payments, disputes, temporary limit excess and similar matters:
 - a. Treasurer, or designee;
 - b. County Administrator; and
 - c. Assistant to the County Administrator.
2. Cardholders are authorized to discuss credit card invoices, disputes and lost or stolen cards for their for respective credit cards and or ghost cards issued to their department, issued credit and/or ghost card(s).

C. Online Management of Credit Cards.

The County Administrator, the Assistant to the County Administrator and/or designee of the County Administrator shall arrange for online management of credit cards and/or ghost cards including required passwords for purposes of viewing account expenditures and payments, card charge requests, new applications, reconciling invoices and other features typically offered by Banks or credit card issuers as online management tools.

III. USE OF THE CREDIT CARD, REVOCATION AND RECORD KEEPING**A. Authorized Users**

1. The Cardholder who is issued the card or ghost card is the only person authorized to use that card, except:
 - a. In the instance of the Clerk of the Board who may authorize other County officials or employees to use the card for lodging or general use using the forms annexed hereto as Schedules "C" and "D"; and
 - b. With respect to the other Cardholders, the Cardholder may allow staff in their respective County Departments to make purchases using the cards or ghost cards, but this shall only be allowed after the credit card use form annexed hereto as Schedule "C" or "D" is completed.

The Cardholder is responsible for all purchases made using their credit card or ghost card issued to them.

B. Authorized Purchases

The credit card or ghost card is to be used in the conduct of the County's business only. The use of a County credit card or ghost card to acquire or purchase goods and services for other than official use of the County is fraudulent use and will subject the officer or employee to disciplinary action up to and including dismissal from service. ~~In addition, the~~ fraudulent use of a County credit card or ghost card will be reported to the appropriate law enforcement agency for investigation and possible prosecution.

C. Rules of Use

The following restrictions will apply to purchases made with credit cards or ghost cards:

1. The costs of goods or services purchased must be available within the department's budget at the time of purchase and must be an actual and necessary expense of the County~~must be budgeted and legally allowable.~~
2. The total value of a transaction shall not exceed a Cardholders available card limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the card limit.
3. Spending limits for the month must be adhered to.
4. Credit cards and/or ghost card users must inform the merchant that the purchase is tax exempt and provide tax exempt forms as necessary.
5. Credit card and/or ghost card users must retain vendors receipts and/or records of telephone, Internet, and/or mail orders for future reconciliation of the credit card statement. Cardholders or designees shall attach receipts, etc. to the invoice batch submitted to the County Auditor when requesting payment of credit card and/or ghost card purchases attributable to the Cardholder or the Cardholder's Department as appears on monthly statements.
6. Credit card and/or Ghost card users must still complete Purchase Orders as required by the Warren County Purchasing Policy (identifying the credit card/ghost card issuing bank as payee and providing details as to the service or item purchased). Nothing in this policy shall be construed as a means to circumvent the existing Warren County Purchasing Policy of the County in regards to bidding requirements, both formal and informal.
7. Any incentive program benefits arising from the use of County credit cards and/or ghost cards shall be the property of the County and deposited in the County General Fund. The County Board of Supervisors shall determine the use of such incentives, if any.

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D. Unauthorized Credit Card or Ghost Card Use

1. The credit card and/or ghost card SHALL NOT BE USED for the following:
 - a. Personal purchases or identification;
 - b. A purchase that exceeds the Cardholder's monthly purchase limit;
 - c. Cash advances.
2. A credit card or ghost card user who makes unauthorized purchases shall be financially liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the financial institution or card issuer~~Bank or card company~~ in connection with the unauthorized misuse.

E. Cardholder Record Keeping

1. When the purchase is made over-the-counter, the credit card/ghost card user shall retain the invoice and the customer copy ~~of~~ the charge receipt. The credit card/ghost card user is responsible for checking that the vendor lists the quantity, fully describes the item(s), and includes any tax prior to the credit card user signing the slip. Invoices for meals, hotel stays, etc. will include an itemized list of all items and services purchased.

Commented [EL1]: Are the purchases tax-empt?

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2. When the purchase is made on the Internet, the credit card/ghost card user shall print a copy of the receipt and order confirmation before exiting the site.
3. When a purchase is made over the telephone, the credit card/ghost card user shall have the vendor fax or email them a copy of the receipt.
4. When the purchase is made by mail, the credit card/ghost card user shall retain all confirmations and shipping documentation.
5. When an item is returned, the vendor shall issue a credit, which should appear on a subsequent statement. *Under no circumstances should the credit card/ghost card user or Cardholder accept cash in lieu of a credit of the credit card account.*

F. Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder or staff member designated in writing or by email shall receive ~~their~~his/her monthly statement of account that will list the transactions to the Cardholders credit card for that period.
2. The Cardholder or staff member designated in writing or by email shall check each transaction listed on the monthly statement against the authorizations to verify that the statement is correct. If an item is returned and a credit voucher received, the Cardholder or designee shall verify that this credit is reflected on the monthly statement.
3. If purchased items are not listed on the monthly statement, the appropriate transaction documentation shall be RETAINED by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase or return, the Cardholder shall notify the County Administrator and the Treasurer.
4. If in reviewing the monthly statement, ~~if~~ it is known that an item purchased was found to be unacceptable, or not received, or not ~~even~~ ordered, the Cardholder or designee is responsible for either, obtaining the item, obtaining a replacement of the item, or lodging ~~indicating~~ a dispute of a non-ordered item with the financial institution or card issuer as soon as possible as indicated herein. In the case of an item that has been ordered that is not acceptable, the Cardholder should attempt to receive that item by the date the Cardholder receives his monthly statement or consider placing the item into dispute. If any items are placed in dispute by the Cardholder, it should be documented using *Schedule "E"* Transaction Dispute Form and attached to the statement with the originals to be forwarded to the County Auditor and a copy of all documents to be forwarded to the County Administrator or the Assistant to the County Administrator who shall handle and/or process the dispute as may be determined appropriate.

G. Cardholder Security

1. It is the Cardholders responsibility to safeguard the credit card/ghost card and account number and any security codes to the same degree that a Cardholder safeguards ~~their~~his/her personal credit information. A violation of this trust will result in that Cardholder having ~~their~~his/her credit card/ghost card withdrawn and may be subjected to disciplinary action.
2. If a credit card or a ghost card number or security code is lost or stolen, the Cardholder shall immediately notify the credit card company, which have representatives are available 24 hours a day. The County Administrator and Treasurer should also be notified and the Lost/Stolen Card Notification form, *Schedule "F"*, filled out.
3. A new credit card or ghost card shall be promptly issued to the Cardholder after the reported loss or theft. A credit card that is subsequently found by the Cardholder after being reported

lost shall be submitted to the County Administrator who will then forward the card to the Treasurer for destruction.

H. Cardholder Separation

Prior to separation ~~from employment with~~ from the County of Warren, the Cardholder shall surrender the credit card and current credit card proofs of purchase to the County Administrator. Upon its receipt, the County Administrator will follow the steps outlined under Review of Monthly Statement and Payment of Credit Card Purchases, and forward the card to the Treasurer to be destroyed. Any Cardholder ghost cards shall likewise be terminated and new ghost cards established.

I. Revocation of Credit Card Privileges

1. The issuance of a credit card and/or ghost card to an employee is a privilege and is done at the sole discretion of the County Administrator, Board of Supervisors.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit card and/or ghost card privileges.
3. Repeated loss or theft of any issued County credit card or ghost card will be cause to revoke the employee's credit card/ghost card use privilege. Failure to immediately report the theft/loss of a credit card upon discovery may also lead to revocation of the credit card/ghost card use privilege.

IV. DOCUMENT SUBMISSION AND PAYMENT OF MONTHLY CREDIT/GHOST CARD INVOICE

A. General County Department Procedure

Original sales documents (packing slip, invoice, cash register tape, credit card slips, etc.) for each transaction MUST be neatly attached to the credit card statement and attach the same to the account payable batch and submit the same to the Auditor's Office, ~~within five (5) business days of receiving the monthly statement.~~ as directed by the County Administrator's office.

B. County Auditor Review and Payment by Treasurer

1. The Auditors Office will a) review the documents for accuracy; b) review whether the charges are to the proper accounts, and c) approve the statement for payment.
2. The County Treasurer or staff member designated in writing shall be authorized to access the County's credit account online in order to verify charges and make or push online payments.
3. All purchases made with credit and/or ghost cards shall be paid for within the grace period so that no interest charge or penalties will accrue.

V. AUDITS

The Treasurer may, at the Treasurer's discretion, conduct random audits for both card authority and receipt retention as well as statement review.

SCHEDULE "A"

Credit card and/or ghost cards shall be issued to the Department Heads (hereinafter "Cardholders") for the purposes and monthly limits set forth:

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$50,000;
- c. One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- d. One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- e. One credit card in the name of the Superintendent of the Department of Public Works for travel and general use purposes with a monthly credit limit of \$5,000;
- f. Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed \$97,000.
- g. One credit card in the name of the Veterans' Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of \$5,000.
- h. One credit card in the name of the Commissioner of Social Services for travel and general use purposes with a monthly credit limit of \$5,000.
- i. One credit card in the name of the Health Services Director for travel and general use purposes with a monthly credit limit of \$5,000.
- j. One credit card in the name of the Public Defender for travel and general use purposes with a monthly credit limit of \$5,000.
- k. One credit card in the name of the Information Technology Director for travel and general use purposes with a monthly credit limit of \$5,000.
- l. One credit card in the name of the Director of the Office of Emergency Services for travel and general use purposes with a monthly credit limit of \$5,000.

Use of credit cards for travel and lodging shall be for the purposes set forth as *Schedule "D"*.

Use of credit cards for general purposes shall include purchases of ~~a small dollar amount~~, food service, fuel, supplies, materials, conference registrations, hardware store purchases, Federal Express, United Parcel Service and postal charges, other miscellaneous items authorized in Department Budgets, except when the County has an established account or using a ghost account with a vendor in which case that account shall be used and not the credit card. General purposes shall not include alcoholic beverages, tobacco, lottery tickets, cash advances or ATMs or purchases that require Board Resolutions until such a Board Resolution has been adopted.

SCHEDULE "B"

**ACKNOWLEDGMENT OF RECEIPT OF THE
MASTERCARD PURCHASE CARD**

Last 4 digits of card: _____

I acknowledge that, on the date indicated below, I received a Purchase Card for my Department's use. I have previously received a copy of the County Credit Card Policy which set forth, among other things, Cardholder use and responsibilities. I understand that:

The Purchase Card is a cost-effective method for the purchase and payment of small dollar material transactions and is limited to \$_____ per month.

The Purchase Card is to be used solely for business purchases; not personal purchases.

I am responsible for reconciling monthly statements and maintaining accurate accounting records.

Should my employment with Warren County terminate, I am responsible for returning the Purchase Card to the County Administrator.

Department Head Name: _____
(Please Print)

Department Head Signature: _____

Date: _____



SCHEDULE "C"

GENERAL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount \$

Purchase Order # (if required):

This is to confirm _____ is authorized to use my credit card for (merchandise) for County purposes. All purchases are tax exempt.

Vendor Name:

Date of Purchase:

Name on credit card: Clerk of the Board (Amanda Allen) _____

Card Number: Ending in: _____ MasterCard / Visa / Other

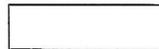
Expiration Date:

Call me at (518) 761-7656 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen) _____





SCHEDULE "D"
TRAVEL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount: \$

This is to confirm _____ is authorized to use my credit card for airline tickets, hotel charges and conference fees (as listed below) for County purposes. All purchases are tax exempt.

AIRLINE TICKETS:

Date of Purchase: _____ Name of Airline: _____

HOTEL CHARGES:

Name and address of hotel: _____

Arrival Date: _____ Departure Date: _____

- | | |
|--|---|
| <input type="checkbox"/> Room and room tax charges (tax exempt must have form) | <input type="checkbox"/> Local phone calls |
| <input type="checkbox"/> Long distance phone calls | <input type="checkbox"/> Restaurant charges |
| <input type="checkbox"/> Banquet and meeting room charges | <input type="checkbox"/> Laundry charges |

CONFERENCE FEES:

Date of Purchase: _____ Name of Organization (ie. NYSAC): _____

Name on credit card: Clerk of the Board (Amanda Allen)

Card Number: Ending in: _____ MasterCard / Visa / Other

Expiration Date: _____

Call me at (518) 761-7656 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen)





SCHEDULE "E"

COUNTY OF WARREN TRANSACTION DISPUTE FORM

Cardholder Information:

Cardholder s Name:

Card Number:

Cardholder s Signature: _____ Date:

Vendor Name:

Statement Date: _____ Transaction Date:

Transaction No. _____ Posting Date:

Amount Disputed:

Dispute:

The item referenced above is being disputed because:

___ There is a difference in the amount I authorized and the amount I was billed.
(A copy of your charge must be attached)

___ I only transacted one charge and I was previously billed for it.
(Date of Purchase charge: _____)

___ The above transaction is mine, but I am disputing the transaction.
(Please state your reason for the denial in detail)

___ I do not recognize the above transaction.

___ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be attached)

___ My account has been charged for the above transaction, but I have not received the merchandise.
The details of my attempt to resolve the dispute with the merchant and the merchant s response are indicated below:

Attach the completed form to your monthly statement for review and approval by your Approving Supervisor and the Auditors Office and County Administrator or Assistant County Administrator.



SCHEDULE "F"
COUNTY OF WARREN
LOST/STOLEN CARD NOTIFICATION

Cardholder s Name:

Card Number:

Please Check One:

Card was: _____ Lost
 _____ Stolen
 _____ Other (*Describe*)

Describe how card was lost/stolen:

Was a Police Report filed (*Circle*): Yes No

If yes: Department:

Report Number:

Cardholder Notified the Credit Card Company:

Date:

Time:

Cardholder s Signature: _____ Date:

Treasurer s Signature: _____ Date:

Warren County
Sales Tax Fact Sheet

Current Warren County Sales Tax Budget \$ 70,464,584

The County collects 3% of taxable sales

The only Counties in New York that are not currently at 8% are: Ontario (7.5%); Saratoga (7%); Warren (7%); and Washington (7%). All others are 8% or higher.

We used the 2023 actual sales tax amount of \$72,937,907 increased by a growth factor of 2% for an amount of \$74,396,665 which we used to determine the value of a 1% increase. \$ 24,798,888

The County keeps 50% of the sales tax collections with the balance going to the towns, village and city. The County distributes to the towns and village based on full assessed value while the City of Glens Falls collects their portion directly from the State based on actual collections. \$ 13,237,369

County Portion of 1% sales tax increase \$ 13,237,369

The County also pays the city an additional 2% of the County share based on an agreement that runs through February, 2032. \$ 264,747

Year	Amount Budgeted	Amount Received	Over/(Under) Budget	% of Incr/(Decr) Actual
2007	\$ 39,900,000	\$ 45,184,146	\$ 5,284,146	1.12%
2008	\$ 41,300,000	\$ 45,781,618	\$ 4,481,618	1.32%
2009	\$ 45,100,000	\$ 42,055,321	\$ (3,044,679)	-8.14%
2010	\$ 43,100,000	\$ 42,872,812	\$ (227,188)	1.94%
2011	\$ 42,100,000	\$ 46,394,352	\$ 4,294,352	8.21%
2012	\$ 42,100,000	\$ 47,597,491	\$ 5,497,491	2.59%
2013	\$ 45,800,000	\$ 48,836,237	\$ 3,036,237	2.60%
2014	\$ 49,900,000	\$ 49,404,038	\$ (495,962)	1.16%
2015	\$ 50,648,500	\$ 50,124,221	\$ (524,279)	1.46%
2016	\$ 50,197,467	\$ 51,024,413	\$ 826,946	1.80%
2017	\$ 50,197,467	\$ 52,154,551	\$ 1,957,084	2.21%
2018	\$ 51,024,413	\$ 55,015,895	\$ 3,991,482	5.49%
2019	\$ 52,154,551	\$ 56,051,782	\$ 3,897,231	1.88%
2020	\$ 55,015,895	\$ 55,355,922	\$ 340,027	-1.24%
2021	\$ 55,015,895	\$ 64,978,027	\$ 9,962,132	17.38%
2022	\$ 56,621,485	\$ 70,464,584	\$ 13,843,099	8.44%
2023	\$ 64,978,027	\$ 72,937,907	\$ 7,959,880	3.51%

Warren County
2024 Sales Tax Distribution Worksheet - 1% Increase from 7% to 8%

				1% Distribution
COUNTY, TOWNS, & VILLAGE				24,798,888.33
GLENS FALLS				1,675,849.00
TOTAL				26,474,737.33
LESS: COUNTY SHARE				13,237,368.66
SUB TOTAL				13,237,368.68
LESS: CITY SHARE				1,675,849.00
TOWNS & VILLAGE				11,561,519.68
	Vender #	Assessed Full Value	Percentage	
BOLTON	5132	2,568,812,768	0.1862728345	2,153,597.04
CHESTER	7922	839,849,999	0.0609002111	704,098.99
HAGUE	7921	972,453,321	0.0705157024	815,268.68
HORICON	3393	837,326,443	0.0607172200	701,983.33
JOHNSBURG	5133	685,752,564	0.0497261130	574,909.43
LAKE GEORGE	3394	1,356,454,664	0.0983608686	1,137,201.12
LAKE LUZERNE	3046	581,541,441	0.0421694309	487,542.71
QUEENSBURY	7923	4,828,989,929	0.3501655135	4,048,445.47
STONY CREEK	3908	171,214,146	0.0124152856	143,539.57
THURMAN	3048	233,030,841	0.0168978120	195,364.39
WARRENSBURG	5135	411,056,934	0.0298070538	344,614.84
SUBTOTAL		13,486,483,050	0.9779480455	11,306,565.57
VILL.OF LAKE GEORGE	3395	304,109,520	0.0220519545	254,954.11
TOTAL		13,790,592,570	1.0000000000	11,561,519.68
City of Glens Falls-2% of County Share-until 2/2032 payment				264,747.37
Net County Share After City of GF 2%				12,972,621.28

Warren County
 Monthly Sales Tax Comparison
 County Collections and Distributions- 2024

County Collections

	2024 Budget	2023	2024	(2024 to 2023) \$ Difference	% Difference
January	4,480,688.96	5,227,286.36	5,200,711.55	(26,574.81)	-0.5%
February	3,929,201.61	4,480,998.26	4,645,636.46	164,638.20	3.7%
March	5,776,976.05	5,220,961.06	5,740,627.31	519,666.25	10.0%
	<u>14,186,866.62</u>	<u>14,929,245.68</u>	<u>15,586,975.32</u>	<u>657,729.64</u>	<u>4.4%</u>
April				-	
May				-	
June				-	
July				-	
August				-	
September				-	
October				-	
November				-	
December				-	
Year to Date	<u>14,186,866.62</u>	<u>14,929,245.68</u>	<u>15,586,975.32</u>	<u>657,729.64</u>	<u>4.4%</u>
2023 Final Balance		<u>72,937,906.90</u>			
Budget		<u>64,978,027.00</u>	<u>70,464,584.00</u>		
% of Budget Received YTD		23%	22%		
<u>Distributions of Sales Tax</u>					
1st Quarter				-	
2nd Quarter				-	
3rd Quarter				-	
4th Quarter				-	
Budget		<u>30,463,986.00</u>	<u>32,983,673.00</u>		
% of Budget Expended		0%	0%		

NOTE: The sales tax collections for a month are actually received in the following month, but are shown in this report under the month relating to the sales tax reporting period.



Department of
Taxation and Finance

Publication 718

(3/22)

New York State Sales and Use Tax Rates by Jurisdiction

Effective March 1, 2022

The following list includes the state tax rate combined with any county and city sales tax currently in effect and the reporting codes used on sales tax returns.

New York City comprises five counties. These counties are also boroughs whose names are more widely known. The counties, with borough names shown in parentheses, are Bronx (Bronx), Kings (Brooklyn), New York (Manhattan), Queens (Queens), and Richmond (Staten Island).

Reporting codes, rather than ZIP codes, should be used for identifying customer location. (Postal zones usually do not coincide with political boundaries, and

the use of ZIP codes for tax collection results in a high degree of inaccurate tax reporting.) Use our Sales Tax Jurisdiction and Rate Lookup Service on our Web site at www.tax.ny.gov to determine the correct local taxing jurisdiction, combined state and local sales tax rate, and the local jurisdictional reporting code to use when filing New York State sales tax returns.

For sales tax rates previously in effect, see Publication 718-A, *Enactment and Effective Dates of Sales and Use Tax Rates*.

Any items changed from the previous version appear in ***boldface italics***.

County or other locality	Tax rate %	Reporting code	County or other locality	Tax rate %	Reporting code	County or other locality	Tax rate %	Reporting code
New York State only	4	0021	Herkimer	8½	2121	St. Lawrence – <i>except</i>	8	4091
Albany	8	0181	Jefferson	8	2221	<i>Ogdensburg (city)</i>	8	4012
<i>Allegany</i>	8½	0221	<i>*Kings (Brooklyn) – see New York City</i>			Saratoga – <i>except</i>	7	4111
<i>*Bronx – see New York City</i>			Lewis	8	2321	Saratoga Springs (city)	7	4131
<i>*Brooklyn – see New York City</i>			Livingston	8	2411	Schenectady	8	4241
Broome	8	0321	Madison – <i>except</i>	8	2511	Schoharie	8	4321
Cattaraugus – <i>except</i>	8	0481	Oneida (city)	8	2541	Schuyler	8	4411
Olean (city)	8	0441	<i>*Manhattan – see New York City</i>			Seneca	8	4511
Salamanca (city)	8	0431	Monroe	8	2611	<i>*Staten Island – see New York City</i>		
Cayuga – <i>except</i>	8	0511	Montgomery	8	2781	Steuben	8	4691
Auburn (city)	8	0561	<i>*Nassau</i>	8½	2811	<i>*Suffolk</i>	8½	4711
Chautauqua	8	0651	<i>*New York (Manhattan) – see New York City</i>			Sullivan	8	4821
Chemung	8	0711	<i>*New York City</i>	8½	8081	Tioga	8	4921
Chenango – <i>except</i>	8	0861	Niagara	8	2911	Tompkins – <i>except</i>	8	5081
Norwich (city)	8	0831	Oneida – <i>except</i>	8½	3010	Ithaca (city)	8	5021
Clinton	8	0921	Rome (city)	8½	3015	Ulster	8	5111
Columbia	8	1021	Utica (city)	8½	3018	Warren – <i>except</i>	7	5281
Cortland	8	1131	Onondaga	8	3121	Glens Falls (city)	7	5211
Delaware	8	1221	Ontario	7½	3211	Washington	7	5311
<i>*Dutchess</i>	8½	1311	<i>*Orange</i>	8½	3321	Wayne	8	5421
Erie	8½	1451	Orleans	8	3481	<i>*Westchester – except</i>		
Essex	8	1521	Oswego – <i>except</i>	8	3501	Mount Vernon (city)	8½	5521
Franklin	8	1621	Oswego (city)	8	3561	New Rochelle (city)	8½	6861
Fulton – <i>except</i>	8	1791	Otsego	8	3621	White Plains (city)	8½	6513
Gloversville (city)	8	1741	<i>*Putnam</i>	8½	3731	<i>*Yonkers (city)</i>	8½	6511
Johnstown (city)	8	1751	<i>*Queens – see New York City</i>			Wyoming	8	5621
Genesee	8	1811	Rensselaer	8	3881	Yates	8	5721
Greene	8	1911	<i>*Richmond (Staten Island) – see New York City</i>					
Hamilton	8	2011	<i>*Rockland</i>	8½	3921			

*Rates in these jurisdictions include ¾% imposed for the benefit of the Metropolitan Commuter Transportation District.

2024 Equalization & Apportionment Table.xls
Adopted

	EQUALIZATION RATE	ASSESSED VALUE	FULL VALUE	PERCENTAGE	AMOUNT TO BE RAISED	SALES TAX CREDIT	Exemption Removal	NET AMOUNT TO BE RAISED	COLUMN 2 OF FOOTINGS	2024 TAX RATES	2023 TAX RATES	DIFFERENCE	PERCENTAGE
Bolton	75.00%	\$1,926,609,576	\$2,568,812,768	16.931880	\$8,434,854.59	650,000	\$ -	\$7,784,854.59	\$1,926,609,576	\$4.041	\$3.636	\$0.405	11.14%
Chester	91.00%	\$764,263,499	\$839,849,999	5.535724	\$2,757,698.91	*	\$ 2,223.17	\$2,755,475.74	\$764,261,999	\$3.606	\$3.666	-\$0.060	-1.64%
Glens Falls	94.00%	\$1,298,012,011	\$1,380,863,841	9.101722	\$4,534,151.06	*	\$ 4,618.67	\$4,529,532.39	\$1,298,012,011	\$3.490	\$3.574	-\$0.084	-2.35%
Hague	100.00%	\$972,453,321	\$972,453,321	6.409756	\$3,193,110.26	300,000	\$ 1,220.38	\$2,891,889.88	\$972,448,821	\$2.974	\$4.508	-\$1.534	-34.03%
Horicon	98.00%	\$820,579,914	\$837,326,443	5.519091	\$2,749,412.95	*	\$ -	\$2,749,412.95	\$820,678,414	\$3.351	\$3.578	-\$0.227	-6.34%
Johnsburg	86.00%	\$589,747,205	\$685,752,564	4.520018	\$2,251,710.65	*	\$ 3,102.93	\$2,248,607.72	\$589,742,705	\$3.813	\$3.578	\$0.235	6.57%
Lake George In	84.00%	\$255,451,997	\$304,109,520	2.004485	\$998,562.45	*	\$ -	\$998,562.45	\$255,451,997	\$3.910	\$3.977	-\$0.067	-1.68%
Lake George Out	84.00%	\$1,139,421,918	\$1,356,454,664	8.940834	\$4,454,002.43	*	\$ -	\$4,454,002.43	\$1,139,421,918	\$3.910	\$3.977	-\$0.067	-1.68%
Lake Luzerne	74.00%	\$430,340,666	\$581,541,441	3.833129	\$1,909,527.22	*	\$ -	\$1,909,527.22	\$430,336,166	\$4.438	\$4.157	\$0.281	6.76%
Queensbury	85.00%	\$4,104,641,440	\$4,828,989,929	31.829441	\$15,856,284.51		\$ 20,467.12	\$15,835,817.39	\$4,104,622,740	\$3.859	\$3.974	-\$0.115	-2.89%
Stony Creek	0.82%	\$1,403,956	\$171,214,146	1.128528	\$562,192.12	*	\$ 103.00	\$562,089.12	\$1,401,606	\$401.033	\$416.899	-\$15.866	-3.81%
Thurman	73.46%	\$171,184,456	\$233,030,841	1.535982	\$765,171.08	*	\$ 413.62	\$764,757.46	\$171,182,956	\$4.468	\$4.093	\$0.375	9.16%
Warrensburg	86.00%	\$353,508,963	\$411,056,934	2.709410	\$1,349,730.77	*	\$ 615.01	\$1,349,115.76	\$353,508,963	\$3.817	\$3.718	\$0.099	2.66%
TOTALS		\$12,827,618,922	\$15,171,456,411	100.000000	\$49,816,409.00	\$ 950,000.00	\$ 32,763.90	\$48,833,645.10	\$12,827,579,872				

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

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/25/2024

- (a) Purpose of Amendment: **To add Hurrell-Harring contract funding for New Position - Assisstant Public Defender (13) to budget.**
- (b) Appropriation Code, Object Code, Full Title and Amount:
- A.1171.4202 110 - \$89,318.00**
 - A.1171.4202 810 - \$10,004.00**
 - A.1171.4202 830 - \$5,538.00**
 - A.1171.4202 831 - \$1,296.00**
 - A.1171.4202 860 - \$20,840.00**
 - A.1171.4202 865 - \$288.00**
- (c) Revenue Code (with title), and Amount: **\$127,284.00 A.1171.4202 3045**

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

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

DEPARTMENT NAME: Sheriff

DATE: June 25, 2024

- (a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in the STOP-DWI Program grant from fiscal year 2023 to fiscal year 2024.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|------------|------------------------------------|-------------|
| A.3315 260 | STOP DWI Program - Other Equipment | \$16,500.00 |
|------------|------------------------------------|-------------|
- (c) **Revenue Code (with title), and amount:**
- | | | |
|-------------|-----------------------------------|-------------|
| A.3315 3615 | STOP DWI Program - STOP DWI Grant | \$16,500.00 |
|-------------|-----------------------------------|-------------|

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: Planning

DATE: 5/31/2024

- (a) Purpose of Amendment:
To amend the Planning GIS Program budget to cover GIS software maintenance costs reimbursed by the City of Glens Falls and Village of Lake George.

- (b) Appropriation Code, Object Code, Full Title and Amount:
8022 422 Planning GIS Program, Repair/Maintenance - Equipment \$6000

- (c) Revenue Code (with title), and Amount:
8022 2210 Planning GIS Program, General Services, Intergovt \$6000

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing 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: Planning and Community Development

DATE: 5/8/2024

- (a) Exact Title and Number of Project*:
NYS Septic Replacement Program capital project H418
- (b) Is this a Capital Project?
Y
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
\$400,000
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
**NYSDEC announced that Warren County is to receive \$400,000 in additional funding for the NYS Septic Replacement Fund. This will increase the total amount of funding to the account to \$1,035,00.00
Appropriation code: H418.9550 280
Revenue code: H418.9550 3990**

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

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

DEPARTMENT NAME: Workforce Development

DATE: June 28, 2024

- (a) Purpose of Amendment: **To receive the annual TANF allocation for operating the Summer Youth Employment Program**
- (b) Appropriation Code, Object Code, Full Title and Amount: **40.6326 Temporary Assistance for Needy Families (TANF) total amount is \$124,616.00**
40.6326 110 40.6326 130 40.6326 410 40.6326 470 40.6326 810
40.6326 444 40.6326 434 40.6326 830 40.6326 860 40.6326 865
- (c) Revenue Code (with title), and Amount: ~~40.6326~~ **\$124,616**
40.6326 4786

**2024 New York State Summer Youth Employment Program
District Designation Form**

On behalf of the Warren County Department of Social Services, I,
Christina Mastrianni, as Commissioner of the Warren County

Department of Social Services, hereby instruct the Office of Temporary and Disability Assistance (OTDA) to disburse our 2024 New York State Summer Youth Employment Program (SYEP) allocation as detailed below. I certify that I have the legal authority to authorize the assignment of these funds. The funds dedicated to the operation of the 2024 New York State SYEP will be used in accordance with program and fiscal guidelines established by OTDA. For districts opting to assign all or a portion of their 2024 allocation to their Local Workforce Development Board (LWDB), districts will be held liable for funds not used in a manner consistent with the requirements of the New York State SYEP allocation or where funds are due from the LWDB.

A.	2024 SYEP Allocation	\$ <u>124,616</u>
B.	Amount of Transfer to FFFS (optional)	\$ <u>0</u> (must not exceed 9% of allocation, <u>round down</u>)
C.	Amount Dedicated to SYEP	\$ <u>124,616</u> (must be at least 91% of allocation)
D.	Amount Assigned to LWDB (optional)	\$ <u>124,616</u> (district must coordinate SYEP services with LWDB)

Completed by: _____

CM

Commissioner's Signature

Date: _____

5/30/24

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

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

DEPARTMENT NAME: Warren County Health Services-Health Education
DATE: June 25, 2024

- (a) **Purpose of Amendment:** To amend the 2024 budget to adjust the Health Education Division to reflect the funds to be given from the State for the Performance Incentive Award for **\$12,349.00**.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4018.0040.260 Health Education-Other Equipment \$12,000.00
A.4018.0040.410 Health Education-Supplies Expense \$349.00

Revenue Code (with title), and Amount:
A.4018.0040.3408 Health Education-Public Health Revenue \$12,349.00

***Note: Warren County was notified in January of 2024 that we were awarded \$12,349 for Performance Incentive for Special Projects.**

We would like to utilize this funding to purchase an inflatable colon for use in our Health Education Department to use for Interactive Cancer Prevention Outreach.

Attachment 6

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: VETERANS' SERVICES

SIGNED:

DATE: JUNE 25, 2024

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

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.6510 220	Office Equipment	\$1,618.76

Please state reason for transfer request:

Our current budget doesn't include sufficient funds to cover the cost of this request to purchase 3 new office chairs.
Please file original request with Clerk of the Board and retain copy for your records.

CHARLIE'S OFFICE FURNITURE, INC.

5 HIGHLAND AVE.
QUEENSBURY, NY 12804

QUOTE

QUO 5041

5/22/2024

Page: 1

Phone: 518-793-2435 alyce@charliesofficefurniture.com

Fax: 518-793-2529 Charliesofficefurniture.com

Prepared for: WARRENCO

WARREN COUNTY VETERANS' SERVICES
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845

Due Date:

Job:

Other Info:

Contact: DENISE DIRESTA

Phone: 518-761-6342 **Fax:** 518-761-7683 **Cell:**

Email:

Req. By:

Ship Via: OUR TRUCK

Terms: NET 30

Qty	UM	Item	Description	Price	Total
-----	----	------	-------------	-------	-------

NEW YORK STATE CONTRACT PRICING

JMJS, INC.
D/B/A COE DISTRIBUTING
1020 FRANKLIN DRIVE , SUITE 5
SMOCK, PA 15480
PC # 70220

1	EA	COE	7704ASNSFBK - COOL MESH MULTI-FUNCTION HI-BACK CHAIR WITH BLACK FABRIC SEAT	471.87	471.87
1	EA	COE	7754ASNSFBK - COOL MESH MULTI-FUNCTION MID-BACK CHAIR WITH BLACK FABRIC SEAT	438.55	438.55
1	EA	COE	7754ASNSABK - COOL MESH MULTI-FUNCTION MID-BACK CHAIR WITH BLACK ANTIMICROBIAL VINYL SEAT	438.55	438.55
1	EA		INSIDE DELIVERY	269.79	269.79

Thank you for the opportunity to earn your business.
Special order items cannot be cancelled or returned.
Pricing is based on the quantities quoted.
Prices quoted are valid for 30 Days.

* Delivery Area to be free and clear of personal belongings, other vendors and/or construction. Any delays due to site conditions may result in additional charges.

Subtotal: \$1,618.76

S&H: \$0.00

Tax: \$0.00

Total: \$1,618.76

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: Board of Elections

DATE: June 12, 2024

- (a) Purpose of Amendment: **GRANT FUND A 1450 3056 ABSENTEE BALLOT PROGRAM not completely expended.**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A1450 424 POSTAGE \$5,286.52**
- (c) Revenue Code (with title), and Amount: **A1450 3056 Absentee Ballot Program \$5,286.52**

SEE REVISED FORM AT END OF AGENDA

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JULY 3, 2024

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

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda
 - 1) **SUNY Adirondack representatives to provide and update on the College.**
 - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Request to rescind Resolution No. 73 of 2020, “*Authorizing the Use of Paid Administrative Leave in the Event of a Medical Quarantine for Disease Prevention*”, due to the State requirement being eliminated as of July 31, 2024.
 - 3) **Request/Item to be Discussed by the Information Technology Director (Mike Colvin, Director):**

Request to appropriate \$160,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1680.220.1, *Information Technology, Office Equipment-Reserve*, to cover the cost of purchasing computers and related equipment and software.
 - 4) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**

Public Defender (Gregory Canale, Public Defender) -
 - A) Request to amend the Table of Organization & Salary Schedule to decrease the annual salary of 8th Assistant Public Defender from \$96,936 to \$81,921, effective July 22, 2024.
 - B) Request to amend the Table of Organization & Salary Schedule to create the new position of 13th Assistant Public Defender, Annual Salary \$89,318, effective July 22, 2024.
 - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**

Workforce Development (Liza Ochsendorf, Director) -

Request to amend the Table of Organization & Salary Schedule to create the new position of Fiscal Manager, *Annual Salary \$70,401*, and delete the position of Employment & Training Account Manager, *Grade 13, Base Annual Salary \$61,136*, effective July 22, 2024. **Note: Personnel Officer objects to the new position title and has not approved.**
 - 6) **Referrals from the Health Services Committee (Chaired by Supervisor Strainer):**

Public Health (Ginelle Jones, Director, Public Health/Patient Services) -
 - A) Request to amend the Table of Organization and Salary Schedule to decrease the annual salary of the Public Health Program Coordinator position from \$66,055.08 to \$0.00, effective August 12, 2024.
 - B) Request to amend the Table of Organization & Salary Schedule to increase the annual salary of the Public Health Manager position from \$0.00 to \$71,535, and to transfer the position from Prevention Program (A.4018.110) to Health Education (A.4018.0040.110), effective August 12, 2024.
 - C) Request to amend the Table of Organization & Salary Schedule to create the new position of Early Intervention Service Coordinator #1, *Grade 18, Base Annual Salary \$68,806*, and delete the positions of Early Intervention Service Coordinator Per Diem (10 hrs/week), *Grade 18, Base Annual Salary \$14,377*, and Early Intervention Service Coordinator #3 (Part-Time 30 hrs/week), *Grade 18, Base Annual Salary \$51,611*, effective September 1, 2024.
 - 7) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**

Department of Public Works (Kevin Hajos, Superintendent) -

Request to amend Resolution No. 167 of 2024, “*Amending Table of Organization and Warren County Salary and Compensation Plan for 2024 to create Positions within the Department of Public Works*”, to delete the position of Fiscal Manager #2, *Annual Salary \$65,807 - \$73,327*.
 - 8) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**

Request for a transfer of funds in the amount of \$4,910.92 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of an unanticipated bill from Fitzgerald Morris Baker Firth, P.C. for 2023 Bond services.

CONTINUED

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

Action Agenda/New Business Items:

1. **Request:** Transfer of funds in the amount of \$40,460.56 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1325 419, *County Treasurer, Settlements*, to pay two defendants in the matter of Cynthia Rich, et al v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
2. **Request:** Create Part-Time Position of Property & Casualty Risk Manager
Reason: To develop, implement and manage County-wide risk management process and programming to reduce loss-related costs and increase County's insurance rating to reduce future premium costs.
3. **Request:** Transfer of funds totaling \$37,220.75 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to the various Budget Codes within the County Attorney's Departmental Budget.
Reason: To fund position through remainder of 2024.

Discussion Items:

1. **2024 Tax Foreclosure Lawsuit:**

- a. Lawsuit filed March 4, 2024 against 286 parcels of real property
- b. March 2024 mailing: 760 interest parties received notice by mail.
- c. As of June 27, 2024: 123 parcels remain subject to foreclosure.
- d. Last day to Redeem: July 12, 2024

2. **Litigation Update:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of potential, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below:

a. **Lawsuits without Insurance Coverage:**

1. Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021.
2. Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021.
3. Warren County v. Continental Insurance & Michael Easterbrooks, NDNY 1:22-cv-328, filed February 1, 2022.
4. Warren County v. Continental Insurance & John David Smith, NDNY 1:22-cv-431, filed April 1, 2022.
5. Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
6. Cynthia Rich (Maxam), David Dellamonica, Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
 - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
 - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
 - New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.
 - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.

b. **Lawsuits covered by Insurance:**

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

c. Notice of Claims & Administrative Complaints:

1. Notice of Claim served February 22, 2024: Christian Gottschalt & Kimberlee Gottschalt. Date of Loss alleged: November 29, 2023.
2. Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
3. Notice of Claim served March 27, 2024: Irene Esposito. Date of Loss alleged January 13, 2024.
4. Notice of Claim served May 15, 2024: Tarrah Rockwell. Date of Loss alleged: September 26, 2023. Claimant filed motion to serve late notice of claim and Court Order, dated May 14, 2024, granted permission to file late notice of claim.
5. Administrative Complaint: Department of Human Rights against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024.

V. Pending Items:

No Items this Month.

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: Information Technology

DATE: July 2024

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

(b) Details:
Information Technology A.1680.220.1 \$160,000

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

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/25/2024

- (a) Employee Name, Title and Employee No.:
VACANT - Assistant Public Defender (8)
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$81,921
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$96,936
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
7/22/2024
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
- (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 within the current budget:
(decrease)
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
Revenue already recognized
- (h) Justification of Request:

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 6/25/2024**

- (a) Title of Requested Position: **Assistant Public Defender (13))**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$89,318**
- (c) Effective Date for New Position*: **7/22/2024**
**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):
n/a
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.1171 4202 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:
Hurrell-Harring mandated Caseload Requirements
- (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:
Hurrell-Harring Contract Funding

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Office of the Public Defender. The work involves responsibility for representing indigent defendants as assigned by the Public Defender. Duties include representation of the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. The work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels defendants at every stage of proceedings following arrest;
 Initiates such proceedings as are necessary to protect the rights of the accused;
 Assists the Public Defender in the preparation of various court proceedings;
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning cases;
 Investigates respondent's financial status in family court support matters;
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of NYS and Federal criminal law, New York Family Court Act and court proceedings;
 Good knowledge of judicial procedures and rules of evidence;
 Ability to interpret and work with New York State and Federal criminal code;
 Ability to communicate effectively both orally and in writing;
 Ability to reason quickly and logically in stressful situations;
 Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion;
 Ability to analyze and organize facts effectively; ability to prepare for and present cases in court;
 Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: At the time of appointment, possession of a license to practice law in the State of New York.

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicle license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

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: Workforce Development****DATE: 06/28/2024**

- (a) Title of Requested Position: **Fiscal Manager**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$70,401 Out of Unit Grade 12**
- (c) Effective Date for New Position*: **July 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):
Employment & Training Account Manager \$61,136 In Unit Grade 13
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
40.6293.0300 110 40.6293.0313 110
40.6293.0305 110 40.6293.0310 110
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has 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:
WIOA requires a designated person for fiscal operations
- (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:

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for overseeing and coordinating the accounting and fiscal management functions of a department. Duties involve responsibility for the performance of moderately complex, professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of funds and expenditures. The work is performed under administrative direction of the department head. The work entails responsibility for independently maintaining all accounts in proper balance and for furnishing periodic financial statements. Supervision is exercised over the work of clerical employees engaged in account keeping and financial administration activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops an annual budget in conjunction with department head and division heads for the department;
 Oversees processing of payments to vendors, including quotes, purchase orders, encumbrances and proper coding according to county, state and federal requirements;
 Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of the agencies financial transactions;
 Contacts various federal, state and local representatives regarding program funding and fiscal affairs;
 Oversees and supervises subordinate staff engaged in a variety of financial operations;
 Prepares and/or supervises the preparation of reports;
 Responds to a variety of correspondence regarding fiscal matters of the department.
 May perform duties within the scope of the Fiscal Manager title in matters relating to County nursing home operations and/or close-out interests.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices;
 Good knowledge of methods used in keeping financial accounts and records;
 Good knowledge of modern fiscal terminology, practices and procedures;
 Ability to acquire a working knowledge of agency affairs related to fiscal management;
 Ability to prepare complete and accurate financial reports and statements;
 Ability to plan and supervise the work of others;
 Ability to get along well with others;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree or higher in accounting, business administration or closely related field and two (2) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- B) Associate's degree in the areas defined in (A) above and four (4) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- D) An equivalent combination of training and experience as defined by the limits of (A) or (B).

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: Amended, 4.19.06, 3.9.15

JC: Competitive

Format Update 2022

EMPLOYMENT AND TRAINING ACCOUNT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Oversees, coordinates, and has charge of the accounting functions of a local Employment and Training Program. These duties involve responsibility for the performance of moderately complex professional accounting and related tasks in development, examination, review or analysis activities related to the accounting functions of Employment and Training Agency funds and expenditures. The work is performed under administrative direction of the Employment and Training Director or other high-level agency administrator. The work entails responsibility for maintaining all Employment and Training accounts in proper balance and for furnishing periodic financial statements. In addition, depending upon whether the Employment and Training Agency subcontracts portions of the program, the position may involve auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. An incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of Employment and Training Agency financial transactions;
 Contacts various Federal, State, and local representatives regarding Program funding and fiscal affairs;
 May oversee and supervise subordinate staff engaged in a variety of financial operations;
 Advises agency employees and sub-contractors of current fiscal requirements and reporting;
 Keeps ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;
 Oversees and coordinates the agency payroll functions for staff and/or clients;
 Oversees the administration of rules on vacation and sick leave and keeps appropriate records;
 May perform cost analyses to aid in program effectiveness and efficiency;
 Implements and oversees Employment and Training accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;
 May audit program agent or sub-contract accounts to ensure proper expenditures control of programs funds;
 Prepares required fiscal records and reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques, including budgeting and appropriation practices;
 Good knowledge of methods used in keeping financial accounts and records;
 Good knowledge of modern fiscal terminology, practices and procedures;
 Ability to acquire a working knowledge of agency affairs related to accounting;
 Ability to prepare complete and accurate financial reports and statements;
 Ability to plan and supervise the work of others;
 Ability to get along well with others;
 Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- A) Bachelor's Degree in accounting, business administration, economics or other directly related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities; or
- B) Associate's Degree as defined by (A) above and two (2) years of progressively responsible accounting experience; or
- C) Four (4) years of progressively responsible accounting experience.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: Adopted, 11.17.10

JC: Competitive

Format Update 2022

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: Health Services

DATE: June 25, 2024

- (a) Purpose of Request: **To amend the Health Services Table of Organization to reduce the salary of the Public Health Program Coordinator (Grade 18 , Step 5) from \$66,055.08 to \$0, effective August 12, 2024. (Will utilize this salary to fund Public Health Program Manager position, which is currently unfunded)**
- (b) Details: **Requesting to defund the Public Health Program Coordinator position and fund the Public Health Program Manager position. The WIC Coordinator resigned, effective 6/14/2024. The PH Program Coordinator has been asked to manage the WIC program in addition to the other public health programs.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **Currently PH Program Coordinator is in Health Education Full Time Salaries (A.4018.0040.110). Requesting to unfund this position (keep title/position, not delete) and keep funds in this line to fund Public Health Program Manager, which will be moved to this code.**

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: Health Services

DATE: June 25, 2024

- (a) Purpose of Request: To amend the Health Services Table of Organization to increase the funding of the Public Health Manager position from \$0 to \$71, 535 (Grade 21, Step 5) and move the position from Preventive Program Full Time Salary (A. 4018.110) to Health education Full Time Salary (A.4018.0040.110), effective August 12, 2024.
- (b) Details: The incumbent in the Public Health Program Coordinator position is being asked to manage the WIC program, due to the WIC Coordinator leaving. These duties will increase the scope of the duties and be in addition to current responsibilities.
The Public Health Program Manager is currently unfunded and in the Preventive Program line.
Plan to defund the Public Health Program Coordinator position and utilize funding to fund the Public Health Program Manager position.
- (c) Previous Resolution Number: NA
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Public Health Program Manager will move from Preventive Program Full Time Salary (A.4018.110) to Health Education Full Time Salary (A.4018.0040.110).
- (e) The Public Health Program Manager (Grade 21, Step 5), will be funded 60% Health Education Full Time Salary (A.4018.0040.110), which is eligible for State Aid, and 40 % WIC Full Time Salary (A. 4013.110), which is fully funded by the WIC grant.

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: **Health Services**DATE: **June 25, 2025**

- (a) Title of Requested Position: **Early Intervention Service Coordinator #1**
- (b) Annual **Base Salary** (and Grade if Applicable): **\$68,806 - Grade 18 Step 11 (9/1/2024)**
- (c) Effective Date for New Position*: **9/1/2024**
**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):
EI Service Coordinator Per Diem (10 hrs/week) \$14,377(Grade 18, Step 0/Entry)
EI Service Coordinator #3 (Part Time 30 hrs/week) \$51,611 (Grade 18, Step 10)
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
Refer to (f) and (h) below. Transfer is needed.
After transfer, funds will be in A.4018.0020.110 Family Health Full Time Salaries and A.4054.110 Preschool Full Time Salaries
- (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:
Amendment not needed as the 10 hr and 30 hr positions are being deleted and the current revenue from those positions will match the anticipated revenue from the new 40 hr position.

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. Duties include working closely with these children and their families and those service providers involved in providing care. The incumbent plans for coordination, health, educational and/or social services for all children/families in her/his caseload. This Coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services. The work is performed under the supervision of a higher-level supervisor/administrator with leeway allowed for exercising independent judgment in carrying out the work in accordance with established standards, policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;

Works closely with currently existing Warren County Public Health Programs: Child Find, Maternal Child Health and Pediatric Home Care to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;

Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;

Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;

Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;

Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;

Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;

Maintains essential and timely case records and reports in accordance with client confidentiality requirements;

Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;

Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;

Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;

Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems; Helps the family accept responsibility for the child's care;

Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;

Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;

Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;

Consults with other service providing professionals regarding individual case problems as needed;

Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;

Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary; Enters/submits timely and accurate documentation/reports into NYS Early Intervention program applications.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child;

Thorough knowledge and understanding of the following areas;

- i) Infants and toddlers who may be eligible for EI Services;
- ii) State and federal laws and regulations pertaining to the EI program;
- iii) Principles of family centered services;
- iv) The nature and scope of services available under the EI program and the system of payments for services in the state;

Good knowledge of the administrative organization and services provided in various community facilities;

Ability to identify and positively utilize strengths and weaknesses in family functioning and structure;

Skill in interview and assessment techniques with children and adults;

Ability to communicate effectively with children and adults, both verbally and in writing;

Ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community;

Ability to accept and utilize guidance;

Ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

- A) A license, certification or registration in the field of education; or
- B) Bachelor's degree in a health or human services field and one (1) year of experience coordinating an infant and toddler support services program in a public health or education setting.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License is required at time of appointment.

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. 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: 6/28/24

- (a) Purpose of Request: To amend Resolution 167 of 2024
- (b) Details: To delete the position of Fiscal Manager #2
- (c) Previous Resolution Number: 167 of 2024

Warren County Board of Supervisors

RESOLUTION No. 167 OF 2024

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2024 TO CREATE POSITIONS WITHIN THE DEPARTMENT OF PUBLIC WORKS

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2024 are hereby amended as follows:

DEPARTMENT OF PUBLIC WORKS

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.1490 110		
<u>TITLE:</u> Fiscal Manager #2	May 17, 2024	\$65,807 - \$73,327

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1490 130		
<u>TITLE:</u> Fiscal Manager - Temporary	May 17, 2024	Not to exceed \$14,000

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: CLERK OF THE BOARD

SIGNED:

DATE: JULY 3, 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.1010 437	Legislative Board, Consulting Fees	\$4,910.92

Please state reason for transfer request: To pay bill from FMPF for 2023 Bond services

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney

SIGNED:

DATE: July 3, 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.1325 419	County Treasurer, Settlements	\$40,460.56

Please state reason for transfer request:

To pay the settlement in the matter of Cynthia Rich a/k/a Cynthia Mazam, et al v. Warren County, et al, NDNY, Case No. 1:24-cv-00314

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: County Attorney

DATE: 7/3/24

- (a) Title of Requested Position: **Property & Casualty Risk Manager**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$35,000 (20 hrs/wk) Hourly rate, fringe and benefits will be determined prior to the Personnel Committee meeting**
- (c) Effective Date for New Position*: **July 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):
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1420 130 Salaries-Part Time
- (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:
General Fund Unappropriated Surplus
- (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:

PROPERTY & CASUALTY RISK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position serves as the principal advisor to the County Attorney concerning the identification and measurement of risks of loss, the selection of appropriate risk management techniques to resolve risk exposures, the development and maintenance of an information system, in coordination with existing systems, for timely and accurate recording of losses, claims, and other risk costs, and providing recommendations and guidance to County Departments regarding compliance with all applicable State and Federal Health and Safety Regulations, controlling claim costs, and, when necessary, managing claims as they occur. This is important financial and operational management work which involves direction, control and management of the County's Property and Casualty Insurance, Risk Management, Compliance and Safety programs, except for the County's Self-Insurance program of workers' compensation. The employee also assists in the procurement and administration of the County's property and casualty insurance program with the assistance of the County's insurance broker preparing and obtaining insurance coverage needed by the County. The employee provides workplace risk and safety training related to property and casualty programs, as needed. The work is performed with the highest ethical standards and involves daily contact with confidential information under the general supervision of the County Attorney with discretion allowed for independent judgment. Performs related work designated by the County Attorney as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in the development and manages the implementation of goals, objectives, policies, and priorities for the County's property and casualty insurance programs;
- Evaluates and assesses probability and severity of potential losses to which the County, its employees and/or the general public may be exposed and reports through the County Attorney to the County Departments on methods to avoid or minimize risks;
- Develops programming to implement and monitor County-wide strategies to prevent and minimize losses including the development of programs and trainings regarding regulatory compliance, and property and casualty insurance, safety and risk;
- Works with representatives from County departments to identify and develop risk mitigation strategies for accidental loss to the County's assets including traveling to any or all County work sites as necessary;
- Works in partnership with County officers and employees to identify and resolve compliance, risk and safety related to property and casualty;
- Develops and implements global and department specific workplace risk and safety training in accordance with state and federal regulations;
- Establishes and manages procedures for submission of property and casualty accident reports and handling of claims by County, and performs related duties as required;
- Monitors and evaluates losses, providing verbal and written information to County Attorney and departments to assist with loss reduction efforts;
- Investigates and manages day-to-day requirements of property and casualty accidents, claims, and lawsuits;
- Reviews appropriate contract language for County contractual agreements awarded by County, and recommends insurance coverage for activities proposed by bid requests and requests for proposals;
- Collects, analyzes and distributes information on County's losses to appropriate committees and departments with recommendations for corrective action;
- Prepares and administers with County insurance broker, specifications for insurance proposals to insurance carriers and makes recommendations for placement;
- Allocates property and casualty insurance program costs to County departments and payment of claims;
- Maintains all insurance policies, endorsements and loss runs;
- Works in partnership with appropriate departments to develop security and video surveillance programming for County buildings;
- Advises the County Attorney, and as directed, represents the County's interests on insurance, risk and safety-related legislative and regulatory issues at the state and federal levels;
- Completes and submits periodic and annual reports to State agencies as required by law or special circumstance;
- Serves on various boards, committees and commissions and attends and participates in professional group meetings as a representative of the County;

Assists the departments in preparing budget lines involving property and casualty-related risk and safety costs and claims identifying potential County insurance reserves costs for the budget year;
 Manages daily administration of the County's NYS LENS Program for the County's insurance program and develops and implements fleet safety program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of Public Entity Insurance;
 Good knowledge of techniques and procedures involved in claims adjustments;
 Good knowledge of laws and ordinances relating to claims filed by or against municipalities;
 Good knowledge of interviewing techniques;
 Good knowledge of methods for conducting investigations and the identification, collection and review of potential evidence;
 Ability to read and understand complex written material;
 Ability to assess evidence and draw factual conclusions;
 Ability to make recommendations for settlement of claims;
 Ability to determine reserves needed for future claims payments;
 Ability to communicate both verbally and in writing;
 Ability to prepare and deliver written and verbal reports to County officers;
 Ability to prepare, originate, organize and conduct training seminars;
 Ability to investigate and advise on execution of appropriate and prescribed personnel disciplinary actions;
 Ability to establish and maintain effective working relationships with officers and employees throughout County;
 Ability to maintain professional relationships and contacts throughout County departments;
 Personal attributes include: Integrity, initiative, sound judgment, ability to work independently and in teams, objectivity, thoroughness, sensitivity to others, and physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree, certification as Associate in Risk Management (ARM), and FIVE (5) YEARS of experience involving commercial property and casualty insurance, risk management techniques and safety administration; or
- B) Associate's degree, certification as Associate in Risk Management (ARM), and SEVEN (7) YEARS of experience involving commercial property and casualty insurance, risk management techniques and safety administration.

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.

NOTE: Possession of the designation for Chartered Property Casualty Underwriters (CPCU) may be substituted for two (2) years of experience.

WC:
 JC:

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: 7/3/24

<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-	A.1420 130	Salaries - Part Time	\$35,000.00
		A.1420 830	Social Security	\$2,170.00
		A.1420 831	Medicare	50.75
	Other Payments/Contributions			

Please state reason for transfer request: To fund the position of Property & Casualty Risk Manager

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

WARREN COUNTY TREASURER

Christine V. Norton
County Treasurer

Robert V. Lynch II, CPA
Deputy Treasurer

To: All Supervisors
From: Christine V. Norton, Treasurer
Date: July 2, 2024
Subject: May, 2024 Budget Analysis Report

Budget Analysis Report

One of the purposes of the monthly budget analysis report is to make the County Supervisors and Administration aware of certain issues that may present a problem in the near future or are currently a problem. It is important that appropriate action be taken to address these issues or concerns before they become a problem.

We have analyzed the revenue and expenditure budgets for the County departments as of May 31, 2024 and have noted the following items Supervisors should be aware of.

General Fund Balance

The following shows the balance of unappropriated surplus for the General Fund as of the date of this report compared to the minimum balance needed to operate which equates to two months of operating expenses or 16.7%.

Fund Balance Surplus - 2023	\$ 42.3 million
Appropriated For 2024 Budget	<u>(1.9) million</u>
Unappropriated Surplus - 2023	40.4 million
Additional Appropriated During 2024	<u>(5.8) million*</u>
Balance Unappropriated Surplus	\$ 34.6 million
Minimum Surplus Balance Needed (2 months operating expense) - 2024	<u>32.5 million</u>
Balance of Surplus Exceeding Minimum Balance	<u><u>2.1 million</u></u>

We have concerns about maintaining the minimum fund balance without difficult decisions on future spending. The CSEA contract settlement is expected to require a significant amount of fund balance use along with other costs that may arise during the year.

* - The details of the Additional Appropriated Surplus – 2024 are as follows:

Date	Resolution Number	Description	Amount
2/20/2024	67	Sheriff - SPCA Agreement not included in 2024 Budget	\$ 96,000.00
2/20/2024	69	Mental Health - Psychiatric Exp/Criminal	250,000.00
2/20/2024	70	County Clerk/Public Health - Legal Settlement	16,316.00
2/20/2024	71	DPW - Local Match for Federal/State Funded County Road Capital Projects	1,597,500.00
2/20/2024	74	Sheriff - NYS Mandated substance abuse services for incarcerated persons	117,032.75
3/18/2024	101	DPW - Equipment purchases	1,048,000.00
3/18/2024	102	DPW - Road Projects	1,348,000.00
3/18/2024	102	DPW - Local Match for Federal/State Funded Airport Capital Projects	230,000.00
3/18/2024	102	DPW - Airport road to bus garage	160,000.00
4/25/2024	154	DSS - Legal Settlement	250,000.00
5/16/2024	181	Workforce Development - County funding for department programs	100,000.00
6/21/2024	210	Mental Health - Psychiatric Exp/Criminal	300,000.00
6/21/2024	210	Railroad Repairs	326,000.00
			<u>\$ 5,838,848.75</u>

Revenues

County Clerk

County Clerk Fees – As of May 31, the department has received \$424,298 in County Clerk Fees in 2024 and \$427,089 in 2023 which is a decrease of 0.7%. May actual revenues are 9% behind expected budgeted amounts.

Mortgage Tax – As of May 31, the department has received \$625,227 in Mortgage Tax in 2024 and \$868,442 in 2023 which is a decrease of 28%. May actual revenues are 12% behind expected budgeted amounts

The County clerk has noted that there has been a significant drop in the number of mortgages as of May 31, 2024 compared to May 31, 2023.

Automobile Use Tax – As of May 31, the department has received \$132,697 in Automobile Use Tax in 2024 and \$165,331 in 2023 which is a decrease of 20%. The 2024 actual revenue amount is through April and is 5% behind expected budgeted amounts.

County Treasurer

Sales Tax – We have collected \$1,598,618 more in sales taxes through May 31, 2024 than we did through May 31, 2023 which is a 6.5% increase. We have received \$1,136,764 more than the 2024 revenue budget to date which is a 4.5% increase.

The net County budget surplus after accounting for the distribution to the Towns and Village is \$602,485.

Tourism

Occupancy Tax – As of May 31, the department has received \$733,862 in Occupancy Tax revenue in 2024 and \$706,393 in 2023 which is an increase of \$27,469 or 3.9%.

Sheriff's Correction Division

Jail Services, Other Government – As of May 31, the department has received \$74,481 in Jail Services, Other Government in 2024 and \$35,911 in 2023 which is an increase of 107%. May actual revenues are 73% ahead of expected budgeted amounts.

The Sheriff's Office has noted that there has been a significant increase in federal boarded incarcerated individuals. The County has no control over the number of federal inmates that are boarded at the County.

Building & Fire Code

Building Permits – As of May 31, the department received \$104,803 in building permits in 2024 and \$116,270 in 2023 which is a decrease of 10%. May actual revenues are 4% behind expected budgeted amounts.

It has been noted that there were several large projects in January and February, 2023 which we didn't have this year.

Expenditures

Tourism: Occupancy Tax Reserve Available Balance – 3 Month Projected Cash Flow Analysis

In an effort to simplify past practices and to present the Occupancy Tax Reserve Balance as accurately as possible, the following *Occupancy Tax Reserve Available Balance - 3 Month Projected Cash Flow Analysis* is replacing our prior analysis.

The Tourism Department Head presented this analysis for the first time at the June 25, 2024 Tourism Committee meeting, emphasizing that her available reserve could change dramatically from month to month based on seasonality (revenue) and committed encumbrances and operating expenses (expenditures). Please note the positive shift in projected Occ Tax Reserve Cash Flow from April 2024 to May 2024 below. This cash flow projection has been in a negative position since the beginning of the year and is just now turning positive due to significant Occupancy Tax receipts associated with our County's Tourism "high season". While we expect the Occ Tax Reserve Available Balance and related cash flow to continue to grow in the coming months, it is imperative that this analysis be fully considered prior to further Occ Tax spend.

The following analysis represents the *Occupancy Tax Reserve Available Balance - 3 Month Projected Cash Flow Analysis* as of month end, reduced by the minimum reserve balance required for cash flow purposes and adjusted for 3-months of projected revenues and expenditures.

	<u>4/30/2024</u>	<u>5/31/2024</u>
Occupancy Tax Reserve	\$ 3,754,766	\$ 2,044,697
Reserve Minimum Balance	\$ (1,500,000)	\$ (1,500,000)
Occupancy Tax Reserve - Available Balance	\$ 2,254,766	\$ 544,697
3 Month Revenue Projection	\$ 1,100,000	\$ 1,850,000
3 Month Expenditure Projection	\$ (3,636,111)	\$ (2,212,519)
Projected Occupancy Tax Reserve - Available Balance	<u>\$ (281,345)</u>	<u>\$ 182,178</u>

The Following **Tourism: Occupancy Tax Collection** report was presented by the Treasurer at the June 25, 2024 Tourism Committee meeting.

Total Collections

	4/30/2024	5/31/2024	6/21/2024
Total Revenue Collected through 2024	\$ 557,217.35	\$ 733,861.69	\$ 1,106,857.04
Total Revenue Collected through 2023	\$ 581,549.48	\$ 706,392.52	\$ 855,553.05
Increase/(Decrease) from 2023	\$ (24,332.13)	\$ 27,469.17	\$ 251,303.99
Increase/(Decrease) from 2023	-4.18%	3.89%	29.37%***

*** - The reason for the 6.21.24 - 29% favorable variance - is because 6.21.23 fell on a Saturday with no collections. If we were to exclude the \$271,470 received on 6.21.24, we would be down approx 2% comparatively.

Short Term Rental Collections

	4/30/2024	5/31/2024	6/21/2024
Total Revenue Collected through 2024	\$ 82,240.03	\$ 131,686.85	\$ 167,403.25
Total Revenue Collected through 2023	\$ 64,566.11	\$ 83,475.87	\$ 103,615.69
Increase/(Decrease) from 2023	\$ 17,673.92	\$ 48,210.98	\$ 68,787.56
Increase/(Decrease) from 2023	27%	58%	62%

County Debt Balances

The following shows the County’s current debt outstanding as of May, 2024 along with ending debt balances for future years:

	Current	End of 2024					2029-
	Balance	Balance	2025	2026	2027	2028	2033
Bonds							
Recovery Act Bonds, Various Proj	10,205,000	9,445,000	8,660,000	7,840,000	6,990,000	6,110,000	1,140,000
Court Expansion - 2015	5,120,000	5,120,000	4,720,000	4,305,000	3,880,000	3,445,000	1,055,000
Court Expansion - 2017	5,910,000	5,910,000	5,520,000	5,120,000	4,715,000	4,295,000	2,040,000
SUNY Adirondack NSTEM - 2017	4,000,000	4,000,000	3,735,000	3,465,000	3,190,000	2,905,000	1,380,000
Leased Commitments							
Copiers/Printers - National Business	237,234	200,298	135,457	68,690	-	-	-
Copier - Toshiba	17,382	15,570	11,835	7,936	3,871	-	-
Office Space - Mental Health	52,355	33,345	-	-	-	-	-
Bond Anticipation Notes							
Paving, Retaining Wall & Countryside	4,320,000	-	-	-	-	-	-
DPW - Emergency Road Repair	4,100,000	-	-	-	-	-	-
Total Outstanding	33,961,970	24,724,213	22,782,292	20,806,626	18,778,871	16,755,000	5,615,000

The 2024 Bond Anticipation Notes are expected to be rolled into a Bond in November, 2024 with additional funding relating to culvert repairs.

Budget Exception Report

Please see the attached Budget Exception report which summarizes budgeted expenditure line items where there is currently a problem or there may be a problem in the future. We are reporting on an exception basis only.

Over expended budget line items are highlighted in red. Some of these items have been over expended for a few months without any action taken to amend the budgets.

Each department is responsible for ensuring that their budgets including salary and fringe are not over expended and if they are, the issue should be addressed immediately. Legally, the County is not allowed to incur costs for goods or services without sufficient budget in the expenditure line item to cover these costs.

Outstanding Issues to be Addressed by Respective Departments

<u>Issue</u>	<u>Date First Reported</u>	<u>Number of Days Outstanding</u>
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1. \$1.1 million in DPW waste containers are not being inventoried and properly controlled.	1/31/2024	149
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May 2024 Update: Treasurer Norton spoke to Kevin Hajos about the potential need for impairment of these assets. Kevin addressed that he has a team member focused on this and they are closing the gap. Kevin will provide a status update by end of summer

2. Overtime for Sheriff's Correction and Law Enforcement, Countryside Adult Home and Social Services are projected to exceed the 2024 budget.	4/3/2024	86
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<u>Department</u>	<u>Budget</u>	<u>Actual</u>	<u>% Used</u>	<u>Projected Actual</u>	<u>Projected Budget Deficit</u>
Sheriff's Correction Division	400,000	364,307	91%	874,336	(474,336)
Countryside Adult Home	26,000	17,294	67%	41,505	(15,505)
Social Services	49,222	32,775	67%	78,661	(29,439)
Sheriff's Law Enforcement	425,000	206,192	49%	494,860	(69,860)
					<u>(589,140)</u>

3. Over expended department line items.

Legal Defense-Indigents - Retiree Hospitalization - \$5,151.96	5/10/2024	49
Legal Defense-Indigents-Quality Improv Funding-Dist #13 - Office Equipment - \$1,430.53	4/3/2024	86
Budget Officer - Hospitalization -\$2,297.34, Dental Ins -\$42.84	1/31/2024	149
County Clerk - Health Ins Cost Reimb - \$264.88	4/3/2024	86
Sheriff's 911 Center - Health Ins Cost Reimb - \$186.15	1/31/2024	149
Sheriff's Law Enforcement - Health Ins Cost Reimb - \$129.97	4/3/2024	86
School Resource Officers-Qsbury School Dist - Salaries-OT- \$3,470.73	1/31/2024	149
Probation - Salaries-Overtime - \$64.96	1/31/2024	149

4. VLT/Tribal Compact Moneys (Casino) - We have not received payments for 2022, 2023 and 2024 to date. The County Treasurer is looking into this.	1/31/2024	149
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Again, we invite comments from Supervisors and department heads to expand this into a more useful management tool in these critical financial times.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: BOE

DATE: 6/14/2024

- (a) Purpose of Amendment: **Adjustment by NYSBOE**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450.424 Postage**

- (c) Revenue Code (with title), and Amount: **A.1450.3056 ABS Postage Grant
\$314.64**