

FINANCE & BUDGET COMMITTEE

AGENDA

AUGUST 1, 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 June 2024.
    - B) *On Behalf of Parks, Recreation & Railroad* - Request to authorize a grant application with New York State Department of State in an amount not to exceed \$25,000 for 2024 Statewide Investment in More Swimming (SWIMS) and to authorize the Chairman of the Board to execute any subsequent agreement for same.
    - C) *On Behalf of Parks, Recreation & Railroad* - Request to authorize Memorandum's of Understanding (MOU's) with participating municipalities pursuant to the New York SWIMS grant made available through the New York State Department of State.
    - D) Request to amend Resolution No. 322 of 2022, *Authorizing the Appropriation of ARPA funds to the Warren County Employment & Training Administration for Distribution Subject to Approval of a Plan for Workforce Development and Individual Worker Job Training in Warren County and Amending Warren County Budget for 2022*, to re-allocate ARPA funding for use by Department of Workforce Development for training and staff development.
  - 3) **Request/Item to be Discussed by the County Treasurer (Christine Norton, Treasurer):**

Request to amend the Table of Organization and Salary Schedule to create the new position of Accounting Technician #3, *Grade 19, Base Annual Salary \$58,652*, and delete the position of Principle Account Clerk #3, *Grade 10, Base Annual Salary \$47,667*, effective August 19, 2024. **Note: Request is contingent upon approval by the Personnel, Administration & Higher Education Committee.**
  - 4) **Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**

*Airport (Robin Mapp, Airport Manager) -*
    - A) Request to establish Capital Project No. H431, *Demolition and Construction of 6 Bay T-Hangars*, in the amount of \$2,500,000.
    - B) Request to increase Capital Project No. H403, *Rehab Airfield Taxiway Lighting System*, in the amount of \$11,594.56.
  - 5) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**

*Sheriff (James LaFarr, Sheriff) -*
    - A) Request to amend the 2024 Warren County Budget in the amount of \$751,953.18 to reflect receipt of grant funding from New York State Division of Criminal Justice Services for Law Enforcement Technology Program.
    - B) Request to amend the 2024 Warren County Budget in the amount of \$65,000 to reflect receipt of funding from New York State Division of Criminal Justice Services for FY 2022 Edward Byrne Memorial Justice Assistance Grant Program.
    - C) Request to amend the 2024 Warren County Budget in the amount of \$97,000 to reflect receipt of funding from New York State Division of Criminal Justice Services for FY 2019 Edward Byrne Memorial Justice Assistance Grant Program.
  - 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**

*Veterans' Services (Denise DiResta, Director) -*

Request to amend the 2024 Warren County Budget in the amount of \$30,000 to reflect receipt of funding from the Office for the Aging authorized by Resolution No. 208 of 2019.

CONTINUED

- 7) **Referrals from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**  
***Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -***
- A) Request to amend the 2024 Warren County Budget in the amount of \$36,831.78 to reflect receipt of funding from New York State Board of Elections for Ballots by Mail grant. ***Note: Request contingent upon approval by the Legislative, Rules & Governmental Operations Committee.***
  - B) Request to amend the 2024 Warren County Budget in the amount of \$26,599.32 to reflect the receipt of funding from New York State Board of Elections for General Election grant. ***Note: Request contingent upon approval by the Legislative, Rules & Governmental Operations Committee.***
  - C) Request to amend the 2024 County Budget in the amount of \$63,360.37 to reflect receipt of funding from New York State Board of Elections for Poll Books grant. ***Note: Request contingent upon approval by the Legislative, Rules & Governmental Operations Committee.***
- 8) **Referral from the Park Operations & Management Committee (Chaired by Supervisor Merlino):**  
Request to appropriate \$2,584.01 from Budget Code A.691.07, *Deferred Revenue, Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Charles R. Wood Park, Repair and Maint - Bldg/Property*, and to authorize reimbursement in the same amount to the Village of Lake George for costs incurred at the Charles R. Wood Park in May 2024 for park attendants.
- 9) **Referrals from the Public Works Committee (Chaired by Supervisor Comover):**  
***Department of Public Works (Kevin Hajos, Superintendent) -***
- A) Request to increase Capital Project No. H411, *Corinth Road (CR 28) over Clendon Brook Culvert Replacement*, in the amount of \$1,855,000.
  - B) Request to establish the following road projects: D.5112 8366, *Crack Sealing Project*, in the amount of \$300,000; D.5112 8367, *Guide Rail Project*, in the amount of \$250,000; and D.5112 8368, *2024 CR#35 Diamond Point Road*, in the amount of \$250,000. ***Note: Funding provided in accordance with budget transfers included under Agenda Item 1.***
- 10) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Item 3 & 4.**  
**PERSONNEL AGENDA ITEMS 3 & 4:**  
**Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**  
***Fire Prevention & Building Code Enforcement (Charles Wallace, Administrator):***
- 3) Request to amend the Table of Organization and Salary Schedule to create the new position of Fire Prevention & Building Code Enforcement Officer- PT, *Grade 17, Base Annual Salary \$56,356*, effective August 19, 2024.
  - 4) **Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):**  
***Tourism (Heather Bagshaw, Director) -***  
Request to create the new position of Fiscal Coordinator *Grade 15, Base Annual Salary \$52,674*, and delete the position of Principle Account Clerk, effective August 19, 2024.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

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

DEPARTMENT NAME: County Auditor

SIGNED: *Carla Sherman*

DATE: 7/18/24

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1320 861	Retirees Hospitalization	A.1320 410	Supplies	\$2000

Please state reason for transfers requested: Need to transfer funds to Auditor's Supply Code

**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.

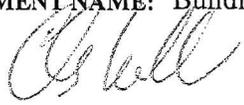
**RESOLUTION REQUEST FORM NO. 10**

*Request for Transfer of Funds*

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

**DEPARTMENT NAME:** Building & Fire Code

**SIGNED:**



**DATE:** 7/26/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3620 110	Fire Prevention & Building Code Enforcement Officer	A.3620 130	Fire Prevention & Building Code Enforcement Officer	\$18,786

**Please state reason for transfers requested:**  
Funds are being transferred to create a Part-Time Position

**CONTINGENT FUND TRANSFER REQUESTS**

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

**Please state reason for transfer request:**

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_ DATE: 7/24/2024

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT	TOWN
D.5112.8350	280 Co Roads, 2023 CR#7 Bay Road	D.5112.8366	280 Co Roads, Crack Sealing Project	\$ 93,363.00	Various
D.5112.8351	280 Co Roads, 2023 CR#13 Glen Athol Road	D.5112.8366	280 Co Roads, Crack Sealing Project	\$ 103,863.88	Various
D.5112.8352	280 Co Roads, 2023 CR#26 Palisades Road	D.5112.8366	280 Co Roads, Crack Sealing Project	\$ 91,957.99	Various
D.5112.8353	280 Co Roads, 2023 CR#28 Corinth Road	D.5112.8366	280 Co Roads, Crack Sealing Project	\$ 10,815.13	Various
D.5112.8353	280 Co Roads, 2023 CR#28 Corinth Road	D.5112.8367	280 Co Roads, Guide Rail Project	\$ 45,699.52	Various
D.5112.8354	280 Co Roads, 2023 CR#36 Valley Road	D.5112.8367	280 Co Roads, Guide Rail Project	\$ 65,081.86	Various
D.5112.8355	280 Co Roads, 2023 CR#40 Golf Course Road	D.5112.8367	280 Co Roads, Guide Rail Project	\$ 122,634.37	Various
D.5112.8356	280 Co Roads, 2023 CR#66 Country Club Road	D.5112.8367	280 Co Roads, Guide Rail Project	\$ 16,584.25	Various
D.5112.8356	280 Co Roads, 2023 CR#66 Country Club Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 350,000.00	Lake George
D.5112.8356	280 Co Roads, 2023 CR#66 Country Club Road	D.5112.8358	280 Co Roads, 2024 CR #26 Palisades Road	\$ 250,000.00	Horicon

FROM CODE TITLE TO CODE TITLE AMOUNT

A.1990 439 Contingent Fund

Please state reason for transfer request:

Transfer surplus road project funds to cover capital project expenses

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** SHERIFF

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

**DATE:** July 23, 2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3120.1002 130	School Resource Off Qby - Part Time	A.3120.1002 120	School Resource Officer Qby - Overtime	\$3,470.73

**Please state reason for transfers requested:** The transfer is necessary to move surplus funds in the QUFSD SRO Salaries Part-Time code to address a deficit in the QUFSD SRO Salaries Overtime code.

**CONTINGENT FUND TRANSFER REQUESTS**

<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:**

**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:** SHERIFF

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

**DATE:** July 23, 2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3150 110	Corrections Salaries - Regular	A.3150 120	Corrections Salaries - Overtime	\$350,000

**Please state reason for transfers requested:** Fund Sheriff's Office Correction Division Overtime salary code deficit.

**CONTINGENT FUND TRANSFER REQUESTS**

<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:**

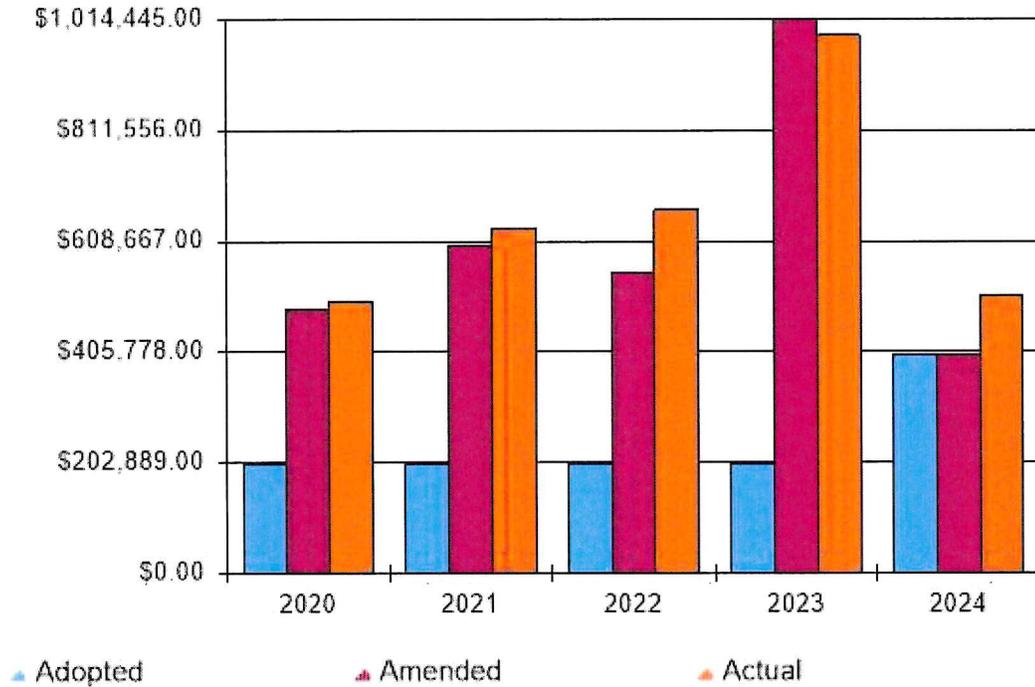
**Please file original request with Clerk of the Board and retain copy for your records.**

Chart By Account v

**A.3150 120 (General.Sheriff's Correction Division Salaries - Overtime)**

Classification **Personal Services**

5 Year Trend Analysis by Account



	2020	2021	2022	2023	2024
<input type="checkbox"/> Adopted	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$400,000.00
<input type="checkbox"/> Amended	\$485,000.00	\$600,000.00	\$550,000.00	\$1,014,445.00	\$400,000.00
<input type="checkbox"/> Actual	\$500,001.11	\$631,975.21	\$665,189.26	\$984,811.66	\$507,546.32

**WARREN COUNTY  
Journal Report**

G/L Date	G/L Account Number	Account Description	Description	Source	Amount	Amount
Brd. of Election - Board of Elections						
6/27/2024	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 470			\$ 48,029.00
6/27/2024	A.1450 470	Contract	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439		\$ 48,029.00	
Clk of Legislati - Clerk of the Legislative Board						
6/10/2024	A.1185 424	Postage	Budget Transfer from Object Code A.1185 435		\$ 226.75	
6/10/2024	A.1185 435	Medical Fees	Budget Transfer within Object Code to A.1185 424			\$ 226.75
6/21/2024	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 425			\$ 76.35
6/21/2024	A.1010 425	Reproduction Expenses	Budget Transfer from Object Code A.1010 410		\$ 76.35	
6/27/2024	A.1010 860	Hospitalization	Budget Transfer out of Object Code to A.1340 860			\$ 5,857.00
6/27/2024	A.1010 865	Dental Insurance	Budget Transfer out of Object Code to A.1340 865			\$ 124.00
6/27/2024	A.1340 860	Hospitalization	Budget Transfer out of Object Code from A.1010 860		\$ 5,857.00	
6/27/2024	A.1340 865	Dental Insurance	Budget Transfer out of Object Code from A.1010 865		\$ 124.00	
County Auditor - County Auditor						
6/12/2024	A.1320 410	Supplies	Within Object Code Transfer from A.1320 427/410 to A.1320 444			\$ 243.00
6/12/2024	A.1320 427	Memberships & Dues	Within Object Code Transfer from A.1320 427/410 to A.1320 444			\$ 10.00
6/12/2024	A.1320 444	Travel/Education/Conference	Within Object Code Transfer from A.1320 427/410 to A.1320 444		\$ 253.00	
County Clerk - County Clerk						
6/28/2024	A.1410 427	Memberships & Dues	Transfer within budget code from A.1410 444		\$ 60.00	
6/28/2024	A.1410 444	Travel/Education/Conference	Transfer within budget code to A.1410 427			\$ 60.00
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney						
6/18/2024	A.1165 210	Furniture/Furnishings	budget transfer outside of object code to A.1165 439 Misc Exp			\$ 120.00
6/18/2024	A.1165 439	Misc Fees & Expenses	budget transfer outside of object code from A1165 210 Furnishing		\$ 120.00	
DPW_DPW Admin - DPW,DPW Administration						
6/4/2024	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 470			\$ 72.00
6/4/2024	A.1628 470	Contract	Transfer Within Budget Code from A.1628 410		\$ 72.00	
6/4/2024	A.1620 260	Other Equipment	Transfer Out of Budget Code from A.1620 413		\$ 188.00	
6/4/2024	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Out of Budget Code to A.1620 260			\$ 188.00
6/5/2024	A.1628 422	Repair/Maint-Equipment	Transfer Within Budget Code from A.1628 439		\$ 947.00	
6/5/2024	A.1628 439	Misc Fees & Expenses	Transfer Within Budget Code to A.1628 422			\$ 947.00
6/14/2024	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 435			\$ 80.00
6/14/2024	A.1620 435	Medical Fees	Transfer Within Budget Code from a.1620 410		\$ 80.00	
6/14/2024	A.7110 270	Lawn & Landscaping	Transfer Out of Budget Code from A.7110 410		\$ 559.99	
6/14/2024	A.7110 410	Supplies	Transfer Out of Budget Code to a.7110 270			\$ 559.99
6/14/2024	D.5110 260	Other Equipment	Transfer Out of Budget Code from D.5110 413		\$ 298.99	
6/14/2024	D.5110 413	Repair & Maint.-Bldg/Property	Transfer Out of Budget Code to d.5110 260			\$ 298.99
6/14/2024	A.7110 410	Supplies	Transfer Within Budget Code to A.7110 422			\$ 78.98
6/14/2024	A.7110 422	Repair/Maint-Equipment	Transfer Within Budget Code from A.7110 410		\$ 78.98	
6/14/2024	A.7113 410	Supplies	Transfer Within Budget Code from a.7113 413		\$ 20.01	
6/14/2024	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to a.7113 410			\$ 20.01

6/14/2024	D.5110 260	Other Equipment	Transfer Out of Budget Code from D.5110 410	\$	170.05	
6/14/2024	D.5110 410	Supplies	Transfer Out of Budget Code to D.5110 260			\$ 170.05
6/20/2024	DM.5140 422	Repair/Maint-Equipment	Transfer Within Budget Code from DM.5140 470	\$	6,000.00	
6/20/2024	DM.5140 470	Contract	Transfer Within Budget Code to DM.5140 422			\$ 6,000.00
6/26/2024	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 413			\$ 450.00
6/26/2024	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.5610 410	\$	450.00	
6/28/2024	A.7111 260	Other Equipment	Transfer Out of Budget Code from A.7111 410	\$	160.00	
6/28/2024	A.7111 410	Supplies	Transfer Out of Budget Code to A.7111 260			\$ 160.00
6/28/2024	A.7111.0198 410	Supplies	Transfer Within Budget Code from A.7111.0198 436	\$	250.00	
6/28/2024	A.7111.0198 410	Supplies	Transfer Within Budget Code from A.7111.0198 439	\$	700.00	
6/28/2024	A.7111.0198 410	Supplies	Transfer Within Budget Code from A.7111.0198 424	\$	500.00	
6/28/2024	A.7111.0198 424	Postage	Transfer Within Budget Code to A.7111.0198 410			\$ 500.00
6/28/2024	A.7111.0198 436	Advertising Fees	Transfer Within Budget Code to A.7111.0198 410			\$ 250.00
6/28/2024	A.7111.0198 439	Misc Fees & Expenses	Transfer Within Budget Code to A.7111.0198 410			\$ 700.00
6/28/2024	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 413			\$ 2,000.00
6/28/2024	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.5610 410	\$	2,000.00	
6/28/2024	D.5110 410	Supplies	Transfer Within Budget Code to d.5110 422			\$ 150.00
6/28/2024	D.5110 422	Repair/Maint-Equipment	Transfer Within Budget Code from D.5110 410	\$	150.00	
6/28/2024	A.1625 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1625 470	\$	1,800.00	
6/28/2024	A.1625 470	Contract	Transfer Within Budget Code to A.1625 413			\$ 1,800.00
6/28/2024	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.5610 470	\$	2,100.00	
6/28/2024	A.5610 470	Contract	Transfer Within Budget Code to A.5610 413			\$ 2,100.00
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)						
6/12/2024	40.6293.4999 410	Supplies	Object code change from 40.6293.4999 439	\$	2,000.00	
6/12/2024	40.6293.4999 439	Misc Fees & Expenses	Object code change to 40.6293.4999 410			\$ 2,000.00
6/25/2024	40.6293.0310 428	Data Processing & Internet Fees	Object code change to 40.6293.0310 434			\$ 1,000.00
6/25/2024	40.6293.0310 434	Allowances	Object code change from 40.6293.0310 428	\$	1,000.00	
6/26/2024	40.6293.0358 444	Travel/Education/Conference	Object code change to 40.6293.0358 444.01			\$ 2,562.00
6/26/2024	40.6293.0358 444.01	Job Related Courses	Object code change from 40.6293.0358 444	\$	2,562.00	
Office of EMS - Office of Emergency Services						
6/5/2024	A.3645.4112 220	Office Equipment	Budget Transfer within Object Code to A.,3645.4112 260			\$ 2,297.84
6/5/2024	A.3645.4112 260	Other Equipment	Budget Transfer within Object Code from A.3645.4112 220	\$	2,297.84	
6/27/2024	A.4022 422	Repair/Maint-Equipment	Budget Transfer within Object Code to A.4022 441			\$ 300.00
6/27/2024	A.4022 441	Auto-Supplies & Repair	Budget Transfer within Object Code from A.4022 422	\$	300.00	
6/27/2024	A.3640 410	Supplies	Budget Transfer within Object Code to A.3640 444			\$ 125.00
6/27/2024	A.3640 444	Travel/Education/Conference	Budget Transfer within Object Code from A.3640 410	\$	125.00	
Planning_Planning - Planning,Planning						
6/3/2024	A.8021 444	Travel/Education/Conference	Budget Transfer Out of Code A. 8022 422			\$ 1,507.22
6/3/2024	A.8022 422	Repair/Maint-Equipment	Budget Transfer Out of Code A. 8021 444	\$	1,507.22	
6/10/2024	A.8021 423	Telephone	Budget Transfer within object code A.8021 444	\$	1,500.00	
6/10/2024	A.8021 444	Travel/Education/Conference	Budget Transfer within object code A.8021 423			\$ 1,500.00
6/27/2024	A.8022 418	Ins-General Liability	Budget Transfer within object code A.8022 428			\$ 73.00
6/27/2024	A.8022 428	Data Processing & Internet Fees	Budget Transfer within object code A.8022 418	\$	73.00	

## Public Health\_Health Services - Public Health,Health Services

6/13/2024	A.4018.0040 410	Supplies	Budget transfer Hlth Ed to A4018.0040.444.01	\$	1,000.00
6/13/2024	A.4018.0040 436	Advertising Fees	Budget transfer Hlth Ed to A4018.0040.444.01	\$	2,000.00
6/13/2024	A.4018.0040 444.01	Job Related Courses	Budget transfer Hlth Ed from A4018.0040.436,445,410	\$	3,227.00
6/13/2024	A.4018.0040 445	Foods	Budget transfer Hlth Ed to A4018.0040.444.01	\$	227.00
6/13/2024	A.4010 444.01	Job Related Courses	Out of Code Transfer to A.4018.0040.444.01 from A4010.444.01	\$	5,000.00
6/13/2024	A.4018.0040 444.01	Job Related Courses	Out of Code Transfer to A.4018.0040.444.01 from A4010.444.01	\$	5,000.00
6/13/2024	A.4010 470	Contract	Out of code Transfer to A4018.0040.444.01 fm A4010.470	\$	4,000.00
6/13/2024	A.4018.0040 444.01	Job Related Courses	Out of code Transfer to A4018.0040.444.01 fm A4010.470	\$	4,000.00
6/18/2024	A.4018.0040 410	Supplies	Budget Transfer Health Ed to 410 & 436 from 444.01 445	\$	1,500.00
6/18/2024	A.4018.0040 436	Advertising Fees	Budget Transfer Health Ed to 410 & 436 from 444.01 445	\$	1,000.00
6/18/2024	A.4018.0040 444.01	Job Related Courses	Budget Transfer Health Ed to 410 & 436 from 444.01 445	\$	1,500.00
6/18/2024	A.4018.0040 445	Foods	Budget Transfer Health Ed to 410 & 436 from 444.01 445	\$	1,000.00
6/26/2024	A.4010 220	Office Equipment	Budget transfer CHHA to A4010.260	\$	113.00
6/26/2024	A.4010 260	Other Equipment	Budget transfer CHHA from A4010.220	\$	113.00

## Residential Hall - Countryside Adult Home

6/17/2024	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code from A.6030 210 to A.6030 422	\$	887.50
6/17/2024	A.6030 422	Repair/Maint-Equipment	Budget Transfer out of object code to A.6030 422 from A.6030 210	\$	887.50
6/18/2024	A.6030 210	Furniture/Furnishings	within of object code transfer from 6030 210 to 6030 220	\$	500.00
6/18/2024	A.6030 220	Office Equipment	within of object code transfer to 6030 220 from 6030 210	\$	500.00
6/27/2024	A.6030 210	Furniture/Furnishings	out of object code transfer from 6030 210 to 6030 422	\$	839.40
6/27/2024	A.6030 422	Repair/Maint-Equipment	out of object code transfer to 6030 422 from 6030 210	\$	839.40

## Sheriff\_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement

6/3/2024	A.3110 440	Legal/Transcript Fees	budget transfer out of object code to A.3150 419	\$	2,000.00
6/3/2024	A.3150 419	Settlements	budget transfer within object code from A.3110 440	\$	2,000.00
6/7/2024	A.3110 444	Travel/Education/Conference	budget transfer within object code to A.3110 444.01	\$	997.86
6/7/2024	A.3110 444.01	Job Related Courses	budget transfer within object code from A.3110 444	\$	997.86
6/18/2024	A.3110 210	Furniture/Furnishings	budget transfer out of object code FROM a.3110 410	\$	52.10
6/18/2024	A.3110 410	Supplies	budget transfer out of object code TO a.3110 210	\$	52.10
6/21/2024	A.3110 442	Automotive - Gas & Oil	budget transfer out of object code TO a.3150 410	\$	20,000.00
6/21/2024	A.3150 410	Supplies	budget transfer out of object code FROM a.3110 442	\$	20,000.00

## Social Services - Social Services

6/28/2024	A.6010 444	Travel/Education/Conference	Budget Transfer Within Object Code from A.6010 470	\$	5,000.00
6/28/2024	A.6010 470	Contract	Budget Transfer Within Object Code to A.6010 444	\$	5,000.00

## Tourism - Tourism

6/18/2024	A.6417.0001 470	Contract	Transfer to A.6417.0001 481	\$	15,000.00
6/18/2024	A.6417.0001 481	Tourism Promotion	Transfer from A.6417.0001470	\$	15,000.00
6/24/2024	A.6417.0001 426	Subscriptions	Transfer from A.6417.0001 470	\$	2,200.00
6/24/2024	A.6417.0001 470	Contract	Transfer to A.6417.0001 426	\$	2,200.00

## Weights &amp; Meas - Weights &amp; Measures

6/26/2024	A.6610 441	Auto-Supplies & Repair	BUDGET TRANSFER WITHIN OBJECT CODE from A.6610.444	\$	275.00
6/26/2024	A.6610 444	Travel/Education/Conference	BUDGET TRANSFER WITHIN OBJECT CODE to A.6610.441 A.6610	\$	275.00

## **RESOLUTION REQUEST FORM NO. 5**

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** County Administrator (on behalf of Parks & Rec)

**DATE:** 8/1/2024

- (a) Purpose of Grant:  
**2024 Statewide Investment in More Swimming (SWIMS) - To incentivise lifeguard recruitment and retention.**
- (b) Name of Grantor:  
**NYS Department of State**
- (c) Address of Contractor: **One Commerce Plaza, 99 Washington Ave  
Albany, NY 12231-0001**
- (d) Grantor's Contact Person and Telephone Number:  
**Susan Savage (518) 221-8122**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **Attached**
- (f) Effective Date of Grant: **04/01/2024**
- (g) Termination Date of Grant: **09/30/2025**
- (h) Total Dollar Amount Involved (not to exceed): **\$25,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**Extended to 8/9/2024**
- (j) Is a Budget amendment required? **TBD** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **NO** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **NO** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

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

\*as listed in budget and LOGOS

## **RESOLUTION REQUEST FORM NO. 20**

### **MISCELLANEOUS**

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

**DEPARTMENT NAME:** County Administrator (on behalf of Parks & Rec)

**DATE:** 8/1/2024

- (a) Purpose of Request:  
**To authorize MOUs with participating municipalities pursuant to the NY SWIMS Grant made available through the New York State Department of State**
  
- (b) Details:  
**To allow for Warren County to disperse funding available through the NY SWIMS Grant on a reimbursement basis to participating municipalities up to the total combined grant amount of \$25,000.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**TBD**

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

\* as listed in budget and LOGOS

New York State Department of State  
2024 Statewide Investment in More Swimming (SWIMS)  
Discretionary Contract

The New York State Department of State's Division of Local Government Services (DLGS) will make approximately \$5 million available in reimbursable grants to municipalities through counties and certain large cities to incentivize lifeguard recruitment and retention. The NY SWIMS Lifeguard Grant Program is intended to address a critical shortage of staff lifeguards (including lifeguards contracted through third parties, or contracted lifeguards), available at public locations, including pools and beaches in New York State municipalities. As part of the application process, an eligible list of counties and cities has been established (see below). The counties listed will work with their municipalities to, and the cities listed will, identify public swimming locations and outline how funding will increase the number of staff and/or contracted lifeguards, and/or expand operating hours.

SWIMS Lifeguard Grant funding may be used to cover project costs related to safe swimming opportunities at public swimming locations including:

- Advertising for lifeguard positions;
- Lifeguard retention and referral bonuses;
- Supplementing hourly lifeguard wages; and,
- Lifeguard salary increases.

Counties and cities listed in the eligibility chart below may be NY SWIMS grant recipients. However, as part of an application counties should solicit input from constituent local governments (i.e., cities, towns, villages) to identify lifeguard assistance opportunities, including those in distressed communities.<sup>1</sup> DOS will make one award per eligible county or city; agreements with partner local governments (or project partners) will be the responsibility of the eligible counties and cities listed in the eligibility chart.

**The Contract term and period of funding will be April 1, 2024, through September 30, 2025.**

This will be a reimbursement-based grant contract and no advances will be made.

All requests for funding must be received by close of business, July 26, 2024, to the Division of Local Government Services at [SWIMS@dos.ny.gov](mailto:SWIMS@dos.ny.gov). Requests received after this date may not be considered and no extensions will be granted. To formally request grant funds of up to the amount on the accompanying eligibility list, please submit the completed SWIMS application by email confirming your county's or city's interest in the Program and the location(s) of public swimming areas your county or city plans to support with grant-funded lifeguards. All applicants must complete the NY SWIMS application, which includes Parts 1, 2 and 3. Note Part 3 is the Budget and Workplan. A list of eligible municipalities (i.e., counties and cities) is included in this notice. Funding cannot be distributed to eligible municipalities without the completion of all above information and the execution of the associated contract. The Department of State reserves the right to utilize unused funds at a future date.

DLGS will host a webinar on Tuesday, June 4, 2024, at 2:00 PM to answer questions related to the new NY SWIMS Lifeguard Grant Program. Information regarding the webinar will be forthcoming by email. Participants are encouraged to submit questions prior to June 4. All questions related to the NY SWIMS Lifeguard Grant Program may be submitted to: [SWIMS@dos.ny.gov](mailto:SWIMS@dos.ny.gov).

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<sup>1</sup> <https://data.gis.ny.gov/datasets/e7e526e3bac5461a8453816b9bfacef4/explore>

New York State Department of State  
2024 Statewide Investment in More Swimming (SWIMS)  
Discretionary Contract

Upon procurement approval, the Division of Local Government Services will issue a contract package. Upon receipt of the contract package, please return completed forms within **two weeks** of receipt to [SWIMS@dos.ny.gov](mailto:SWIMS@dos.ny.gov).

Eligible costs are those costs that are incurred to directly support increasing safe swimming opportunities. This includes advertising, personal services, and fringe benefits. Counties and cities listed on the eligibility list are each permitted to submit two reimbursement vouchers for the contract approved for this procurement; reimbursement for expenses incurred after September 30, 2025 will be ineligible. All reimbursement vouchers and supporting documentation must be submitted to DLGS by December 31, 2025.

**Eligibility List**

NYS	Maximum Funding Amount
City of Albany	\$50,000
Albany County	\$50,000
Allegany County	\$25,000
Broome County	\$50,000
City of Buffalo	\$50,000
Cattaraugus County	\$25,000
Cayuga County	\$25,000
Chautauqua County	\$50,000
Chemung County	\$30,000
Chenango County	\$25,000
Clinton County	\$25,000
Columbia County	\$25,000
Cortland County	\$25,000
Delaware County	\$25,000
Dutchess County	\$50,000
Erie County	\$125,000
Essex County	\$20,000
Franklin County	\$25,000
Fulton County	\$25,000
Genesee County	\$25,000
Greene County	\$25,000
Hamilton County	\$20,000
Herkimer County	\$25,000
Jefferson County	\$50,000
Lewis County	\$20,000
Livingston County	\$25,000
Madison County	\$25,000

New York State Department of State  
2024 Statewide Investment in More Swimming (SWIMS)  
Discretionary Contract

Monroe County	\$125,000
Montgomery County	\$25,000
Nassau County	\$325,000
New York City	\$2,000,000
Niagara County	\$50,000
Oneida County	\$50,000
Onondaga County	\$50,000
Ontario County	\$50,000
Orange County	\$50,000
Orleans County	\$20,000
Oswego County	\$50,000
Otsego County	\$25,000
Putnam County	\$30,000
Rensselaer County	\$50,000
City of Rochester	\$50,000
Rockland County	\$50,000
Saratoga County	\$50,000
Schenectady County	\$50,000
Schoharie County	\$20,000
Schuyler County	\$20,000
Seneca County	\$20,000
St. Lawrence County	\$50,000
Steuben County	\$30,000
Suffolk County	\$325,000
Sullivan County	\$25,000
City of Syracuse	\$50,000
Tioga County	\$25,000
Tompkins County	\$50,000
Ulster County	\$50,000
Warren County	\$25,000
Washington County	\$25,000
Wayne County	\$30,000
Westchester County	\$125,000
Wyoming County	\$20,000
Yates County	\$20,000
City of Yonkers	\$50,000

<b>Part 1</b>	<b>NYS Department of State 2024-2025</b>		DO NOT WRITE IN THIS SPACE	
	RFA# 24-LGE-14		Application Number	Date Received
<b>Grant Category:</b> NY Statewide Investment in More Swimming (SWIMS)				
<b>A. Applicant</b>				
Name of Applicant:			Federal Tax ID Number:	
Name of Chief Administrative Official:			Telephone Number/Extension:	
Title:				
Mailing Address:			E-Mail Address:	
			County:	
			Senate District(s):	
			Assembly District(s):	
Type of Applicant:				
<b>B. Applicant Contact Person</b>				
Name of Contact Person:			Telephone Number/Extension:	
Title:			E-Mail Address:	
Address:				
<b>C. Project Information</b>				
<b>Total Project Cost:</b> 0				
<b>Project Title:</b> (Not more than 10 words)				
<b>Project Description:</b> Provide a brief summary statement that describes the project and how it will expand swimming opportunities (Not more than 3 sentences)				



3. Review of the swimming and staff and contracted lifeguard services offered by county and its local government(s):

4. Description of outcomes to be achieved by county and its local governments:

**Organizational Capacity:** (Describe the staffing, qualifications and relevant experience of the city or county. Specify when third party contracting is utilized.)

#### E. Application Submission Checklist

The application packet should include the original application form with Parts D through Part J completed, **two copies and 1 compact disc** shall be submitted to Department of State. This application shall be used as the original application (*a fill-able form is available on the Department of State website*); additional sheets and attachments should be added in the order outlined below:

- Completed Part 1 Application**
- Completed Part 2 Project Information**
- Completed Part 3, Work Plan and Budget**

**F. Application Certification**

By submission of this application, I hereby certify that all components of the requested Total Project Costs are reasonable and necessary for the conduct of the proposed project, and that prudent analysis has been undertaken to insure that all costs are consistent with current prevailing costs for such goods or services in the geographic area benefiting from the project. Certification must be signed by an individual authorized to act on behalf of the city or the county on the eligibility list included in the agency call letter.

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law.

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(Print Name)

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(Print Title)

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(Signature)

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(Date)



<b>Task 2</b>	Description:	
	Anticipated Start Date:	
	Anticipated Completion Date:	
	Performance Measures:	
Task Narrative:		
<b>BUDGET CATEGORIES</b>	<b>COST</b>	<b>DESCRIPTION</b>
Personal Services		
Salary		
Fringe		
Non-Personal Services		
Contractual Services		
Travel		
Equipment		
Other		
<b>TOTAL</b>	\$ 0	-

<b>Task 3</b>	Description:	
	Anticipated Start Date:	
	Anticipated Completion Date:	
	Performance Measures:	
Task Narrative:		
<b>BUDGET CATEGORIES</b>	<b>COST</b>	<b>DESCRIPTION</b>
Personal Services		
Salary		
Fringe		
Non-Personal Services		
Contractual Services		
Travel		
Equipment		
Other		
<b>TOTAL</b>	\$ 0	-

<b>Task 4</b>	<b>Description:</b>	
	<b>Anticipated Start Date:</b>	
	<b>Anticipated Completion Date:</b>	
	<b>Performance Measures:</b>	
<b>Task Narrative:</b>		
<b>BUDGET CATEGORIES</b>	<b>COST</b>	<b>DESCRIPTION</b>
<b>Personal Services</b>		
Salary		
Fringe		
<b>Non-Personal Services</b>		
Contractual Services		
Travel		
Equipment		
Other		
<b>TOTAL</b>	\$ 0	-

BUDGET CATEGORIES	TOTAL BUDGET AMOUNT	SWIMS Funds Requested	Local Funds	Other Funds
<b>Personal Services</b>				
Salary	\$ 0 -	\$	\$	\$
Fringe	\$ 0 -	\$	\$	\$
<b>Non-Personal Services</b>				
Contractual Services	\$ 0 -	\$	\$	\$
Travel	\$ 0 -	\$	\$	\$
Equipment	\$ 0 -	\$	\$	\$
Other	\$ 0 -	\$	\$	\$
<b>TOTAL</b>	\$ 0 -	\$ 0 -	\$ 0 -	\$ 0 -

Verification	TOTAL PROJECT COST	SWIMS GRANT FUNDS REQUESTED	LOCAL SHARE	OTHER FUNDS
	\$ 0 -	\$ 0.00 -	\$ 0.00 -	\$ 0.00 -

**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: 8/1/2024**

- (a) Purpose of Request:  
**To amend resolution 322/2022 to re-allocate ARPA funding for use by Department of Workforce Development for training and staff development**
- (b) Details:  
**Authorize reallocation of American Rescue Plan Act funding from 31 CFR 35.6(b)(3)(ii)(A)(8) to 31 CFR 35.6(d)(1) amount TBD**
- (c) Previous Resolution Number:  
**322.2022**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**40.6293.4999 Workforce Investment Act, WIA/WIOA, American Rescue Plan Act amount TBD**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 322 OF 2022

**RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, SEEBER, THOMAS, BEATY AND WILD; AND COMMITTEE MEMBERS LAMOTHE, AGNEW, GILLES, MOORE, SWAN, GADDY AND VACANT**

**AUTHORIZING THE APPROPRIATION OF ARPA FUNDS TO THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION FOR DISTRIBUTION SUBJECT TO APPROVAL OF A PLAN FOR WORKFORCE DEVELOPMENT AND INDIVIDUAL WORKER JOB TRAINING IN WARREN COUNTY;  
AND AMENDING WARREN COUNTY BUDGET FOR 2022**

WHEREAS, the United States Department of the Treasury adopted Final Rule, 31 CFR Part 35, Subpart A, sections 35.1 through 35.12, entitled Coronavirus State and Federal Fiscal Recovery Funds, effective April 1, 2022, (hereafter, “Final Rule”) implementing the Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund, under section 9901 of the American Rescue Plan Act (hereafter “ARPA”), which amended Title VI of the Social Security Act, (42 U.S.C. Sec. 801, et seq.) by adding sections 602 and 603 to establish the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund, and

WHEREAS, the County entered into an agreement with the United States Department of Treasury, dated May 18, 2021 (hereafter, “Treasury Agreement”) that awarded Twelve Million Four Hundred Twenty Thousand Three Hundred Seventy-Two Dollars (\$12,420,372) to the County in ARPA funds to be allocated to cover costs incurred from March 3, 2021 through December 31, 2024, for the enumerated purposes set forth in sections 602(c)(1) and 603(c)(2) of the Social Security Act, as implemented by the Final Rule, and the Treasury Agreement, and subject to the restrictions set forth by sections 602(c)(2) and 603(c)(2) of the Social Security Act, and

WHEREAS, Part 35.6 of the Final Rule authorizes the County to use ARPA funds to respond to the public health emergency or its negative economic impacts when the County identifies an eligible response, applies ARPA funds to an identified harm, or authorizes funding for an eligible use for a beneficiary or class of beneficiaries; and

WHEREAS, the ARPA Committee determined that the use of ARPA funds to provide assistance to individuals who want to work and are available to work shall be set aside for use by the County of Warren Employment & Training Administration, subject to the approval of a future plan for workforce development and individual worker job training in Warren County, and has agreed to allocate funds in an amount up to

**RESOLUTION No. 322 OF 2022****PAGE 2 OF 2**

One Hundred Twenty Thousand Dollars (\$120,000) for same, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the allocation of ARPA funds to County of Warren (Employment & Training Administration) up to an amount of One Hundred Twenty Thousand Dollars (\$120,000) to provide assistance to individuals who want to work and are available to work be set aside for use by the County of Warren Employment & Training Administration, subject to the approval of a future plan for workforce development and individual worker job training in Warren County, as provided by Part 35, Subpart A, section 35.6(b)(1)(3)(ii)(A) of the Code of Federal Regulations from the effective date of this Resolution through December 31, 2024, and be it further

RESOLVED, that the Board of Supervisors does hereby authorize the following budget amendment in accordance with the aforementioned allocation of ARPA funding:

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>DEPARTMENT: EMPLOYMENT &amp; TRAINING ADMINISTRATION</b>		
<b><u>ESTIMATED REVENUE</u></b>		
40.6293.4999 4090	Workforce Invest. Act, WIA/WIOA, American Rescue Plan Act (ARPA), Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$120,000.00
<b><u>APPROPRIATIONS</u></b>		
40.6293.4999 130	Workforce Invest. Act, WIA/WIOA, American Rescue Plan Act (ARPA), Salaries - Part Time	\$50,000.00
40.6293.4999 439	Misc Fees & Expenses	52,875.00
40.6293.4999 810	Retirement	8,000.00
40.6293.4999 830	Social Security	3,000.00
40.6293.4999 831	Medicare Contribution	1,500.00
40.6293.4999 860	Hospitalization	4,625.00

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: Treasurer

DATE: 7/19/2024

(a) Title of Requested Position: Accounting Technician #3

(b) Annual **Base** Salary (and Grade if Applicable): \$58,652, Grade 19

(c) Effective Date for New Position\*: August 16, 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):

Principal Account Clerk #3, \$47,667, Grade 10

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.1325 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:

There will be savings from a vacant Principal Account Clerk #2 position and savings from the difference in salaries and benefits between the new and previous Prin Acct Clerk #2 employee

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO

(approval is necessary BEFORE bringing the request to Committee)

HR Director Initial

*1/25/24*

(h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO

(approval is necessary BEFORE bringing the request to Committee)

Co. Admin Initial

*9*

(i) Is this a mandated position?  YES  NO

If yes, please explain:

(j) Is there expected revenue from this position?  YES  NO

If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

## ACCOUNTING TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for maintaining/reconciling accounting records and preparing reports as well as billing of uncollected accounts. Duties include assisting a higher-level professional accountant in the daily accounting operations of the department. The work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

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

Reconciles assigned general ledger accounts on a monthly basis;  
 Oversees the accounts payable functions including reviewing invoice batches from the auditor and issuing checks;  
 Reviews and reconciles accounts receivables, occupancy tax return records and/or employee health insurance records on a monthly basis;  
 Performs assigned procedures for billing of uncollected accounts relating to occupancy tax returns and/or employee health insurance payments;  
 Reviews and files vendor W-9s and oversees the issuance of year end form 1099s;  
 Reviews and approves purchase orders and purchase order changes or liquidations as needed;  
 Reconciles encumbrances on a monthly basis;  
 Records budget amendments and transfers approved by the Board of Supervisors on a monthly basis;  
 Documents the account codes for checks received for receivables on a daily basis;  
 Oversees the physical asset inventory functions of the County including additions, deletions and transfers;  
 Oversees the year end physical inventory process; Reviews various Federal and State aid claims;  
 Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;  
 Assists with the preparation of the County's monthly cash flow analysis.

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

Good knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions;  
 Working knowledge of office methods and procedures and familiarity with the use of standard office equipment;  
 Working knowledge of the general principles of public finance administrations including budgeting and financial reporting;  
 Ability to prepare and complete accurate accounting reports and statements of some complexity;  
 Ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately; Ability to follow complex oral and written instructions.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree or higher in business administration, accounting or related field and one (1) year of full-time paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; or
- B) Associate's degree in business administration, accounting or related field and three (3) years of full-time, paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; or
- C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**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. 8*****Request to Establish Capital Project or Capital Reserve Project\****

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

**DEPARTMENT NAME: County Facilities - Airport**

**DATE: 7/24/2024**

- (a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): Demolition and Construction of 6 Bay T-Hangars H-431.
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$2,500,000
- (e) Source of Funding (including name & title of codes, etc.): State Match \$2,250,000 (90%) and Local Match - \$250,000 (10%) - \$230,000 - A.9950 910 Transfer - Capital Projects - Interfund Transfer. \$20,000 A 892 Reserve, Airport Repair & Projects
- (f) Purpose of Establishment: For the Demolition and Construction of 6 Bay T-Hangars

***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: County Facilities - Airport**

**DATE: 7/24/24**

- (a) Exact Title and Number of Project\*: H403 Rehab Airfield Taxiway Lighting System
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$\$11,594.56
- (e) Amount of Decrease (if applicable): NA
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): A.9950 910, Transfer - Capital Projects, Interfund Transfers.
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Due to unforeseen circumstances found in the field during construction

**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:** July 23, 2024

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Division of Criminal Justice Services Law Enforcement Technology Program grant.

(b) <b>Appropriation Code, Object Code, Full Title and Amount:</b>		
A.3110.4051 250	Sheriff's Law Enforcement	\$751,953.18
	FY2024-25 LETECH Grant	
	Technical Equipment	

(c) <b>Revenue Code (with title), and amount:</b>		
A.3110.4051 3391	Sheriff's Law Enforcement	\$751,953.18
	FY2024-25 LETECH Grant	
	Law Enforcement Technology Program (LETECH)	



## Division of Criminal Justice Services

KATHY HOCHUL  
Governor

ROSSANA ROSADO  
Commissioner

GILLIAN FLAVIN  
Deputy Commissioner

## Grant Award Notice

Friday, May 31, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your agency will receive funding under the State's Law Enforcement Technology (LETECH) Program for State Fiscal Year (FY) 2024-2025.

Project Name	Award Amount <sup>1</sup>
Warren County Sheriff's Office Law Enforcement Technology (LETECH) Program	\$751,953.18
Budget	Term Dates
SFY 2024-25	April 1, 2024 to March 31, 2025

### Additional Information:

We are pleased to inform you that Governor Kathy Hochul secured additional funding in the SFY 2024-2025 Budget to assist in the acquisition of law enforcement technology and equipment.

Please note that you will not receive a DCJS grant contract for this funding; instead you must sign and return an online attestation form, located at the following weblink:

<https://survey.alchemer.com/s3/7859407/NYS-DCJS-LETECH-2425-AttestationForm>

Upon completion of the attestation form, funds will be sent to your agency in one payment by the DCJS Office of Budget and Finance.

You may use the funds on any previously approved item within your application, or on any of the following items:

- Surveillance Cameras (Mobile/Fixed)
- License Plate Readers (Mobile/Fixed)
- Acoustic Gunshot Detection Systems
- Unmanned Aerial Vehicles (UAVs, also known as "drones")
- 3-D Crime Scene Laser Scanner
- Scanners/Readers/Radios
- Software Applications, Development and Deployment
- Patrol Vehicle Equipment (PC/Tablet, Scanners, Printer, etc.)
- Body Worn Equipment
- Lighting Systems

<sup>1</sup>The award amount listed above is contingent upon the completion and submission of the attached attestation form.

Funds may not be used to support the following purchases or expenses:

- a) Firearms
- b) Conductive Energy Devices (e.g., Tasers and Stingers)

In addition to any county or municipal procurement restrictions, awardees must adhere to all current state and federal guidance, as it relates any of the specific equipment supported through this award. These restrictions include, but are not limited to, entities that appear on the OGS Debarment list (<https://ogs.ny.gov/debarred-and-non-responsible-entities>) or on the state's Prohibited Entities List and which have been identified in the National Defense Authorization Act (NDAA) Section 889 - Prohibition on Contracting with Entities Using Certain Telecommunications and Video Surveillance Services or Equipment (<https://researchcompliance.caltech.edu/export/national-defense-authorization-act-ndaa-section-889#:~:text=NDAA%20Section%20889%20%2D%20Prohibition%20on,Video%20Surveillance%20Services%20or%20Equipment>).

If you have any questions, please email [dcjs.sm.letechquestions@dcjs.ny.gov](mailto:dcjs.sm.letechquestions@dcjs.ny.gov)

Thank you for your continued partnership. We look forward to working with you in our continued efforts to keep New Yorkers safe and build stronger communities.

**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:** July 23, 2024

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Division of Criminal Justice Services FY 2022 Edward Byrne Memorial Justice Assistance Grant Program grant.

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

A.3110.4053 455	Sheriff's Law Enforcement	\$65,000.00
	FY22 Edward Byrne Memorial Grant	
	Safety Equipment	

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

A.3110.4053 4313	Sheriff's Law Enforcement	\$65,000.00
	FY22 Edward Byrne Memorial Grant	
	Byrne Grant	



KATHY HOCHUL  
Governor

ROSSANA ROSADO  
Commissioner

CILLIAN FLAVIN  
Deputy Commissioner

## Grant Award Notice

Grantee/Contractor: <b>Warren County / Warren County Sheriff's Office</b>	Date: 6/24/2024
Program Name: Law Enforcement Equipment	Award Amount: \$65,000 <sup>1</sup>
Signatory Name and Title: Jim LaFarr, Sheriff	Term Dates: TBD
Email: <a href="mailto:james.lafarr@warrencountysheriffny.us">james.lafarr@warrencountysheriffny.us</a>	Contract Number: C632955
Program Description: To support the purchase of body armor plate carriers for the Department.	
<p><b>The following additional information is provided as required when grants are supported with federal funding:</b></p> <p><a href="#">Federal Award Identification Information</a></p> <p><b>Award Name:</b> New York State FY 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Application  <b>Federal Award Number:</b> 15PBJA-22-GG-00624-JAGX  <b>Name of the Federal Award Agency:</b> Bureau of Justice Assistance (BJA)  <b>Federal Award Lapse Date:</b> 9/30/2025  <b>Total Amount of Federal Award:</b> \$9,231,239.00  <b>Federal Fiscal Year of Funds:</b> FFY 22  <b>Catalog of Federal Domestic Assistance (CFDA) Title and Number:</b> 16.738 Edward Byrne Memorial Justice Assistance Grant Program</p>	
<b>Grant Questions</b>	
<p style="text-align: center;"><b>Primary Contact</b></p> <p style="text-align: center;">Meagan Armstrong, Public Safety Grants Representative  NYS Division of Criminal Justice Services  Office of Program Development and Funding  Phone: 518.485.5569  Email: <a href="mailto:meagan.armstrong@dcjs.ny.gov">meagan.armstrong@dcjs.ny.gov</a></p>	<p style="text-align: center;"><b>Secondary Contact</b></p> <p style="text-align: center;">Joe Lostritto, Public Safety Grants Representative  NYS Division of Criminal Justice Services  Office of Program Development and Funding  Phone: 518.485.7662  Email: <a href="mailto:joe.lostritto@dcjs.ny.gov">joe.lostritto@dcjs.ny.gov</a></p>

<sup>1</sup> The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller. This funding is provided by the Division of Criminal Justice Services (DCJS) with federal funds through the Bureau of Justice Assistance. Grantees receiving these funds will be subject to federal rules, regulations, and reporting requirements.

Thank you for all the work you do. We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

**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:** July 23, 2024

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Division of Criminal Justice Services FY 2019 Edward Byrne Memorial Justice Assistance Grant Program grant.

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

A.3110.4052 455	Sheriff's Law Enforcement	\$97,000.00
	FY19 Edward Byrne Memorial Grant	
	Safety Equipment	

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

A.3110.4052 4313	Sheriff's Law Enforcement	\$97,000.00
	FY19 Edward Byrne Memorial Grant	
	Byrne Grant	



KATHY HOCHUL  
Governor

ROSSANA ROSADO  
Commissioner

CILLIAN FLAVIN  
Deputy Commissioner

## Grant Award Notice

Grantee/Contractor: <b>Warren County / Warren County Sheriff's Office</b>	Date: 5/24/2024
Program Name: Law Enforcement Equipment	Award Amount: \$97,000 <sup>1</sup>
Signatory Name and Title: Jim LaFarr, Sheriff	Term Dates: TBD
Email: <a href="mailto:james.lafarr@warrencountysheriffny.us">james.lafarr@warrencountysheriffny.us</a>	Contract Number: C632932
Program Description: To support the purchase of Emergency Response Team equipment, tools, and training for the Department.	
<p><b>The following additional information is provided as required when grants are supported with federal funding:</b></p> <p><a href="#">Federal Award Identification Information</a></p> <p><b>Award Name:</b> New York State FY 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Application  <b>Federal Award Number:</b> 2019-DJ-BX-0017  <b>Name of the Federal Award Agency:</b> Bureau of Justice Assistance (BJA)  <b>Federal Award Lapse Date:</b> 9/30/2025  <b>Total Amount of Federal Award:</b> \$ 8,576,883  <b>Federal Fiscal Year of Funds:</b> FFY 19  <b>Catalog of Federal Domestic Assistance (CFDA) Title and Number:</b> 16.738 Edward Byrne Memorial Justice Assistance Grant Program</p>	
<b>Grant Questions</b>	
<p style="text-align: center;"><b>Primary Contact</b></p> <p style="text-align: center;">Meagan Armstrong, Public Safety Grants Representative  NYS Division of Criminal Justice Services  Office of Program Development and Funding  Phone: 518.485.5569  Email: <a href="mailto:meagan.armstrong@dcjs.ny.gov">meagan.armstrong@dcjs.ny.gov</a></p>	<p style="text-align: center;"><b>Secondary Contact</b></p> <p style="text-align: center;">Joe Lostritto, Public Safety Grants Representative  NYS Division of Criminal Justice Services  Office of Program Development and Funding  Phone: 518.485.7662  Email: <a href="mailto:joe.lostritto@dcjs.ny.gov">joe.lostritto@dcjs.ny.gov</a></p>

<sup>1</sup> The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller. This funding is provided by the Division of Criminal Justice Services (DCJS) with federal funds through the Bureau of Justice Assistance. Grantees receiving these funds will be subject to federal rules, regulations, and reporting requirements.

Thank you for all the work you do. We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

**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: Veterans' Services**

**DATE: 7/10/2024**

- (a) Purpose of Amendment: **To increase our budget and accommodate incoming funds allowed under Res 208 of 2019 from OFA**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6510 442 - Automotive Supplies & Repair - \$30,000**
- (c) Revenue Code (with title), and Amount: **A. 6510 2390 - Gov't Share of Joint Activity - \$30,000 (represents full amount paid out at \$7,500/quarter)**

**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 OE ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Amendment: **To reflect the receipt of NYS BOE Ballots by Mail Grant Funds**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.1450 424, Board of Elections, Postage - \$36,831.78**
  
- (c) Revenue Code (with title), and Amount: **A.1450 3057, Board of Elections, Ballots by Mail Grant - \$36,831.78**

**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: AUGUST 1, 2024**

- (a) Purpose of Amendment: **To reflect the receipt of NYS BOE General Election Grant Funding**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.1450.439, Board of Elections, Misc. Fees & Expenses - \$26,599.32**
  
- (c) Revenue Code (with title), and Amount: **A.1450 3052, Board of Elections, Aid to Locality Grant - \$26,599.32**

**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: AUGUST 1, 2024**

- (a) Purpose of Amendment: **To reflect the receipt of NYS BOE Poll Books Grant Funding**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450 439, Board of Elections, Misc. Fees & Expenses - \$63,360.37**
- (c) Revenue Code (with title), and Amount: **A.1450 3058, Board of Elections, Poll Book Grant - \$63,360.37**

***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: Park O & M**

**DATE: 7/24/24**

- (a) Purpose of Request: To Reimburse Village of Lake George for Charles R. Wood Park May Attendants.
- (b) Details: Appropriation code A.1625 413 Charles R. Wood Park, Repair and Maint-Bldg/Property \$\$2,584.01.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required) List Budget Code, Object Code, Full Title\* and Amount: Deferred Revenue – Gaslight Village Parking Fees, A.691.07 \$2,584.01.

**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: DPW**

**DATE: 7/24/24**

- (a) Exact Title and Number of Project\*: H411 Corinth Road (CR 28) over Clendon Brook Culvert Replacement Project, Town of Queensbury
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$1,855,000.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): D.9950 910 Transfers - Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund project construction phase

**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: 7/24/24**

- (a) Purpose of Request: To establish road projects
- (b) The following road projects shall be established by the Treasurer with funding to be transferred from various road projects under a separate resolution

D.5112 8366	Crack Sealing Project	\$300,000.00
8367	Guide Rail Project	\$250,000.00
8368	2024 CR#35 Diamond Point Road	\$350,000.00

- (c) Previous Resolution Number: NA

AGENDA  
AUGUST 1 2024

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

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda
  - 1) **SUNY Adirondack representatives to provide and update on the College.**
  - 2) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**  
Review of report on tracking of vacancies filled.
  - 3) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**  
***Fire Prevention & Building Code Enforcement (Charles Wallace, Administrator):***  
Request to amend the Table of Organization and Salary Schedule to create the new position of Fire Prevention & Building Code Enforcement Officer- PT, *Grade 17, Base Annual Salary \$56,356*, effective August 19, 2024.
  - 4) **Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):**  
***Tourism (Heather Bagshaw, Director) -***  
Request to amend the Table of Organization and Salary Schedule to create the new position of Fiscal Coordinator *Grade 15, Base Annual Salary \$52,674*, and delete the position of Principle Account Clerk, effective August 19, 2024.
  - 5) **Request/Item to be Discussed by the County Treasurer (Christine Norton, Treasurer):**  
Request to amend the Table of Organization and Salary Schedule to create the new position of Accounting Technician #3, *Grade 19, Base Annual Salary \$58,652*, and delete the position of Principle Account Clerk #3, *Grade 10, Base Annual Salary \$47,667*, effective August 19, 2024. ***Note: Request must also be approved by the Finance & Budget Committee as the proper oversight Committee for the County Treasurer.***
  - 6) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
    - A) **Litigation Update:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of potential, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below which shall be identified at the time of the meeting:
      - A. **Lawsuits without Insurance Coverage:**
        - 1) Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021.
        - 2) Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021.
        - 3) Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
        - 4) Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
          - "Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
          - " March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
          - "New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.
          - "May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.
          - " July 19, 2024: Plaintiff filed opposition papers to County's Motion to Dismiss.
          - " July 25, 2024: County filed reply brief in response to plaintiff's opposition papers.
    - 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.

**CONTINUED**

- 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.
- 6) Notice of Claim served July 15, 2024. Jennifer Dees & Ethan Smith. Date of Loss alleged: June 2024. Warren County District Attorney's Office regarding assignment as special prosecutor for Saratoga County in the matter of People v. Veronica Smith.

**V. Pending Items:**

No Items this Month.

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

**VII. Motion to adjourn**

**RESOLUTION REQUEST FORM NO. 11**

*Request to Create New Position*

**DEPARTMENT NAME:** Building & Fire Code

**DATE:** 7/25/2024

- (a) Title of Requested Position: Fire Prevention & Building Code Enforcement Officer - PT
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 17, \$56,356 (how many hours/week)
- (c) Effective Date for New Position\*: Subject to full board approval  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
(Include annual salary and grade if applicable):  
None
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.3620 110
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* HR Director Initial NE
- (h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* Co. Admin Initial JA
- (i) Is this a mandated position?  YES  NO  
If yes, please explain:
- (j) Is there expected revenue from this position?  YES  NO  
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

**BUILDING AND CODE ENFORCEMENT OFFICER**

**GENERAL STATEMENT OF DUTIES:** Inspects the construction and repair of buildings and structures and enforces the provisions of local building ordinances and portions of the multiple residence law; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for reviewing and passing on plans and specifications submitted with applications for building permits and for inspecting buildings erected or under construction or repair for compliance with approved plans and specifications, and appropriate laws, codes and ordinances. Employees in this class do not have responsibility for the examination of plans for the construction or for the inspection of large-scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction are necessitated, a municipality must engage a licensed professional engineer or architect. The work is performed under direction of the local legislative body with leeway allowed for exercise of independent judgment in carrying out work details. Supervision is exercised over a small number of technical and clerical assistants. Does related work as required.

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

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and requirements of applicable ordinances and laws;  
 Reviews and passes upon sign and sewage permit applications;  
 Issues building permits and furnishes prescribed certificates of occupancy upon application;  
 Explains the requirements of the local building code and the New York State Multiple Residence Law and related laws to building contractors and the general public;  
 Reviews requests for variances, reviews them and makes recommendations, and presents them to the appropriate Boards;  
 Issues orders under statutory authority, that unsafe conditions be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;  
 Acts as liaison with other agencies on building construction, inspection and related matters;  
 Assists the Planning Board in technical aspects of their work;  
 Prepares a wide variety of records and reports;  
 May review and approve or disapprove various licenses applications.

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

Thorough knowledge of modern principles, practices, materials and tools used in building construction;  
 Thorough knowledge of the requirements of the local building codes;  
 Good knowledge of the building trades;  
 Good knowledge of the New York State Multiple Residence Law;  
 Working knowledge of the methods and procedures of installing residential commercial and small industrial sewage and waste disposal systems;  
 Ability to establish and maintain cooperative relationships with other public officials, building contractors and with the general public;  
 Ability to read and interpret plans and specifications;  
 Ability to be firm but courteous; good powers of observation;  
 Physical condition suitable to the demand of the position.

**MINIMUM REQUIREMENTS:**

- A) Bachelor's degree in engineering or architecture; or
- B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of responsible experience in building construction work; or
- C) An equivalent combination of training and experience as described above.

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

DEPARTMENT NAME: Tourism Department

DATE: July 23, 2024

- (a) Title of Requested Position: Fiscal Coordinator
- (b) Annual Base Salary (and Grade if Applicable): \$52,674 (Grade 15)
- (c) Effective Date for New Position\*: Upon Board of Supervisor Approval  
\*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):  
Principal Account Clerk
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.6417.0001.110
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* HR Director Initial *AG 7/19/24*
- (h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* Co. Admin Initial *JH 7/19/24*
- (i) Is this a mandated position?  YES  NO  
If yes, please explain:
- (j) Is there expected revenue from this position?  YES  NO  
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

## FISCAL COORDINATOR

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

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

Oversees and participates in department's fiscal and accounting processes including fiscal control of program and/or grant funds, accounts payable, accounts receivable and purchasing;  
 Prepares vouchers, purchase orders, encumbrances and other fiscal documents relating to all applicable Federal, State and locally-funded programs and/or grants with accuracy to ensure maximum appropriations of charges;  
 Maintains and reconciles ledgers of revenues received with bank statements;  
 Oversees and assists in the classification of a variety of receipts and expenditures and the distribution of costs according to prescribed codes and accounts;  
 Performs all support functions in the preparation of the department's budget, including data collection, preparation of budget forms, reconciliation, analysis and summaries;  
 Assists and advises department head in formulating, administering and assessing policies relating to fiscal administration of the budget, program expenses and agency procedures;  
 Prepares departmental financial reports and correspondence; Monitors contracts and service agreements;  
 Monitors agency adherence to regulations regarding the disbursement of Federal, State and locally-funded programs and/or grants;  
 Communicates with various Federal, State and local representatives regarding program funding and fiscal affairs within scope of responsibility;  
 Performs all work related to the efficient execution of the accounting functions of the agency;  
 Resourcefulness in resolving varied administration problems.

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

Good knowledge of modern governmental accounting and fiscal procedures and techniques including budgeting and appropriation practices as relates to grant disbursement and general office accounting;  
 Good knowledge of methods used in keeping financial accounts and records;  
 Good knowledge of modern fiscal terminology, practices and procedures;  
 Good knowledge of the laws, rules and regulations related to departmental functions;  
 Ability to acquire a working knowledge of agency affairs related to fiscal management;  
 Ability to prepare complete and accurate financial reports and statements;  
 Ability to present written and oral comments and opinions clearly and concisely;  
 Good judgment, accuracy, integrity, resourcefulness and tact.

**MINIMUM QUALIFICATIONS:**

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

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