

Warren County Board of Supervisors

**AGENDA
FRIDAY JUNE 20, 2025
BOARD MEETING**



10:00 a.m. Call Meeting to Order

Pledge of Allegiance - Supervisor Runyon

Roll Call

Motion to approve minutes of the May 13, 2025 Board Meeting, subject to correction by the Clerk

Recognition of the retirement of Dr. Kristine Duffy, President - SUNY Adirondack

Presentation of SUNY Adirondack Certificate of Excellence Award to Emily Enslow

Presentation of certificates to winners of Tar Wars Tobacco Prevention Program and Poster Contest

Privilege of the Floor and Public Comment

Chair declares Public Hearing open on the proposed Warren County 2040 Comprehensive Plan and requests Clerk read Notice of Public Hearing aloud

Report by Committee Chairs (including Chairman of the Board's Report)

Report of County Administrator

Report of County Attorney

Reading of Communications

Reading of Resolutions

Recusals on Resolutions

Discussion and Public Comment on Proposed Resolutions

Requests for Roll Call Votes

Vote on Resolutions

Privilege of the Floor and Public Comment

Announcements

Motion to Adjourn

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

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

1,002

Yes	837
No	-
Absent	165
Not Voting	-

Resolution PASSES

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

Supervisor	Town	Wt Vote	Vote
Runyon	Thurman	17	Y
Conover	Bolton	31	A
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	A
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Geraci	Horicon	22	Y
Bean	Johnsburg	33	Y
Crocitto	Lake George	53	Y
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No	-
Absent	76
Not Voting	-
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Warren County Board of Supervisors

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
PROC 26		PROCLAMATION - ELDER ABUSE AWARENESS DAY - <i>JUNE 15, 2025</i>
PROC 27		PROCLAMATION - ALZHEIMER'S AWARENESS MONTH - <i>JUNE 2025</i>
PROC 28		PROCLAMATION - PTSD AWARENESS MONTH - <i>JUNE 2025</i>
PROC 29		PROCLAMATION - PRIDE MONTH - <i>JUNE 2025</i>
206	ROLL CALL	FINANCE & BUDGET - MAKING SUPPLEMENTAL APPROPRIATIONS
207	ROLL CALL	FINANCE & BUDGET - AMENDING WARREN COUNTY BUDGET FOR 2025 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY
208	ROLL CALL	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>)- ADOPTING THE WARREN COUNTY COMPREHENSIVE PLAN
209		HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AMENDING MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN, ACTING FOR AND ON BEHALF OF WARREN-HAMILTON COUNTIES' OFFICE FOR THE AGING, AND COUNTRYSIDE ADULT HOME FOR OPERATION OF THE WARRENSBURG MEALSITE AND CHESTERTOWN MEALSITE, TO INCREASE THE NOT TO EXCEED AMOUNT AND INCLUDE MEALS FOR RESIDENTS IN THE TOWN OF JOHNSBURG
210		HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AMENDING RESOLUTION NO. 708 OF 2022, WHICH AUTHORIZED AN AGREEMENT WITH THE SALVATION ARMY FOR WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING SENIOR NUTRITION MEAL PROGRAM - SUPPLEMENTAL REQUEST FOR PROPOSALS (WC 48-22), TO INCREASE THE COST PER MEAL
211		HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>)-ACCEPTING PROPOSAL FROM WARREN-WASHINGTON COUNTY HOMELESS YOUTH COALITION, INC. DBA WAIT HOUSE, INC. AND AUTHORIZING AGREEMENT TO PROVIDE SITE DEVELOPMENT SERVICES, OPERATIONAL PLAN PROPOSAL AND ANTICIPATED BUDGET FOR A HOMELESS FAMILY SHELTER; SUBMISSION OF A GRANT APPLICATION BASED ON THE SITE DEVELOPMENT, OPERATIONAL PLAN AND BUDGET; AND, IF FUNDED, FURTHER AGREEMENTS FOR THE RENOVATION AND OPERATION OF THE SHELTER FOR THE WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES (WC 24-25)

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
212		HUMAN SERVICES (DEPARTMENT OF SOCIAL SERVICES) - INTRODUCING PROPOSED LOCAL LAW NO. 2 OF 2025, ENTITLED "A LOCAL LAW SUPERCEDING COUNTY LAW SECTIONS 215(3) AND 215(6) AND AUTHORIZING THE LEASE OF A PORTION OR ALL OF CERTAIN WARREN COUNTY OWNED PROPERTY, COMMONLY KNOWN AS BUILDING #11, 48 OR 50 GURNEY LANE IN THE TOWN OF QUEENSBURY (HEREAFTER, "PROPERTY") WITHOUT PUBLIC ADVERTISEMENT OR AUCTION," AND AUTHORIZING PUBLIC HEARING THEREON <i>RESOLUTION AMENDED FROM THE FLOOR</i>
213		OCCUPANCY TAX COORDINATION - ADOPTING THE OCCUPANCY TAX GRANT APPLICATION FOR CONVENTIONS, TRADE SHOWS AND EVENTS
214		PARK OPERATIONS & MANAGEMENT (O&M) - AMENDING RESOLUTION NO. 209 OF 2023, WHICH AUTHORIZED AN INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE AND THE TOWN OF LAKE GEORGE TO PROVIDE FUNDING FOR THE LAKE GEORGE EVENT MANAGER POSITION, TO PAY A LUMP SUM TO UTILIZE VILLAGE OF LAKE GEORGE EMPLOYEES OR OFFICERS TO COMPLETE AND PERFORM SERVICES RELATED TO SPECIAL EVENTS COORDINATION
215		PUBLIC WORKS (DPW) - AUTHORIZING AGREEMENT WITH CHA CONSULTING, INC. TO PROVIDE CONSULTANT SERVICES FOR THE PRELIMINARY DESIGN, RIGHT OF WAY INCIDENTALS, RIGHT OF WAY ACQUISITION, CONSTRUCTION SUPPORT AND CONSTRUCTION INSPECTION RELATED TO CAPITAL PROJECT NOS. H439, DIAMOND POINT ROAD (CR 35) OVER SMITH BROOK WEST, AND H440, DIAMOND POINT ROAD (CR 35) OVER SMITH BROOK EAST
216		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (CLERK OF THE BOARD) - AUTHORIZING AMANDA ALLEN, CLERK OF THE BOARD OF SUPERVISORS, TO SERVE AS AN OFFICER OF THE NEW YORK STATE ASSOCIATION OF CLERKS OF COUNTY LEGISLATIVE BOARDS
217		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (COUNTY ADMINISTRATOR) - RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE TEAMSTERS LOCAL 294 ("UNION"), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND THE TEAMSTERS LOCAL 294 FOR A TERM COMMENCING JANUARY 1, 2025 AND TERMINATING DECEMBER 31, 2028

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
218		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (COUNTY ATTORNEY) - ADOPTING THE WARREN COUNTY EMPLOYEE TIMEKEEPING APPROVAL MANAGEMENT POLICY
219		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (COUNTY ATTORNEY) - ADOPTING THE COUNTY OF WARREN UNMANNED AIRCRAFT SYSTEM USE POLICY
220	ROLL CALL	FINANCE & BUDGET (AIRPORT) - ESTABLISHING CAPITAL PROJECT NO. H443, NORTHERN AIRCRAFT APRON AND TAXIWAY B RECONSTRUCTION (DESIGN) PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2025
221	ROLL CALL	FINANCE & BUDGET (INFORMATION TECHNOLOGY) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO THE INFORMATION TECHNOLOGY BUDGET TO PURCHASE COMPUTERS AND RELATED EQUIPMENT AND SOFTWARE; AND AMENDING 2025 WARREN COUNTY BUDGET
222		FINANCE & BUDGET - INTRODUCING TENTATIVE OPERATING BUDGET FOR ADIRONDACK COMMUNITY COLLEGE FISCAL YEAR 2025-2026 AND PROVIDING FOR PUBLIC HEARING
223		RUNYON AND MERLINO - WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT REPAIR & PROJECTS RESERVE FUND TO THE DEPARTMENT OF PUBLIC WORKS BUDGET TO FUND CAPITAL PROJECT H443, NORTHERN AIRCRAFT APRON AND TAXIWAY B RECONSTRUCTION (DESIGN) PROJECT; AND AMENDING 2025 WARREN COUNTY BUDGET
224	ROLL CALL	SUPERVISORS DRISCOLL AND GILLIGAN - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT REPAIR & PROJECTS RESERVE FUND TO THE DEPARTMENT OF PUBLIC WORKS BUDGET TO FUND CAPITAL PROJECT H443, NORTHERN AIRCRAFT APRON AND TAXIWAY B RECONSTRUCTION (DESIGN) PROJECT; AND AMENDING 2025 WARREN COUNTY BUDGET

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<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
225		SUPERVISORS RUNYON AND BEAN - WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE ("ALLIANCE"), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE FOR A TERM COMMENCING RETROACTIVE TO JANUARY 1, 2025 AND TERMINATING DECEMBER 31, 2028
226		SUPERVISORS RUNYON AND STRAINER - RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE ("ALLIANCE"), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE FOR A TERM COMMENCING RETROACTIVE TO JANUARY 1, 2025 AND TERMINATING DECEMBER 31, 2028
227		SUPERVISORS STROUGH AND THOMAS - WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION AMENDING RESOLUTION NO. 141 OF 2021, AUTHORIZING INCREASE IN THE HOURLY RATE OF PAY FOR ELECTIONS POLLSITE INSPECTORS TO RESOLVE ISSUES WITH RETENTION AND RECRUITING, TO INCREASE THE HOURLY RATE OF PAY
228		SUPERVISORS STROUGH AND BEAN - AMENDING RESOLUTION NO. 141 OF 2021, AUTHORIZING INCREASE IN THE HOURLY RATE OF PAY FOR ELECTIONS POLLSITE INSPECTORS TO RESOLVE ISSUES WITH RETENTION AND RECRUITING, TO INCREASE THE HOURLY RATE OF PAY

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RES. NO. **VOTE** **DESCRIPTION**

PROCLAMATION NOS. 26-29; RESOLUTION NOS. 206-222; AND FLOOR RESOLUTION NOS. 1-4 (LATER RESOLUTION NOS. 223-226) WERE POSTED TO THE WARREN COUNTY WEBSITE AND DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON FRIDAY JUNE 13, 2025

FLOOR RESOLUTION NOS. 5-6 (LATER RESOLUTION NOS. 227-228) WERE POSTED TO THE WARREN COUNTY WEBSITE AND DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON TUESDAY JUNE 17, 2025

HEALTH EDUCATION

Nicotine & Tobacco

Prevention Education

Warren County Health Services
June 20, 2025



NYS Youth Tobacco Use by the Numbers

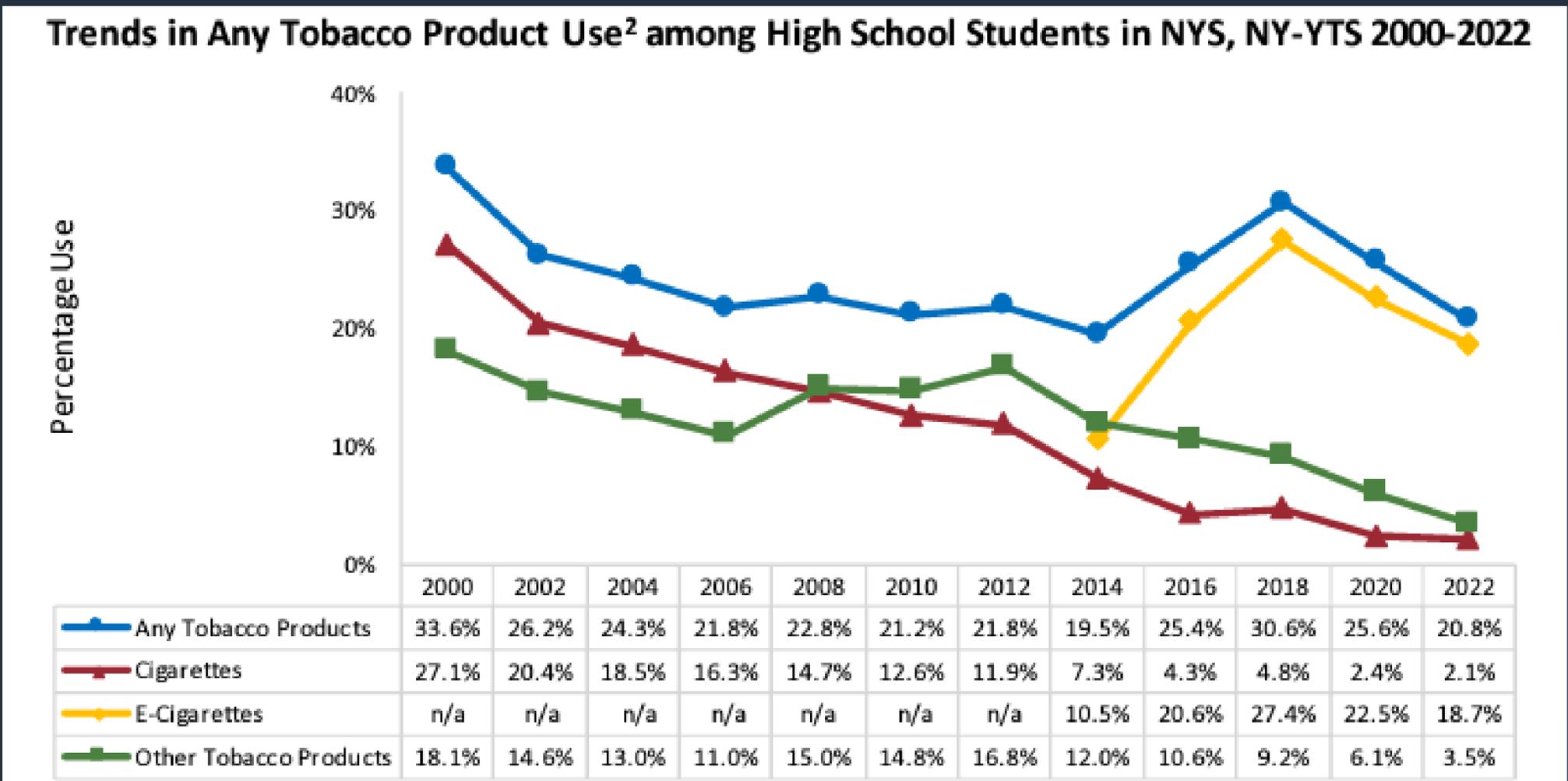
NYS Youth tobacco use rates had been in steady decline for 15 years

- Youth cigarette use 2.1% is at its lowest level since it has been tracked
- Use of other tobacco products including cigars, chew tobacco is also at all time lows

Unfortunately, that progress was upended in 2014 with the explosion of e-cigarettes or vapes.

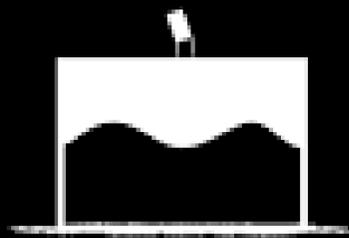
- From 2014-2018 youth e-cigarettes use increased by 161%.
- Youth tobacco use rates increased by 57%

Almost two decades worth of progress reducing youth tobacco use was wiped out in 4 years. Thankfully through Public Health and legislative efforts youth tobacco use rates are again declining.

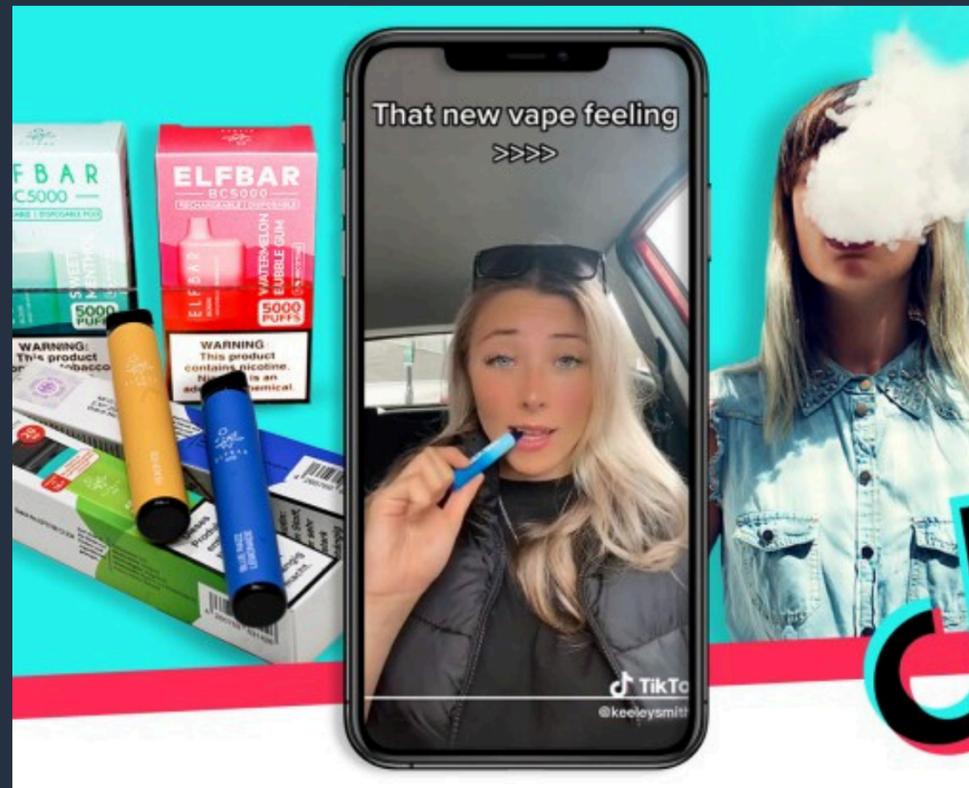


Public Health continues to fight to reduce the impacts of tobacco and nicotine on your youth and communities, but it is an uphill battle and resources remain limited. Funding and legislative support are vital to achieving positive outcomes. Tar Wars is just one example of that support.

Most e-cigarettes contain nicotine, which is highly addictive. Nicotine can harm the parts of an adolescent's brain that control attention, learning, mood, and impulse control.



THE AVERAGE AGE OF A NEW
SMOKER IN NEW YORK STATE IS
13 YEARS OLD



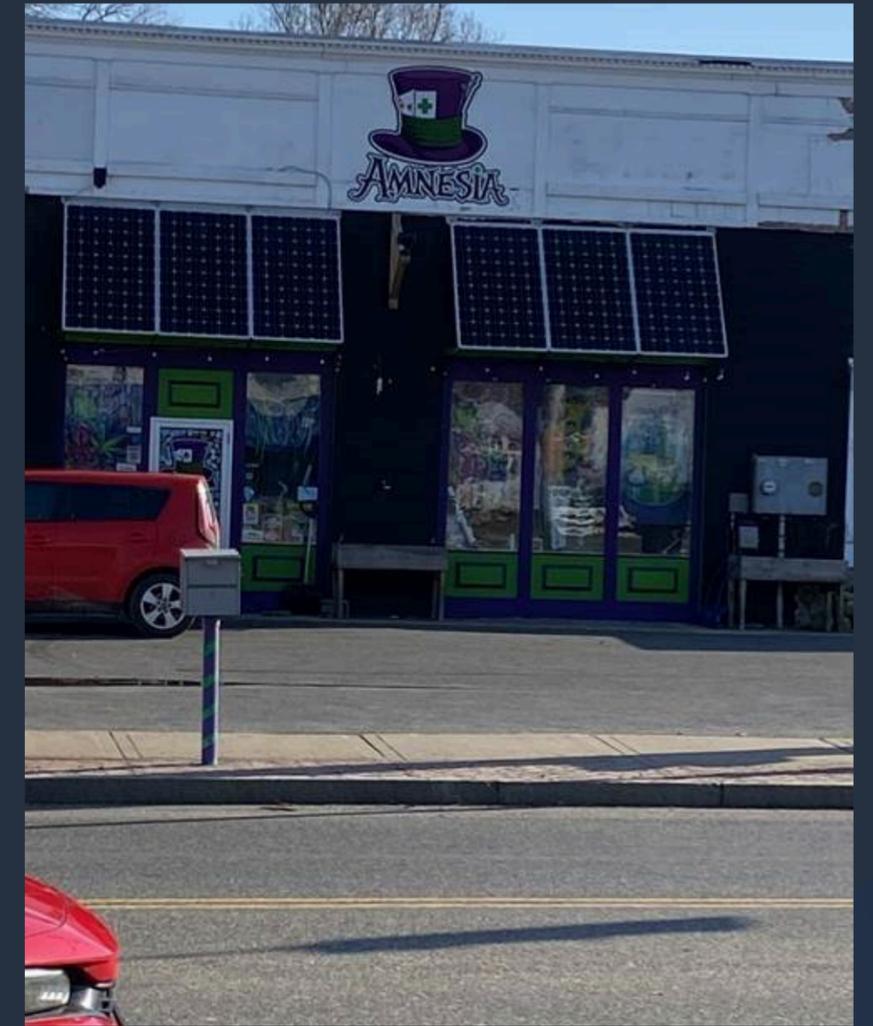
E-cigarette marketing, the availability of flavored products, social influences, and the effects of nicotine can influence youth to start or continue vaping.

Acute nicotine exposure can be toxic. Children and adults have been poisoned by swallowing, breathing, or absorbing vaping liquid through their skin or eyes. More than 80% of calls to U.S. poison control centers for e-cigarettes are for children less than 5 years old.



Local Shops

Did you know there are 93 registered tobacco and vape retailers in Warren County? This includes stand-alone, convenient stores, gas stations etc. Smokers have greater access to tobacco products than they do to primary care physicians. 1 retailer per 141 smokers. 1 physician per 839 residents.



Warren County Overall Winners



FIRST PLACE COUNTYWIDE

Olivia Barrows

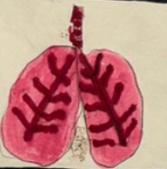
School: Glens Falls Middle School
Grade: 5

STAY TOBACCO

If

Healthy lungs

Free breathing



Free heart



Clean teeth



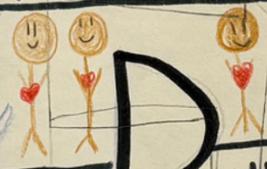
Good body



You

Healthy family

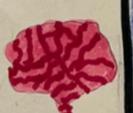
No second hand smoke



Feeling good!!!



Healthy brain



Good



energy



stay

Healthy environment



Good breath



Free life

Wild life



Good



free

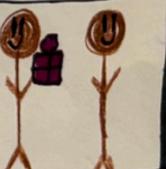
Happy life



Can do sports



Be yourself



Hey



Hi

These

things

will happen

to you

SECOND PLACE COUNTYWIDE

Zoey Arias

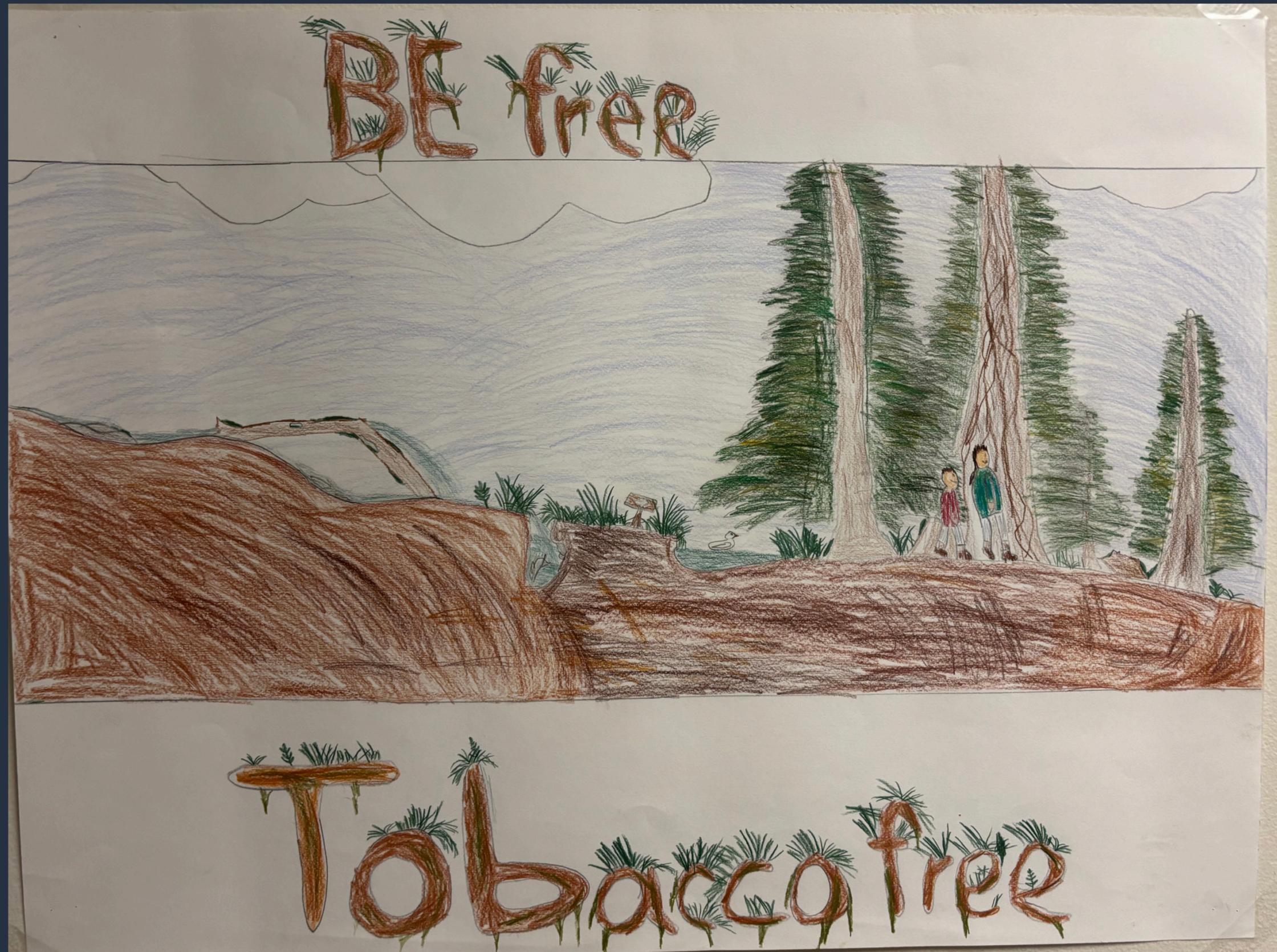
School: Glens Falls Middle School
Grade: 5



THIRD PLACE COUNTYWIDE

Bryce Mance

School: North Warren Central School
Grade: 4



First Place Winners Participating Schools

GLENS FALLS MIDDLE SCHOOL
JOHNSBURG CENTRAL SCHOOL
WILLIAM H. BARTON INTERMEDIATE SCHOOL
BIG CROSS ELEMENTARY
JACKSON HEIGHTS ELEMENTARY
BOLTON CENTRAL SCHOOL
WARRENSBURG CENTRAL SCHOOL
ST. MARY'S ACADEMY
LAKE GEORGE CENTRAL SCHOOL
NORTH WARREN CENTRAL SCHOOL



Gracelyn Monroe

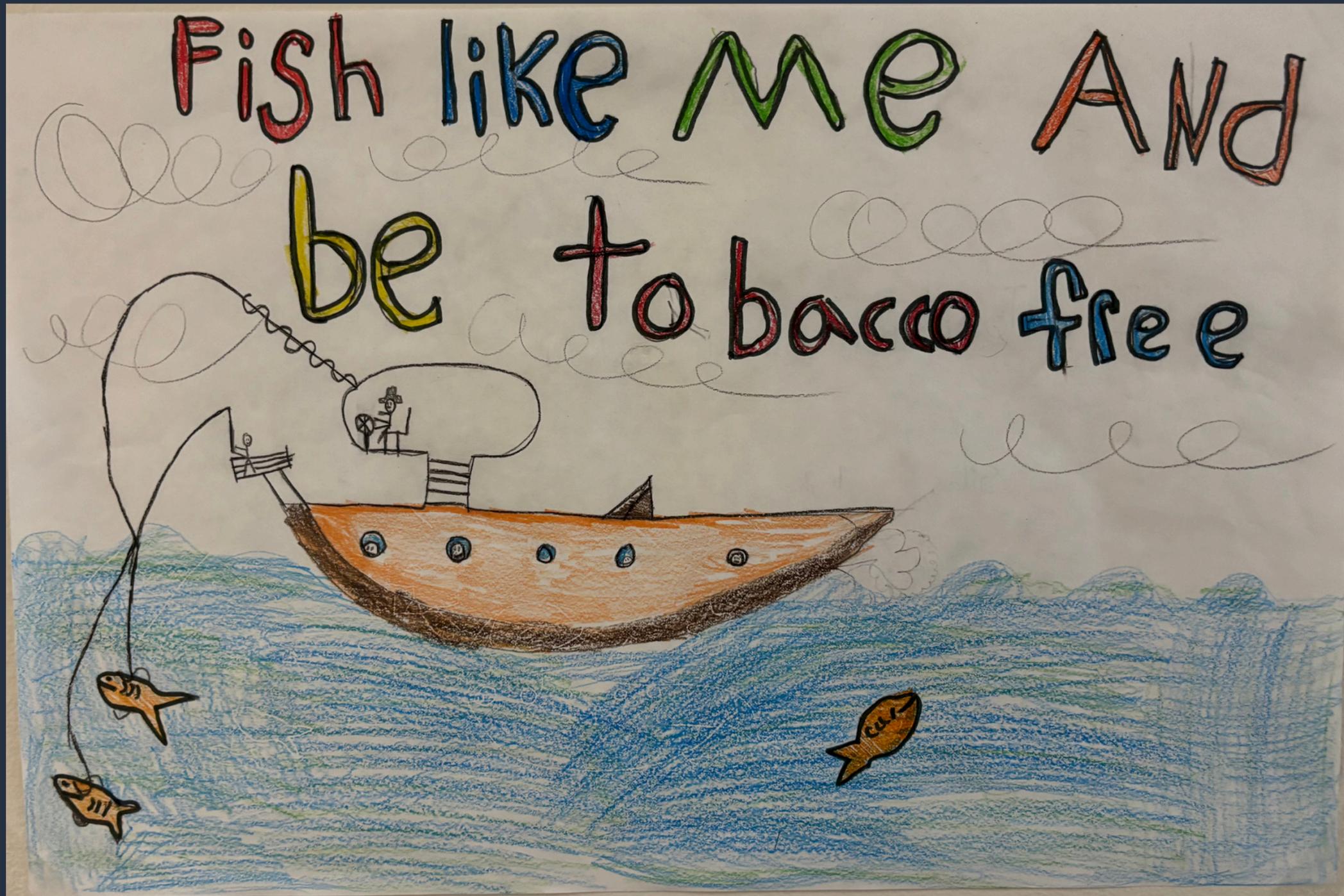
School: Johnsbury Central School

Grade: 4



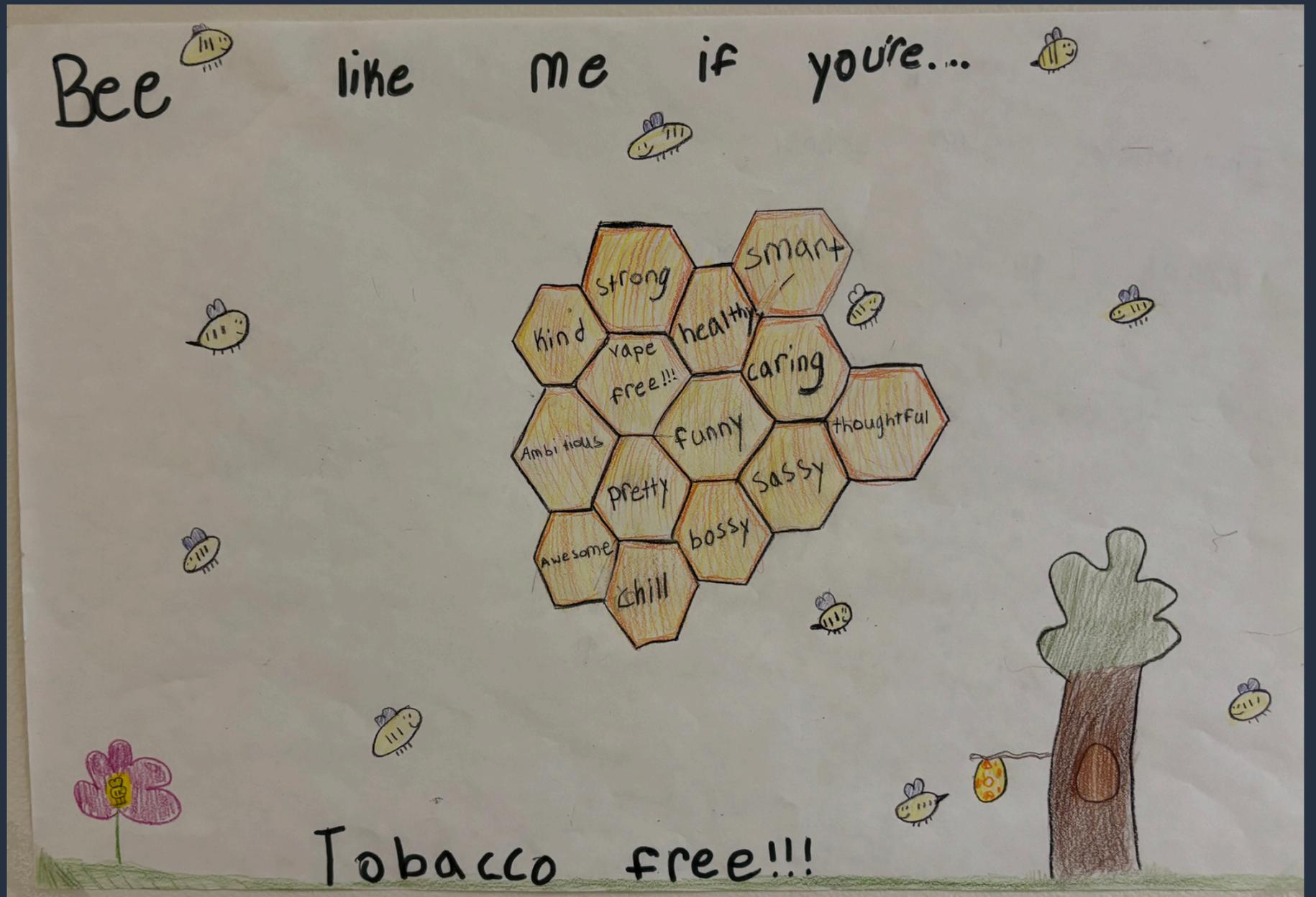
Silas Leigh

School: Johnsbury Central School
Grade: 5



Kinleigh Lawrence

School: Johnsburg Central School
Grade: 5



Josie Smith

School: William H. Barton Intermediate School

Grade: 4



Elora Garcia

School: William H. Barton Intermediate School
Grade: 5



Cosette Thompson

School: Big Cross Elementary School

Grade: 4



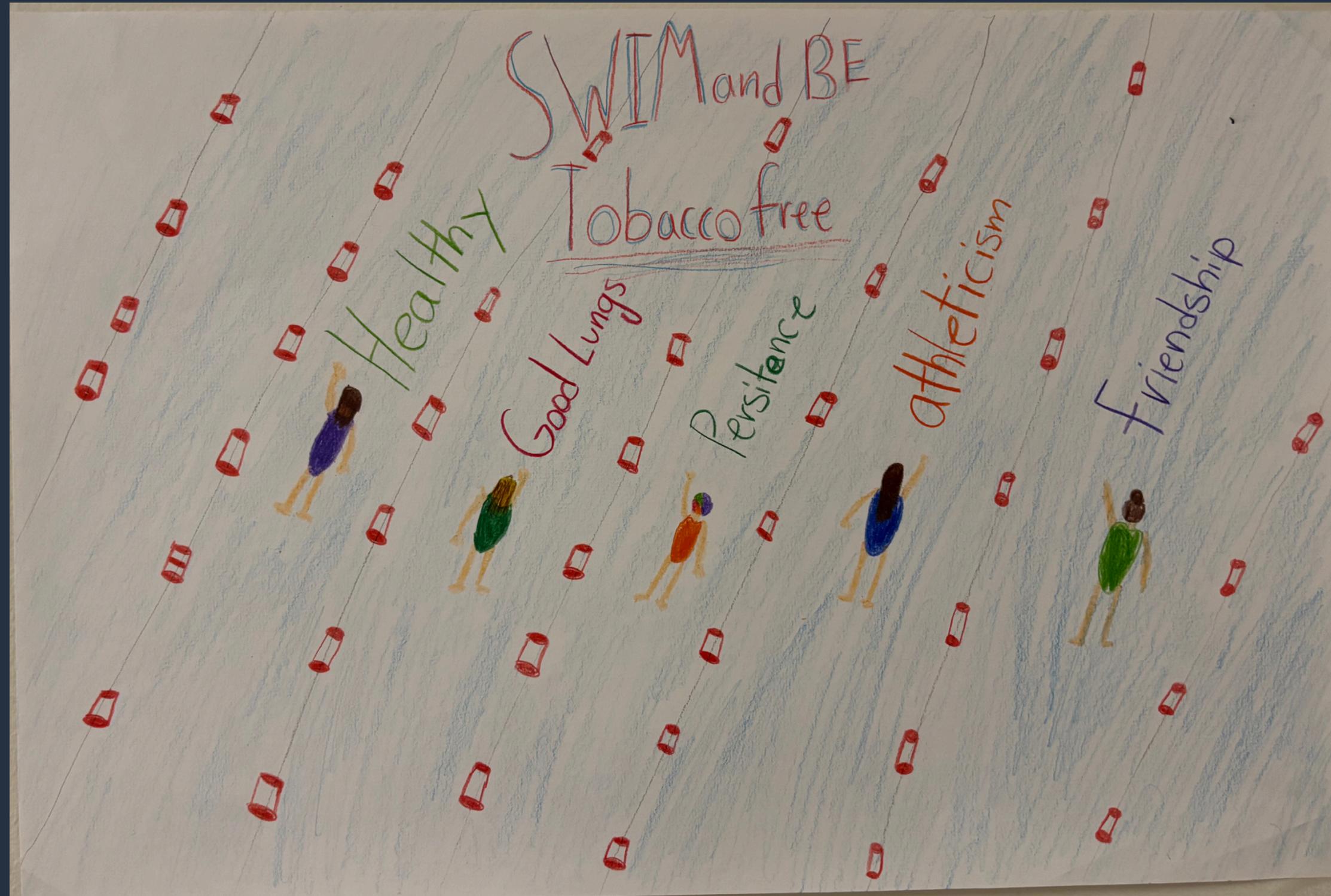
Daniel Hoose

School: Bolton Central School
Grade: 4



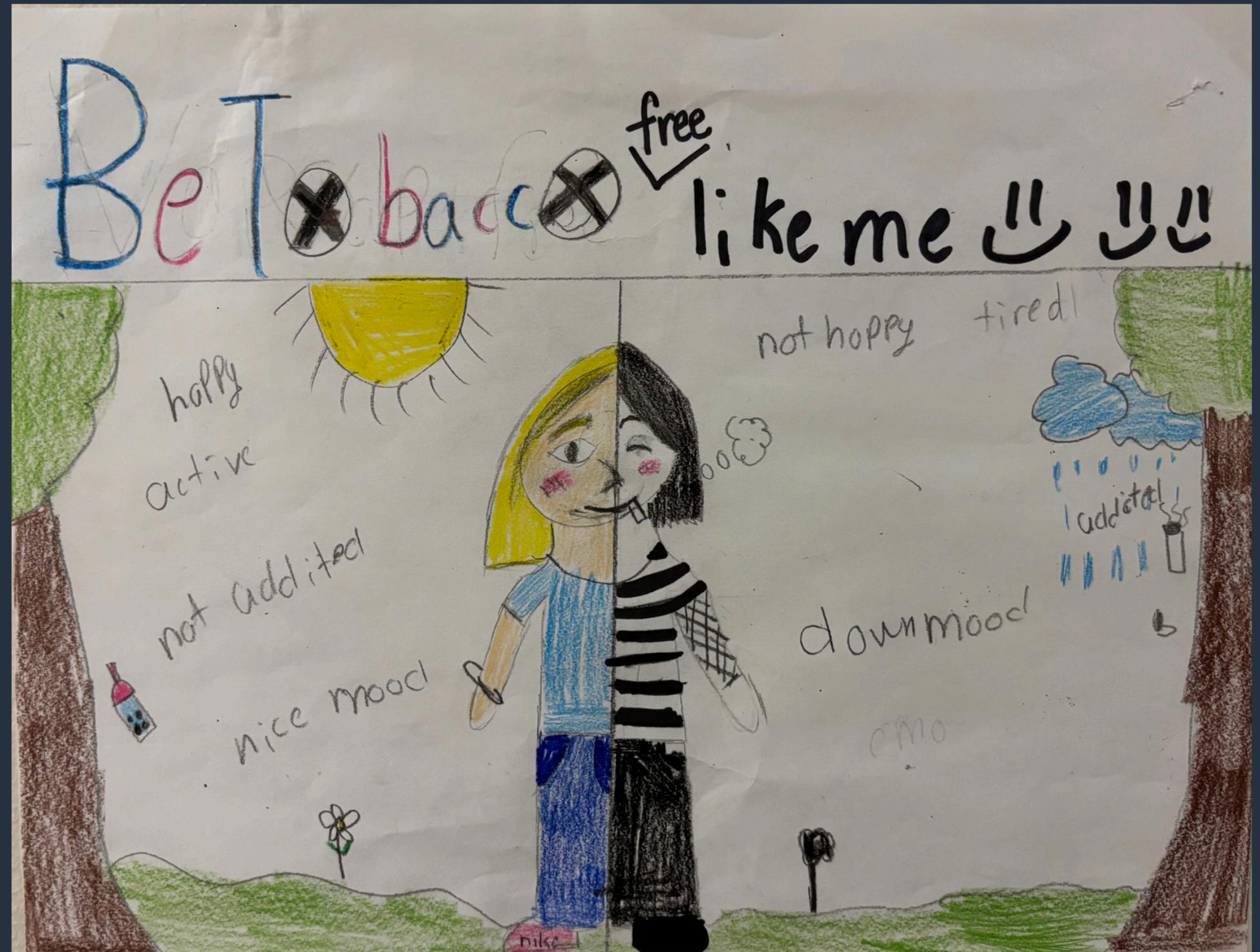
Eleanor Cummings

School: Bolton Central School
Grade: 5



Rori Monroe

School: Warrensburg Central School
Grade: 4



Victoria Hernandez

School: St. Mary's Academy

Grade: 4



Payton Henel

School: St. Mary's Academy
Grade: 5

When you're on the **Chain**
you feel **pain!**

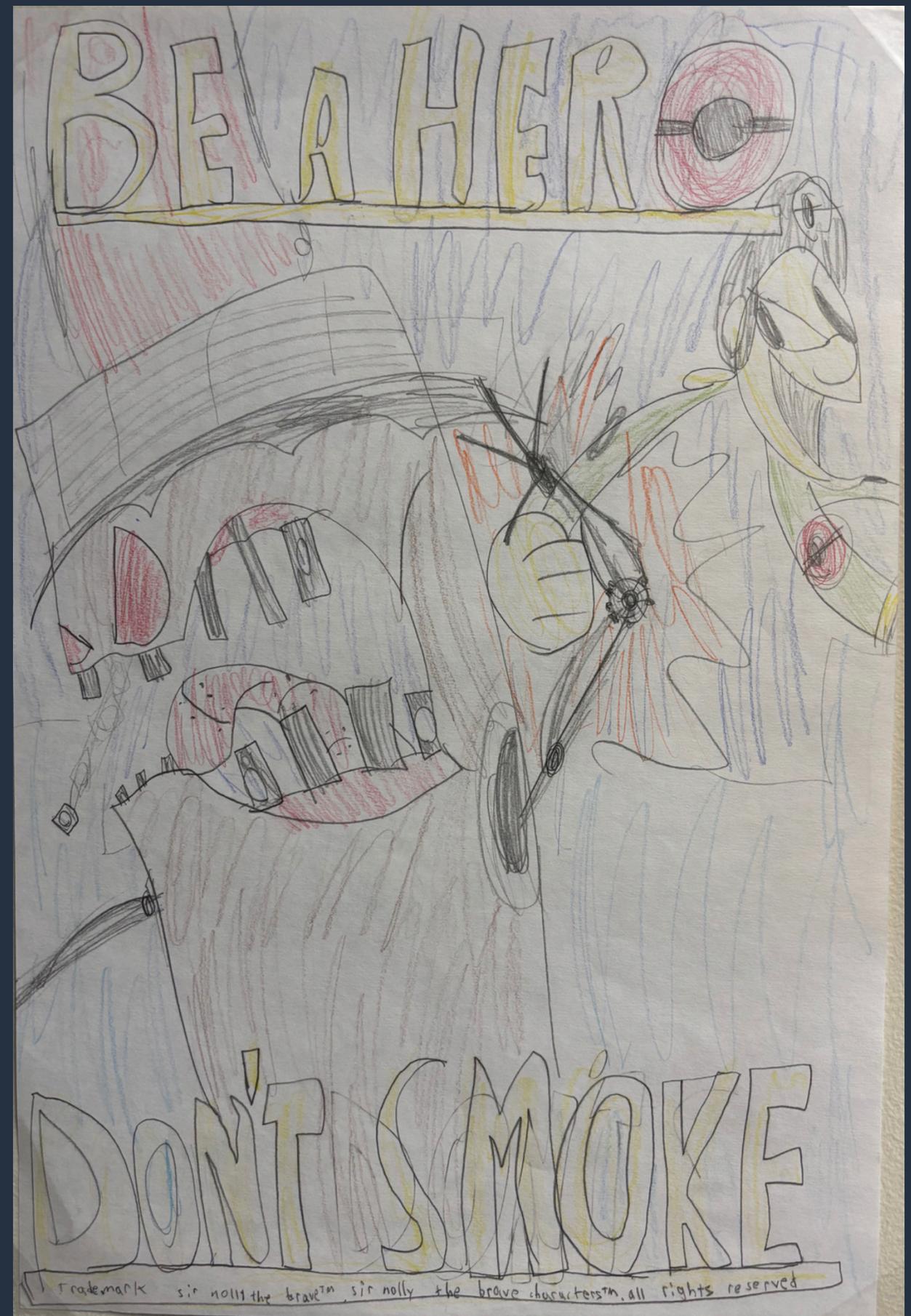
Break free and **Be** **Free!**
Be **Free!**



Logan Egerton

School: Lake George Central School

Grade: 4

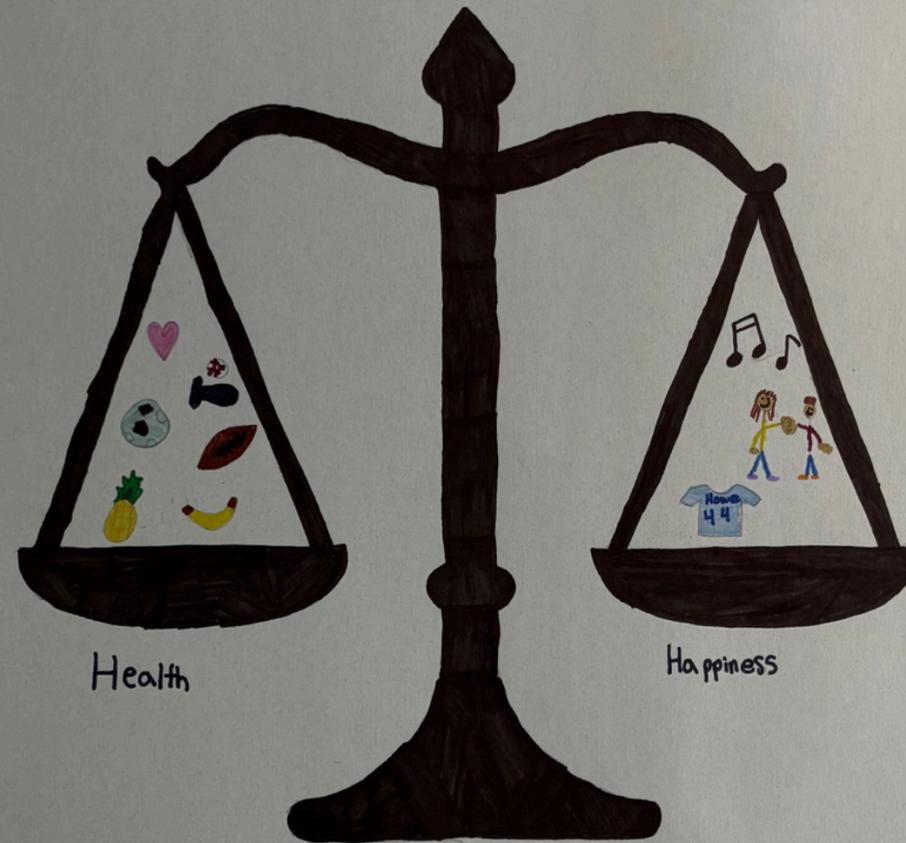


Ily Howe

School: Lake George Central School

Grade: 5

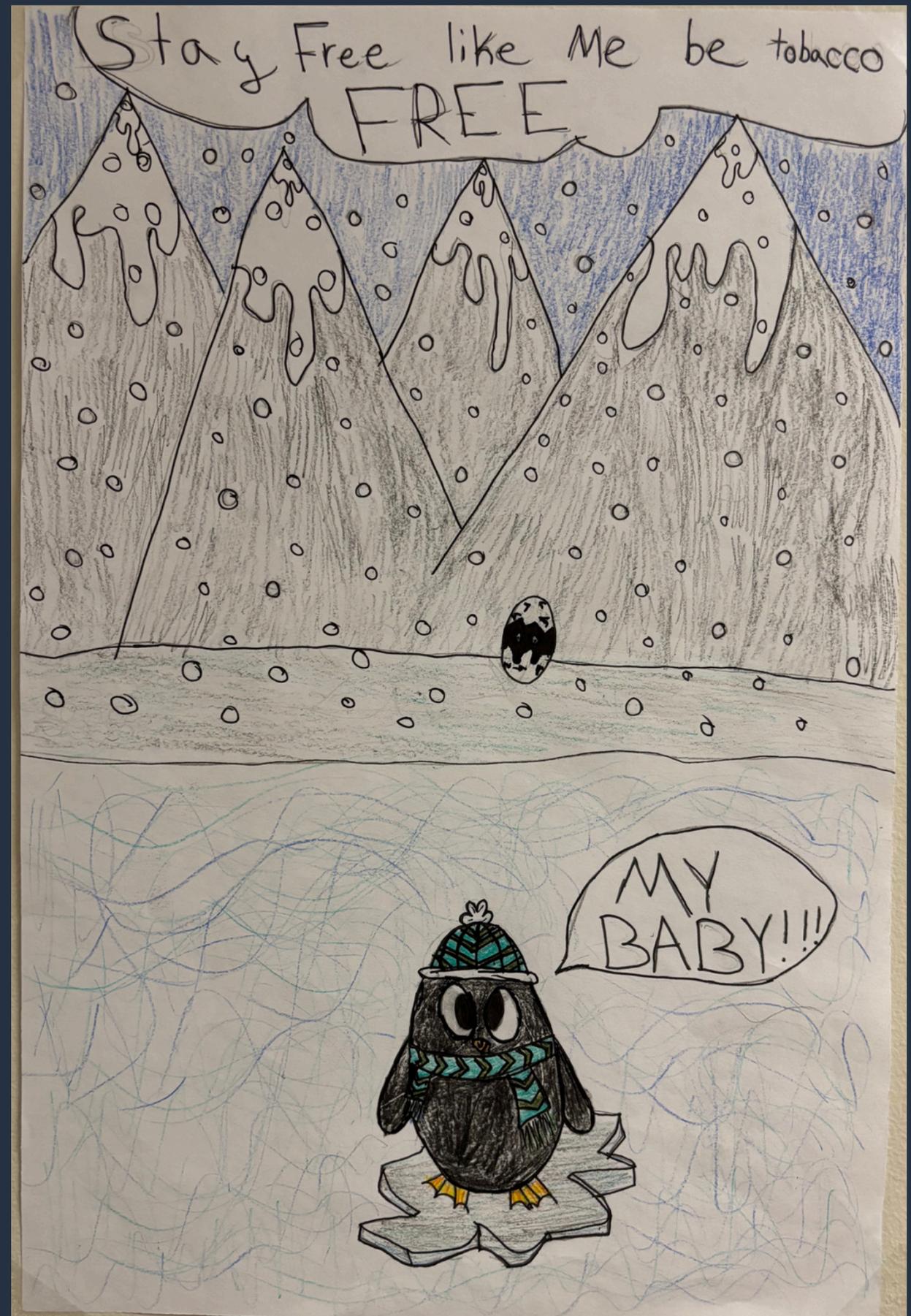
Enjoy Being
Tobacco Free,



And Have A
Balanced Life
Like Me!

Nevaeh Norton

School: North Warren Central School
Grade: 5



A Special Thank You To



*For donating gift cards to our Winners
and Runners-up*



*For donating two passes to the County
Overall Winner*



*For donating two passes to the County
Second Place Poster*



*For donating two passes to the County
Third Place Poster*

Warren County Board of Supervisors

Proclamation

WHEREAS, Warren County’s seniors are valued members of society and deserve to be treated with respect and dignity to enable them to continue to serve as leaders, mentors, volunteers and important and active members of this community, and

WHEREAS, the Warren County Board of Supervisors is concerned about the risk to our elder residents who suffer from neglect or are victims of financial, emotional or physical abuse, and

WHEREAS, abuse of older persons is a tragedy inflicted on vulnerable seniors, and ever-increasing problem that crosses all socioeconomic boundaries, and

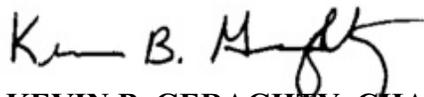
WHEREAS, it is our collective responsibility as a community to ensure our seniors live safely and with dignity, and combating abuse will help improve the quality of life for all seniors across the region, allowing them to continue to live as independently as possible and contribute to the life and vibrancy of Warren County, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Warren County Board of Supervisors, do hereby proclaim June 15, 2025 to be

“ELDER ABUSE AWARENESS DAY”

in Warren County and urge all citizens to commit to building a safer community for our elder residents; to learn the symptoms of elder abuse and speak out when such abuse is suspected; and to help spread the word about prevention of elder abuse via social media.

DATED: JUNE 20, 2025



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

Warren County Board of Supervisors

Proclamation

WHEREAS, Alzheimer's disease is the nation's sixth-leading cause of death, affecting more than 6.9 million Americans, with an estimated 426,000 of them being New York residents living with the disease, and

WHEREAS, 575,000 family caregivers bear the burden of caring for those New York residents who suffer from Alzheimer's Disease, and

WHEREAS, the physical and emotional impact of dementia caregiving is estimated to have resulted in \$19 billion in health care costs for Alzheimer's and dementia caregivers in New York in 2023, and

WHEREAS, the total national Medicare and Medicaid costs in 2024 for Americans with dementia age 65 and older is estimated at \$234 billion, and

WHEREAS, early diagnosis of Alzheimer's could save as much as \$8 trillion in health and long-term care expenditures, and

WHEREAS, Warren County recognizes the efforts of organizations such as the Alzheimer's Association and Alzheimer's Impact Movement to highlight early detection and diagnosis of Alzheimer's disease and other dementias, and

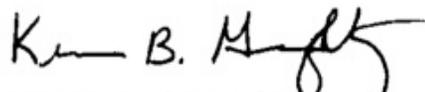
WHEREAS, more funding and resources are needed for education, support and research, thereby improving the financial, physical, and emotional health for those living with Alzheimer's disease and their caregivers, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Warren County Board of Supervisors, do hereby proclaim the month of June 2025 to be

ALZHEIMER'S AWARENESS MONTH

in Warren County, as we continue to work toward a cure for this disease that affects generations of families.

DATED: JUNE 20, 2025



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

Warren County Board of Supervisors

Proclamation

WHEREAS, Posttraumatic Stress Disorder (PTSD) affects approximately 8 million adults, 6% of the U.S. population, in the United States annually, and

WHEREAS, PTSD can occur after a person experiences trauma including, but not limited to, the stress of combat, sexual assault, child abuse, bombings, accidents and natural disasters, and annually; and

WHEREAS, PTSD is associated with chemical changes in the body's hormonal system and autonomic nervous system, and is characterized by symptoms including flashbacks, nightmares, insomnia, avoidance, hypervigilance, anxiety, and depression; and

WHEREAS, the brave men and women of the United States Armed Forces, who proudly serve the nation and risk their lives to protect our freedom, deserve the investment of every possible resource to ensure their lasting physical, mental, and emotional well-being; and

WHEREAS, Combat-related PTSD stress among our men and women in the Armed Forces is significantly pronounced, given that they are often exposed to highly traumatic events for weeks, months, and even years; and

WHEREAS, Between 10 and 30 percent of service members will develop PTSD within a year of leaving combat, while others may not develop symptoms until years later; and

WHEREAS, Despite its treatability, many cases of PTSD remain undiagnosed and untreated due to a lack of awareness and the stigma associated with mental health conditions; and

WHEREAS, Raising awareness of this condition is necessary to remove the stigma and to encourage those suffering to seek proper and timely treatment that may save their lives; and

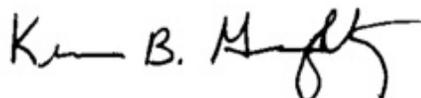
WHEREAS, All citizens suffering from PTSD deserve our consideration, and those who are affected by PTSD from wounds received while protecting our freedom, deserve our respect and special honor; now therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Warren County Board of Supervisors, do hereby proclaim the month of June 2025 to be

PTSD AWARENESS MONTH

in Warren County, a time to recognize those who suffer in silence while we seek improved care for PTSD.

DATED: JUNE 20, 2025



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

Warren County Board of Supervisors

Proclamation

WHEREAS, Warren County supports the rights of every citizen to experience equality and freedom from discrimination, and

WHEREAS, all individuals regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their innate value as human beings, and

WHEREAS, our nation was founded upon and is guided by a set of principles that each individual has equal rights to their life, liberty, and pursuit of happiness, and

WHEREAS, June has become a symbolic month in which Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual people and supporters come together in celebrations of pride, in part to commemorate the 1969 Stonewall riots in New York City, and

WHEREAS, Lower Adirondack Pride, based in Warren County, proudly serves individuals across Warren, Washington, and northern Saratoga Counties, creating safer, more inclusive communities for LGBTQIA+ individuals through advocacy, education, visibility, and direct support.

WHEREAS Lower Adirondack Price has had a regional impact and ongoing commitment to uplifting LGBTQIA+ residents throughout the North Country, in 2024 alone serving over 10,000 people, completing 459 hours of advocacy, and saving 32 lives across our service region, outcomes that reflect the growing need for affirming spaces and the power of community-led efforts to make lasting change.

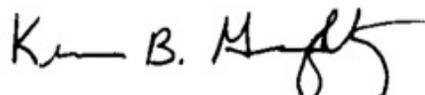
WHEREAS, while we as a society at large are slowly embracing new definitions of sexuality and gender we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman, do hereby proclaim the month of June 2025 to be

“PRIDE MONTH”

in Warren County, and encourage residents to recognize the valuable contributions and achievements of the LGBTQ+ community, to reflect on the ongoing struggle for equality members of the community face, to reaffirm our commitment against discrimination and injustice.

DATED: JUNE 20, 2025



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

Warren County Board of Supervisors

RESOLUTION No. 206 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, STROUGH, MADAY, DRISCOLL, CROCITTO AND MERLINO

MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2025 as set forth herein, now, therefore, be it

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

FROM CODE		TO CODE		AMOUNT
<u>DEPARTMENT: BOARD OF ELECTIONS</u>				
A.1450 120	Board of Elections, Salaries-Overtime	A.1990 469	Contingent Account, Other Payments/Contributions	\$2,500.00
A.1450 130	Board of Elections, Salaries-Part Time	A.1990 469		7,500.00
A.1450 439	Board of Elections, Misc Fees & Expenses	A.1990 469		50,000.00
<u>DEPARTMENT: VETERANS SERVICES</u>				
A.6510 110	Veterans Services, Salaries-Regular	A.6510 441	Veterans Services, Auto- Supplies & Repair	7,500.00

Warren County Board of Supervisors

RESOLUTION NO. 207 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, STROUGH, MADAY, DRISCOLL, CROCITTO AND MERLINO

AMENDING WARREN COUNTY BUDGET FOR 2025 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2025 as set forth herein, now, therefore, be it

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

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT: HEALTH SERVICES		
<u>ESTIMATED REVENUE</u>		
A.4197 4416	PH Infrastructure-Workforce-Data, PH Infrastructure-Workforce and Data Systems	\$221,130.00
<u>APPROPRIATIONS</u>		
A.4197 210	Furniture/Furnishings	221,130.00
DEPARTMENT: SOCIAL SERVICES		
<u>ESTIMATED REVENUE</u>		
A.6010 3610	Social Services, Social Services Admin	126,379.00
<u>APPROPRIATIONS</u>		
A.6010 471	Social Services, Administration	126,379.00

and be it further

RESOLVED, that the supplemental appropriations or reductions in estimated revenues and appropriations set forth above are authorized and the County Treasurer be, and he hereby is, authorized and directed to amend the budget of Warren County for 2025 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County Budget for 2025 is hereby amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 208 OF 2025

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

ADOPTING THE WARREN COUNTY COMPREHENSIVE PLAN

WHEREAS, by Resolution No. 103 of 2025, the Board of Supervisors authorized a public hearing to allow public comment prior to the adoption of the Warren County Comprehensive Plan pursuant to the requirements of General Municipal Law §352 which indicates that a public hearing must be held upon at least ten (10) days notice and published in two (2) newspapers having general circulation in Warren County before the adoption of the Warren County Comprehensive Plan, and

WHEREAS, after being advised that the Full Environmental Assessment Form and Negative Declaration Form under SEQRA was completed, the Board of Supervisors adopted Resolution No. 205 of 2025, which authorized a public hearing to be held by the Board of Supervisors on the 20th day of June, 2025, at 10:00 a.m. in the Supervisors' Rooms in the Warren County Municipal Center on the matter of the proposed Plan, and notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at such public hearing desiring to be heard, having been heard, now, therefore, be it

RESOLVED, that the Board of Supervisors of the County of Warren, New York, on this 20th day of June, 2025, does hereby enact and adopt the Warren County Comprehensive Plan, a copy of which is on file with the Clerk of the Board of Supervisors and can be found on the Planning & Community Development page of the Warren County website: <https://warren-county-2040-warrencountyny.hub.arcgis.com/>.

Warren County Board of Supervisors

RESOLUTION NO. 209 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS STRAINER, RUNYON, GILLIGAN, BRUNO, PATCHETT, WILD AND THOMAS

AMENDING MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN, ACTING FOR AND ON BEHALF OF WARREN-HAMILTON COUNTIES' OFFICE FOR THE AGING, AND COUNTRYSIDE ADULT HOME FOR OPERATION OF THE WARRENSBURG MEALSITE AND CHESTERTOWN MEALSITE, TO INCREASE THE NOT TO EXCEED AMOUNT AND INCLUDE MEALS FOR RESIDENTS IN THE TOWN OF JOHNSBURG

WHEREAS, pursuant to Resolution No. 99 of 2012 (previously amended by Resolution Nos. 60 of 2019, 371 of 2020, 540 of 2021, 458 of 2022 and 51 of 2025), the Chair of the Board of Supervisors was authorized to execute an agreement with Countryside Adult Home, 353 Schroon River Road, Warrensburg, New York 12885, for operation of a meal site for the elderly in the Town of Warrensburg and the Town of Chester, and

WHEREAS, the Director of Office for the Aging requested, and the Health Services Committee approved, to amend the agreement to increase the not to exceed amount from One Hundred Fifty Thousand Dollars (\$150,000) to One Hundred Seventy Thousand Dollars (\$170,000) and include meals for residents in the Town of Johnsburg, for a term commencing April 14, 2025 and terminating December 31, 2025 with the option for annual renewals, provided there are no changes in the contract, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an amendment agreement with Countryside Adult Home to increase the not to exceed amount to One Hundred Seventy Thousand Dollars (\$170,000) and include meals for residents in the Town of Johnsburg, for a term commencing April 14, 2025 and terminating December 31, 2025 with the option for annual renewals, provided there are no changes in the contract, in a form approved by the County Attorney, and be it further

RESOLVED, other than the changes outlined herein, all other terms and conditions of Resolution Nos. 60 of 2019, 371 of 2020, 540 of 2021, 458 of 2022 and 51 of 2025 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 210 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS STRAINER, RUNYON, GILLIGAN, BRUNO, PATCHETT, WILD AND THOMAS

AMENDING RESOLUTION NO. 708 OF 2022, WHICH AUTHORIZED AN AGREEMENT WITH THE SALVATION ARMY FOR WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING SENIOR NUTRITION MEAL PROGRAM - SUPPLEMENTAL REQUEST FOR PROPOSALS (WC 48-22), TO INCREASE THE COST PER MEAL

WHEREAS, pursuant to Resolution No. 708 of 2022, the Warren County Board of Supervisors authorized an agreement with The Salvation Army for Warren/Hamilton Counties Office for the Aging Senior Nutrition Meal Program - Supplemental Request for Proposals (WC 48-22), for a term commencing upon execution by both parties and terminating twelve (12) months from date of execution, with the option for four (4) additional one (1) year terms upon mutual agreement of the parties, at a cost of Nine Dollars and Seventy-Two Cents (\$9.72) per meal for up to 60,000 meals per year, or Eight Dollars and Fifty-Six Cents (\$8.56) per meal for 60,000 - 100,000 meals per year, plus a delivery fee of Two Dollars and Fifty Cents (\$2.50) per mile both ways, and

WHEREAS, the Director of Office for the Aging requested, and the Health Services Committee agreed, to increase the cost of the meals to Nine Dollars and Ninety-One Cents (\$9.91) per meal for up to 60,000 meals per year, or Eight Dollars and Seventy-Three Cents (\$8.73) per meal for 60,000 - 100,000 meals per year, plus a delivery fee of Two Dollars and Fifty-Five Cents (\$2.55) per mile both ways, for a term commencing May 16, 2025 and terminating May 15, 2026, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an amendment agreement with The Salvation Army, 37 Broad Street, Glens Falls, New York 12801, to increase the cost of the meals to Nine Dollars and Ninety-One Cents (\$9.91) per meal for up to 60,000 meals per year, or Eight Dollars and Seventy-Three Cents (\$8.73) per meal for 60,000 - 100,000 meals per year, plus a delivery fee of Two Dollars and Fifty-Five Cents (\$2.55) per mile both ways, for a term commencing May 16, 2025 and terminating May 15, 2026, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes set forth herein, all other terms and conditions of Resolution No. 708 of 2022 will remain the same.

Warren County Board of Supervisors

RESOLUTION No. 211 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL, BRUNO, PATCHETT, TURNER, WILD, STRAINER AND RUNYON

ACCEPTING PROPOSAL FROM WARREN-WASHINGTON COUNTY HOMELESS YOUTH COALITION, INC. DBA WAIT HOUSE, INC. AND AUTHORIZING AGREEMENT TO PROVIDE SITE DEVELOPMENT SERVICES, OPERATIONAL PLAN PROPOSAL AND ANTICIPATED BUDGET FOR A HOMELESS FAMILY SHELTER; SUBMISSION OF A GRANT APPLICATION BASED ON THE SITE DEVELOPMENT, OPERATIONAL PLAN AND BUDGET; AND, IF FUNDED, FURTHER AGREEMENTS FOR THE RENOVATION AND OPERATION OF THE SHELTER FOR THE WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES (WC 24-25)

WHEREAS, the Purchasing Agent requested proposals from Qualified Agencies to Provide Site Development Services, Operational Plan and Anticipated Operating Budget for a Homeless Family Shelter; Submission of a Grant Application based on the Site Development, Operational Plan and Budget; and, if funded, Renovation and Operation of the Shelter for the Warren County Department of Social Services (WC 24-25), and

WHEREAS, proposals were opened on May 15, 2025 and the Commissioner of Social Services has recommended, and the Human Services Committee approved, that Warren County award the agreement to Warren-Washington County Homeless Youth Coalition, Inc. dba WAIT House, located at 10-12 Wait Street, Glens Falls, New York 12801, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Warren-Washington County Homeless Youth Coalition, Inc. dba WAIT House, located at 10-12 Wait Street, Glens Falls, New York 12801 of the acceptance of its proposal, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Warren-Washington County Homeless Youth Coalition, Inc. dba WAIT House, to Provide Site Development Services, Operational Plan and Anticipated Operating Budget for a Homeless Family Shelter; Submission of a Grant Application based on the Site Development, Operational Plan and Budget; and, if funded, to enter into further agreements for the Renovation and Operation of the Shelter for the Warren County Department of Social Services (WC 24-25), in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from various Department of Social Services budget codes.

Warren County Board of Supervisors

RESOLUTION No. 212 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL, BRUNO, PATCHETT, TURNER, WILD, STRAINER AND RUNYON

INTRODUCING PROPOSED LOCAL LAW NO. 2 OF 2025, ENTITLED “A LOCAL LAW SUPERCEDING COUNTY LAW SECTIONS 215(3) AND 215(6) AND AUTHORIZING THE LEASE OF A PORTION OR ALL OF CERTAIN WARREN COUNTY OWNED PROPERTY, COMMONLY KNOWN AS BUILDING #11, 48 OR 50 GURNEY LANE IN THE TOWN OF QUEENSBURY (HEREAFTER, “PROPERTY”) WITHOUT PUBLIC ADVERTISEMENT OR AUCTION,” AND AUTHORIZING PUBLIC HEARING THEREON

RESOLUTION AMENDED FROM THE FLOOR

RESOLVED, that proposed Local Law No. 2 of 2025 entitled “A Local Law Superceding County Law Sections 215(3) and 215(6) and Authorizing the Lease of a Portion or All of Certain Warren County Owned Property, Commonly Known as Building #11, 48 or 50 Gurney Lane in the Town of Queensbury (hereafter, “Property”) without Public Advertisement or Auction”, attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing at the Supervisors’ Rooms in the Warren County Municipal Center on the 18th day of July, 2025 at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 2 of 2025, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

**COUNTY OF WARREN
PROPOSED LOCAL LAW NO. 2 OF 2025**

**A LOCAL LAW SUPERCEDING COUNTY LAW SECTIONS 215(3) AND 215(6) AND
AUTHORIZING THE LEASE OF A PORTION OR ALL OF CERTAIN WARREN COUNTY
OWNED PROPERTY, COMMONLY KNOWN AS BUILDING #11, 48 OR 50 GURNEY LANE
IN THE TOWN OF QUEENSBURY (HEREAFTER, “PROPERTY”) WITHOUT PUBLIC
ADVERTISEMENT OR AUCTION**

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York, as follows:

SECTION 1. Legislation Intent and Purpose. This Local Law is enacted to supercede County Law Sections 215(3) and 215(6) and authorize the Warren County Board of Supervisors (“Board of Supervisors”), in the name of and on behalf of the County of Warren, to enter into a lease of the Property identified in Section 3 hereof and thereby obtain a reasonable return on Property not needed for County purposes. The purpose of superceding County Law Sections 215(3) and 215(6) is to avoid the need to advertise and lease a portion or all of the Property identified in Section 3 hereof to the highest bidder following public auction and leasing real property for terms which exceed five years. This Local Law will provide the Board of Supervisors, for the benefit of the County, authority to lease the Property identified in Section 3 hereof to WAIT House. WAIT House intends to utilize the leased property to operate a homeless family shelter on behalf of the Warren County Department of Social Services.

SECTION 2. County Law Sections 215(3) and 215(6) Amended and/or Superceded. It is the intent of this Local Law to supercede County Law Section 215(3) which provides that the Board of Supervisors may “...also lease for county purposes real property for terms not exceeding five years...” and 215(6) which provides that property no longer necessary for public use “...may be sold or leased only to the highest responsible bidder after public advertisement.” It is desired to provide authority for a lease of certain County property, more specifically described in Section 3, hereof under the circumstances set forth in this Local Law and without public advertisement or auction.

SECTION 3. Description of County Owned Real Property Affected by Local Law. The property which is the subject of this Local Law is described as follows: One Thousand Three Hundred (1,300) plus/minus square feet of space located at 48 or 50 Gurney Lane, Queensbury, Warren County, New York, otherwise known as (Building #11). The lease of the property may be subject to any terms or conditions deemed advisable by the Board of Supervisors.

SECTION 4. Authorization to Lease Certain County Property in the Town of Queensbury. The Board of Supervisors is hereby authorized and empowered, without public advertisement or auction and in

RESOLUTION NO. 212 OF 2025

PAGE 3 OF 4

the name of and on behalf of the County, to enter into a lease agreement with WAIT House for One Thousand Three Hundred (1,300) plus/minus square feet of space at 48 or 50 Gurney Lane (Building #11) described in Section 3 hereof together with such other reasonably related property rights as the Board of Supervisors may deem appropriate, provided that: (A) the annual or monthly rental is in an amount determined by the Board of Supervisors to represent a reasonable return; (B) the lease is for a term up to but no longer than thirty (30) years; (C) the use of the property be limited to operate a family homeless shelter; (D) the Lessee provides to the County insurance and agrees to defend, indemnify and hold harmless the County, its Board, officers, employees and agents to the extent to be determined by the Board of Supervisors; and (E) the lease agreement may contain such other and further terms and conditions as may be deemed advisable by the Board of Supervisors and be generally in a form approved by the County Attorney.

SECTION 5. Nature and Extent of Authority. Determination that the County property is not needed. The authority provided in Section 4 hereof is optional and the Board of Supervisors shall at all times have the option of authorizing or not authorizing the lease of the property as allowed herein by this Local Law or State Statute. Further, this Local Law shall not be deemed to require the Board of Supervisors to authorize a lease of the property to WAIT House or any other entity or individual if the Board of Supervisors is unable to obtain an agreement upon terms agreeable to the Board of Supervisors, or if the Board of Supervisors should determine, at any time including after the date this Local Law shall become effective, that it is in Warren County's best interest, for whatever reason, not to complete the transaction authorized by this Local Law. Finally, the Board of Supervisors shall, by resolution adopted by majority vote and before authorizing any lease agreement, make a determination as to whether the property to be leased is needed for County purposes.

SECTION 6. Local Law Subject to Referendum on Petition. This Local Law shall not take effect until at least forty-five (45) days after its adoption nor until approved by the affirmative vote of a majority of the qualified electors of Warren County voting on a proposition for its approval if, within forty-five (45) days after adoption, there shall be filed with the Clerk a petition protesting against such Local Law, signed and authenticated as required by the Municipal Home Rule Law of the State of New York. The Clerk shall publish this Local Law or abstract thereof and take such further action as may be required by the Municipal Home Rule Law concerning this Local Law.

SECTION 7. Severability. If any clause, sentence, paragraph, subdivision, section or part of this Local law or the application thereof to any person, individual, corporation, firm, partnership, entity or

RESOLUTION NO. 212 OF 2025

PAGE 4 OF 4

circumstance shall be adjudged by any Court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this Local Law, or in its application to the person, individual, corporation, firm, partnership, entity or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 8. Effective Date. This Local Law is subject to referendum on petition as provided by subdivision 2(h) of Section 24 of the Municipal Home Rule Law. This Local Law shall become effective 45 days after its adoption and upon filing in the Office of the Secretary of State, except that this Local Law shall not be effective until approved by affirmative vote of qualified electors, if a petition requesting a referendum is filed as provided under the Municipal Home Rule Law.

Warren County Board of Supervisors

RESOLUTION NO. 213 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, RUNYON, PATCHETT, GILLIGAN, ETU, THOMAS AND MERLINO

ADOPTING THE OCCUPANCY TAX GRANT APPLICATION FOR CONVENTIONS, TRADE SHOWS AND EVENTS

WHEREAS, the Director of Tourism requested, and the Occupancy Tax Coordination Committee approved, the revised Occupancy Tax Grant Application for conventions, trade shows and events (last adopted by Resolution No. 283 of 2024), and

WHEREAS, the Occupancy Tax Coordination Committee has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Occupancy Tax Grant Application for conventions, trade shows and events annexed hereto, be and the same hereby is, adopted as the official application for Warren County, and be it further

RESOLVED, that any prior resolutions adopting the Occupancy Tax Grant Application for Conventions, Trade Shows and Events are hereby superceded.

Occupancy Tax Application Portal
Recommendations

2026

Occupancy Tax Application

Occupancy Tax Request

- Requesting <49,999, click here
 - o Direct them to Online Application login Page
 - o NOTE: will forward lower amount requests to municipalities for possible funding
- Requesting >50K, click here (Signature Events attracting more than 50,000 attendees)
 - o Direct them to call the office

Application Login Page

- Existing User
- New User - must be approved before entering into application

Application Dashboard

- Historical Data
 - o Organizations
 - o Events
 - o Applications
 - o Awards
 - o Analytics (applicant results and research data supplied by Warren County, Rove Marketing Research)

Application Managing Organization & Event Details

1. Managing Organization Name
2. Primary Contact
3. Mailing Address
4. City, State, Zip
5. Email
6. Primary contact phone
7. Type of organization
 - a. Non-profit (501-c-3)
 - b. Not-for-profit (501-c-6)
 - c. For profit (New Event or in First 5 Years)
 - d. For profit (Hosting 6 or More Years)
8. Event Name
9. Amount of Occupancy Tax Funding Requested
10. Location of event (municipality)
11. Category of proposed event (select all that apply)
 - a. New event
 - b. Annual event
 - c. Multi-day event
 - d. Multi-week/month
12. Event Dates (Not including set-up and tear-down, ONLY dates of event open to the public)

13. Automatically Generated Season
 - a. Off-Peak (Jan, Feb, Mar, Apr, Nov, Dec)/ Annual
 - b. Shoulder: May, June, September, October
 - c. Summer: July August
14. Total Number of Attendees
 - a. Applicant Enters Whole Number
 - b. Applicant Enters% of Day Visitors
 - c. Applicant Enters% of Overnight Visitors
 - d. Computer Calculates Total Room Nights
15. How do you determine the numbers entered in #14?
 - a. Surveys
 - b. Zip Code
 - c. Other
16. Do you work/or anticipate working with a third-party company, CVB or other entity to help gather your special event/activity data and manage housing? If so, please provide name, and contact information.
 - a. No
 - b. Yes
 - i. Organization:
 - ii. Contact:
 - iii. Contact Phone:
17. What geographic areas do you anticipate your marketing reaching?
18. Who is your target audience and/or demographic?

Application Event Budget

- Enter ESTIMATED BUDGET in the Application Process. Be mindful of the numbers you estimate, as this form will be used to evaluate your Occupancy Tax request, and will be compared with the FINAL BUDGET you will submit in the POST EVENT REPORTING.

Occupancy Tax Application Timing

Application Period

- August 1 – September 15

Applicant Presentation (Only NEW applicants will be required to present at Committee Meeting)

- October Committee Meeting (Committee members to score applications)

Applicant Award Approval

- November Committee Meeting
- December Board of Supervisors Meeting (should there not be a December meeting, approval will take place in January)

Occupancy Tax Application Scoring

		Value	Point Breakdown	
1	Event Season	15	Off-Peak, Annual (15 pts)	Off-Peak (Jan, Feb, Mar, Apr, Nov, Dec)/ Annual Shoulder: May, June, September, October Summer: July August
			Shoulder (10 pts)	
			Summer (5 pts)	
2	Total Attendees	20	50,000+ (20 pts)	
			10,000-49,999 (15 pts)	
			5,000-9,999 (10 pts)	
			Below 5,000 (5 pts)	
3	Total Room Nights	45	25,000+ (45 pts)	
			10,000-24,999 (35 pts)	
			2,000- 9,999 (25 pts)	
			Below 2,000 (15 pts)	
4	Committee	20	Ability to Increase overnight (5 pts)	Tourism & Occupancy Tax Committee members will rate each question based on a scale of 1--5, 5 being the best and 1 being the worse; for a total of 20 points.
			Ideal type of event (5 pts)	
			Ideal location of event (5 pts)	
			Overall Community Impact (5 pts)	
		100		

Warren County Board of Supervisors

RESOLUTION NO. 214 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS MERLINO, BRUNO, CROCITTO AND WILD (ALTERNATE COUNTY MEMBER - SUPERVISOR DIAMOND)

AMENDING RESOLUTION NO. 209 OF 2023, WHICH AUTHORIZED AN INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE AND THE TOWN OF LAKE GEORGE TO PROVIDE FUNDING FOR THE LAKE GEORGE EVENT MANAGER POSITION, TO PAY A LUMP SUM TO UTILIZE VILLAGE OF LAKE GEORGE EMPLOYEES OR OFFICERS TO COMPLETE AND PERFORM SERVICES RELATED TO SPECIAL EVENTS COORDINATION

WHEREAS, pursuant to Resolution No. 209 of 2023, the Warren County Board of Supervisors authorized an intermunicipal agreement with the Village of Lake George and the Town of Lake George to provide funding for the Lake George Event Manager position created at the Village of Lake George, for an amount not to exceed Fifteen Thousand Dollars (\$15,000) per year, over a three (3) year term commencing April 1, 2023 and terminating March 31, 2026, and

WHEREAS, upon the request of the Village of Lake George, the Superintendent of Public Works requested, and the Park O&M Committee agreed, to have the County pay a lump sum in the amount of Fifteen Thousand Dollars (\$15,000) to utilize such Village of Lake George employees or officers as the Village deems appropriate, to complete and perform the services related to special events coordination, without requiring that the Village of Lake George hire a dedicated special events coordinator, for a term commencing April 1, 2025 and terminating December 31, 2025, now, therefore, be it

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

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 209 of 2023 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 215 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, STRAINER, BRUNO, BEAN, CROCITTO, TURNER AND MERLINO

AUTHORIZING AGREEMENT WITH CHA CONSULTING, INC. TO PROVIDE CONSULTANT SERVICES FOR THE PRELIMINARY DESIGN, RIGHT OF WAY INCIDENTALS, RIGHT OF WAY ACQUISITION, CONSTRUCTION SUPPORT AND CONSTRUCTION INSPECTION RELATED TO CAPITAL PROJECT NOS. H439, DIAMOND POINT ROAD (CR 35) OVER SMITH BROOK WEST, AND H440, DIAMOND POINT ROAD (CR 35) OVER SMITH BROOK EAST

WHEREAS, the Superintendent of Public Works requested, and the Public Works Committee approved, an agreement with CHA Consulting, Inc. in an amount not to exceed Nine Hundred Eighty Thousand Dollars (\$980,000), for consultant services for the preliminary design, right of way incidentals, right of way acquisition, construction support and construction inspection related to Capital Project Nos. H439, Diamond Point Road (CR 35) over Smith Brook West and H440, Diamond Point Road (CR 35) over Smith Brook East, over a term commencing upon execution by both parties and terminating upon completion of services, now, therefore, be it

RESOLVED, that Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with CHA Consulting, Inc., 3 Winners Circle, Albany, New York 12205, in an amount not to exceed Nine Hundred Eighty Thousand Dollars (\$980,000), to provide consultant services for the preliminary design, right of way incidentals, right of way acquisition, construction support and construction inspection related to Capital Project Nos. H439, Diamond Point Road (CR 35) over Smith Brook West and H440, Diamond Point Road (CR 35) over Smith Brook East, over a term commencing upon execution by both parties and terminating upon completion of services, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Capital Project Nos. H439, Diamond Point Road (CR 35) over Smith Brook West and H440, Diamond Point Road (CR 35) over Smith Brook East.

Warren County Board of Supervisors

RESOLUTION NO. 216 OF 2025

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

AUTHORIZING AMANDA ALLEN, CLERK OF THE BOARD OF SUPERVISORS, TO SERVE AS AN OFFICER OF THE NEW YORK STATE ASSOCIATION OF CLERKS OF COUNTY LEGISLATIVE BOARDS

WHEREAS, the Board of Supervisors encourages County Department Heads to participate and seek leadership roles in various professional organizations, associations, boards, committees or other similar activities which are related to their professional responsibilities with the County of Warren, and

WHEREAS, the Personnel, Administration & Higher Education Committee was advised that the Clerk of the Board of Supervisors, Amanda Allen, was elected to serve as Second Vice President of the New York State Association of Clerks of County Legislative Boards (NYSACCLB) from May 13, 2025 to May of 2027, with the possibility of successive leadership positions during subsequent years, and

WHEREAS, attending to the duties and responsibilities associated with leadership roles in professional organizations, associations, boards, committees or other similar activities should be considered part of a Department Head's job responsibilities for the County, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Clerk of the Board of Supervisors, Amanda Allen, to serve and attend to the duties and responsibilities of Second Vice President of the New York State Association of Clerks of County Legislative Boards (NYSACCLB) from May 13, 2025 to May of 2027, and be it further

RESOLVED, that Clerk of the Board of Supervisors shall be authorized to serve in any successive positions of leadership, to include NYSACCLB First Vice President, in May of 2027, and NYSACCLB President, in May of 2029.

Warren County Board of Supervisors

RESOLUTION NO. 217 OF 2025

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

RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE TEAMSTERS LOCAL 294 (“UNION”), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND THE TEAMSTERS LOCAL 294 FOR A TERM COMMENCING RETROACTIVE TO JANUARY 1, 2025 AND TERMINATING DECEMBER 31, 2028

WHEREAS, as a result of collective bargaining, a proposed agreement has been reached establishing the terms and conditions of a new Collective Bargaining Agreement between the Union and Warren County, and

WHEREAS, the terms and conditions of which are set forth in a Memorandum of Agreement, a copy of which Memorandum of Agreement is annexed to this resolution as “Schedule A”, now, therefore, be it

RESOLVED, that the Memorandum of Agreement between the County of Warren and the Union, negotiated by the County’s representatives, is hereby approved, and be it further

RESOLVED, that the Warren County Board of Supervisors authorizes the preparation and execution of a new Collective Bargaining Agreement between Warren County and the Union for a term to commence retroactive to January 1, 2025 and terminate December 31, 2028, and to incorporate all of the terms and conditions set forth in the Memorandum of Agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors and the Warren County Sheriff to execute a new Collective Bargaining Agreement for a term to commence retroactive to January 1, 2025 and terminate on December 31, 2028, which incorporates the terms and conditions set forth in the Memorandum of Agreement.

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is made on April 21, 2025 by and among WARREN COUNTY ("County") and the WARREN COUNTY SHERIFF ("Sheriff") and TEAMSTERS LOCAL 294 ("Union") as follows:

1. Article 4 – General Conditions – In Section 8, add "and representing bargaining unit employees in discipline meetings" after "adjusting grievances" in the first line of the Section.
2. Article 5 – Salary and Compensation Plan – For 2025, 2026, 2027, and 2028, see attached schedule. The 2025 salary increase shall be retroactive to January 1, 2025 for those bargaining unit employees who are on the County's payroll in the Sheriff's Department at the time the retroactive payment is made.
3. Article 6 – Workday, Workweek, Overtime – In Section 1(g), substitute "December 31, 2025" for "December 31, 2020;" and add the following: "The parties will meet in November 2025 to discuss the possible continuation of this provision."
4. Article 8 – Sick Leave – In Section 2(a) 2. (b), substitute "5 work days (40 hours)" for "3 work days (24 hours)."
5. Article 9 – Health Insurance – In Section 1(a), provide that commencing December 1, 2025, the amount of the full time employee's contribution toward the health insurance premium shall be 25%.
6. Article 9 – Eligibility in Retirement – In Section 3, delete subsection (c) and the last two sentences of Section 3. In subsection (d), substitute "twenty-five (25) years" for "twenty (20) years."
7. Article 14 – Miscellaneous Provisions – In Section 19, add the following prior to the definition of "Qualifying Experience:"

"A lateral transfer who receives service year credit will receive a prorated amount of vacation in the employee's initial year of employment pursuant to the same schedule as referenced in Section 1(b) of Article 8 of this Collective Bargaining Agreement. On January 1 following the completion of such employee's initial year of employment, such employee shall receive vacation days commensurate with such employee's approved service credit."

8. Article 14 – In Section 19 of Article 14, add "health insurance credit" to vacation, sick, personal time, and pay grade up to a maximum of three (3) years.
9. Article 15 – Seniority – Substitute "Chief Steward" for "Union President."
10. New Article – K-9 Unit – Add the following as a new Article to the Collective Bargaining Agreement:

"The County shall establish a Corrections K-9 unit as part of the Sheriff's Office. Individual Sheriff's Office Corrections Officers may be assigned to the K-9 unit and be governed in

part by policies and procedures specific to that unit as well as policies and procedures applicable to County Corrections Officers generally. With regard to the K-9 unit and Officers assigned to the same:

(a) The Sheriff shall have the absolute discretion to select Corrections K-9 dogs, select the officers to serve as dog handlers in the K-9 unit from members of the Warren County Sheriff's Office Corrections Division. Without limiting the absolute discretion of the Sheriff, volunteers will be solicited for assignment to the K-9 unit from active members of the Teamsters Local 294.

(b) To be eligible to serve as a member of the K-9 unit, officers must meet and maintain the eligibility requirements, and abide by the rules and regulations set forth in the "Warren County Sheriff's Office Corrections Division Operations Manual," including agreement in advance to serve as a member of the K-9 unit for a minimum period of four (4) years. Officers assigned to the K-9 unit shall remain eligible during this minimum period for promotions or changes in assignment, but the County may decline to consider such officers for promotion or change of assignment during this minimum period, except for promotions to Corrections Sergeant.

(c) The Sheriff shall have the absolute discretion to relieve an officer from his or her duties as a Corrections K-9 handler at any time, either; upon request from the officer, because the K-9 unit is disbanded, the size of the K-9 unit is reduced, or for any other reason determined to be in the best interests of Warren County or the Sheriff's Office, with or without "just cause".

(d) During any period in which an officer is assigned to the K-9 unit, he or she will forfeit his or her rights to bid for permanent shift assignments under the terms of the existing collective bargaining agreement, and the Sheriff shall have sole discretion to assign the dog handlers to a regular shift, may modify shift assignments of the dog handlers upon reasonable advance notice, and may rearrange work schedules of dog handlers within a declared work period.

(e) When a dog handler completes his or her assignment in the K-9 unit, or is relieved from assignment in the K-9 unit, he or she will have all rights to bid for permanent shift assignments under the terms of the Warren County Sheriff's Office Corrections Division Operations Manual restored.

(f) While an officer is assigned to the K-9 unit, he or she will be governed by and entitled to the following:

(i) Transportation time to and from a K-9 officer's residence shall be included within their regularly scheduled tour of duty and performed during regular tours of duty. K-9 officers' regularly scheduled tours of duty shall begin from when they leave their residences for regularly scheduled tours of duty, and shall end upon arrival at their residence following the completion of a regular tour of duty. The times set for "tours of duty" in the current contract and in any succeeding contract shall apply to K-9 officers, who shall be "in fact, ready for duty" when they leave their residences at the beginning of a tour of duty and until they return to their residences after a completion of a tour of duty.

SCHEDULE A

- (ii) Officers assigned to the K-9 unit shall not train their assigned police dogs, wash or clean police cars, nor perform any other official-related activities with or concerning the County K-9 dogs on "off-duty" time without specific permission of the Sheriff.
- (iii) Regular and required veterinary services for the K-9 dogs shall be scheduled during normal shift tours to the extent practical, and officers assigned to the K-9 unit shall not obtain veterinary services for their assigned K-9 dogs at times other than "on-duty" times without permission from a member of Administration or the Sheriff's Office K-9 Unit Supervisor, or in emergencies.
- (iv) Officers assigned to the K-9 unit shall be responsible for all non-official related activities reasonably necessary for the care and maintenance of their assigned K-9 dogs, such as feeding, exercising (including allowing the dog to relieve itself), grooming, washing, administering any required medication, and otherwise caring for their K-9 dogs, and cleaning and maintaining the areas and equipment at which the K-9 dogs are housed. All such activities shall be performed on "off-duty" time and no such activities shall be performed during "on-duty" time. Officers assigned to K-9 units shall be paid by the County for off-duty, non-official related activities at the higher of the Federal minimum wage rate or the New York State minimum wage rate (effective as of the signing of this Collective Bargaining Agreement), up to a maximum of seven (7) hours per week. The County, Teamsters Local 294, and each individual officer assigned to the K-9 unit specifically agree that seven (7) hours per week is a fair and reasonable estimate of the time realistically required to provide such care for the K-9 dog.
- (v) Officers called in while off-duty shall be compensated at time plus one-half.
- (vi) Except to the extent herein provided all salary wages and benefits shall be governed by the collective bargaining agreement between the Teamsters Local 294 and the County.
- (g) The following expenses associated with the K-9 unit shall be provided for by the County as follows:
 - (i) A marked law enforcement vehicle for transporting the K-9 dog, which shall remain the property of the County.
 - (ii) Food, veterinary services, handler equipment, and services for the K-9 dog.
 - (iii) Acquisition or purchase of the dog.
- (h) The officer assigned to the K-9 unit agrees to a four (4) year commitment.
 - (i) The County and the Teamsters Local 294 agree that the officers assigned to the K-9 unit shall be considered "on-duty" for the purposes of General Municipal Law Section 207-c, and the New York State Retirement System, with respect to disabilities occurring whenever an officer assigned to the K-9 unit is performing tasks necessary and reasonable for the training, care, and maintenance of the K-9 dogs, regardless of where or when these tasks are performed.

SCHEDULE A

(j) The County will defend and indemnify officers assigned to the K-9 unit for any injuries or damages caused by the K-9 dogs which occur or are claimed to occur during the period in which such officers are assigned to the K-9 unit, regardless of where or when the injuries or damages occur.

(k) All K-9 dogs assigned to the K-9 unit shall be the property of the County. Upon the retirement of a K-9 dog from the K-9 unit, the handler assigned such dog shall be offered the opportunity to purchase such dog from the County for the sum of \$1, and shall assume all liabilities previously incurred by the County in relation to the operation of the K-9 unit and ownership of the dog.

(l) The County agrees to pay expenses associated with the completion of cremation of a County K-9 following the dog's passing, either prior to, or following, retirement. The handler assigned to such dog shall be presented with the K-9 dog remains.

(m) Nothing in this agreement shall be deemed to preclude the County from disbanding or curtailing the K-9 unit once it is formed.

(n) A separate memorandum setting forth the provisions hereinabove of incorporating the same by reference shall be presented to the officer selected for participation in the K-9 Unit for execution purposes of establishing that officer's agreement to the terms and provisions set forth hereinabove."

11. Article 14 – Miscellaneous – Add a new Section 20 – “Temporary Light Duty Procedure” as follows:

“The parties shall follow the temporary light duty procedures as set forth in Schedule D, which provides for the request, review, approval, and administration of temporary light duty assignments. The parties agree that such procedures are fair, consistent, and equitable for all bargaining unit employees and the County.”

WARREN COUNTY AND
WARREN COUNTY SHERIFF

By: _____

TEAMSTERS LOCAL 294

By: *Jeffrey J. Lammiman*

By: *[Signature]*

By: *Mark [Signature]*

By: *Kathryn Cote*

SCHEDULE A

TEAMSTERS 2024

Grade	1	2	3	4	5	10	15	20
Correction Officer								
2024	\$54,254	\$58,165	\$61,160	\$61,160	\$65,826	\$68,903	\$72,046	\$75,348
2025 (3.00%)	\$55,882	\$59,910	\$62,995	\$62,995	\$67,801	\$70,970	\$74,207	\$77,608 (3.00%)
2026 (3.00%)	\$57,558	\$61,707	\$64,885	\$64,885	\$69,835	\$73,099	\$76,434	\$79,937 (3.00%)
2027 (3.00%)	\$59,285	\$63,558	\$66,831	\$66,831	\$71,930	\$75,658	\$79,109	\$82,734 (3.50%)
2028 (3.00%)	\$61,063	\$65,465	\$68,836	\$68,836	\$74,088	\$78,684	\$82,273	\$86,044 (4.00%)

Step 1	Step 2	Step 3	Step 4	Step 5
2024	2025	2026	2027	2028
\$54,254	\$59,910	\$64,885	\$66,831	\$74,088

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is made on April 21, 2025 by and among COUNTY OF WARREN (“County”), WARREN COUNTY SHERIFF (“Sheriff”), and TEAMSTERS LOCAL 294 (“Union”) as follows:

WHEREAS, the parties are negotiating a successor Collective Bargaining Agreement and are desirous of implementing a Temporary Light Duty Procedure prior to the conclusion of the negotiations;

NOW, THEREFORE, the parties hereto agree to the following Temporary Light Duty Procedure:

Temporary Light Duty Procedures

Section 1 - Policy

This policy is intended to outline clear and concise procedures for the request, review, approval, and administration of temporary light duty assignments. This policy is not intended to limit or eliminate any additional requirements or benefits under General Municipal § Law 207-c set forth in the statute or case law, or to modify any requirements set forth in the Correction Division Operations Manual, to the extent that such Statute, Rules, Regulations, Directives, and/or Operations are not inconsistent with this policy. If there are any inconsistencies, the Statute, Rules, Regulations, Directives and/or Operations shall govern.

The Warren County Sheriff’s Office and the County of Warren are committed to providing a safe and healthy workplace for employees. The prevention of injuries and illnesses is a primary objective. The Sheriff’s Office will make efforts to assist employees who have suffered an injury or illness on-duty, and off-duty related injuries or illnesses which have rendered them temporarily unable to perform all of the necessary duties of their position, by providing temporary light duty assignments.

This policy shall in no way affect an employee’s privileges under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, benefits under Workers’ Compensation, or any other applicable federal or state law(s) or statute(s).

Section 2 - Temporary Light Duty Assignment - General Information

1. The ultimate goal following any injury/illness is to return the employee to full-duty in their original position. These procedures will assist during the employee’s recovery period by allowing them to return to temporary alternative productive work within their medically approved capabilities.
2. All requests for light duty assignment must be submitted, reviewed, and administered in accordance with the provisions outlined in these procedures.

3. Temporary light duty assignments shall consist of administrative, clerical type functions and tasks, that fall outside the scope of an employee's full (unrestricted) duties, but all such duties must be appropriate for the affected employee's specific limitations and restrictions.
4. All employees who have an injury/illness that limits their ability to perform full (unrestricted) duties, but are capable of performing modified light duties, within their specific limitations and restrictions, are eligible for a temporary light duty assignment.
5. There shall be three available temporary light duty shifts, permitting one light duty assignment per shift, Monday through Friday from 7 a.m. to 3 p.m. (day shift), 3 p.m. to 11 p.m. (evening shift), and 11 p.m. to 7 a.m. (overnight shift). The number of simultaneous temporary light duty assignments cannot exceed three assignments at any given time, except with regard to employees who are out on pregnancy disability pursuant to Section 7 herein.
6. All temporary light duty assignments require written approval from the Sheriff, or designee.
7. While assigned to temporary light duty, affected employees must maintain regular contact with the Sheriff, or designee, to provide health/condition updates and medical documentation, upon request.
8. Affected employees are expected to return to work on their next scheduled shift following a physician's written release to full (unrestricted) duty status.

Section 3 - Temporary Light Duty Assignment - Limitations and Restrictions

1. Affected employees and the Sheriff must understand and adhere to the limits set forth by physicians or competent health authorities.
2. Temporary light duty assignments are by definition temporary. Each assignment shall be made in accordance with the provisions outlined in these procedures. Under no circumstance should temporary light duty assignments exceed a cumulative duration greater than twelve months.
3. An employee who is unable to return to full (unrestricted) duty following a cumulative twelve month temporary light duty assignment period must be relieved from the temporary light duty assignment.
4. Following the maximum twelve-month time assignment period, an employee may, if they are so entitled, return to benefits under New York State General Municipal Law § 207-c, utilize available leave accruals, or pursue alternative employment options as provided by the employment provisions of the County of Warren, the laws and statutes of the State of New York, and/or applicable federal statute(s). Regardless, the employee may not return to work, either full-duty or temporary light duty, until a physician's release to full (unrestricted) duty status is received.

5. Multiple employees may simultaneously be approved for a temporary light duty assignment. Any such assignments shall be made in strict adherence with these procedures.
6. Previously approved light duty assignments may be modified in duration, as needed, to accommodate multiple simultaneous assignments of affected employees, as outlined below.
7. A determination for a temporary light duty assignment shall set forth, in writing, the limitations and restrictions on the duties that will apply to the affected employee.
8. Employees receiving a temporary light duty assignment will be subject to all aspects of their current contractual conditions, with the exception of the specific limitations and restrictions resulting from their injury/illness.
9. Employees shall retain full benefits afforded under this collective bargaining agreement.
10. Temporary light duty assignments must be immediately suspended when the Sheriff determines that the duties being performed are not within the scope of the employee's medical limitations or restrictions.
11. During a temporary light duty assignment, affected employees may report in either a Class B uniform or civilian casual business attire. Affected employees may not wear the Class A uniform.
12. Employees on temporary light duty assignments are strictly prohibited from entering any secure area of the Correctional Facility, including the Police Lockup and agency vehicle parking/sallyport areas.
13. Employees on temporary light duty assignments are prohibited from operating any County vehicles.
14. Employees on temporary light duty assignments must notify the Sheriff of any change in medical status during such assignment. The Sheriff may require written verification from their physician, or other competent health authority, of such change.
15. Failure to properly perform the temporary light duty assignment may result in the revocation of such assignment and/or disciplinary action.
16. Any misrepresentation, falsification, or other type of misconduct relating to the employee's medical condition, work limitations/restrictions, or ability to return to full (unrestricted) duty status may subject the employee to disciplinary action.

Section 4 - Temporary Light Duty Assignment - Assignment Procedures

1. The Sheriff, or designee, are the only members authorized to allow a temporary light duty assignment.

2. All temporary light duty assignments shall be determined on a first-come, first-served basis.
3. An affected employee's rank, seniority, the fact that an affected employee's injury/illness occurred on-duty or off-duty, or their eligibility for benefits under New York State General Municipal Law § 207-c shall not be factors considered when making a temporary light duty assignment. However, if an affected employee is eligible for benefits under New York State General Municipal Law § 207-c, and provides medical documentation acceptable to the Sheriff that such employee is medically capable of working in a temporary light duty assignment, but cannot do so because all three temporary light duty assignments are filled, such employee shall not lose any leave accruals while the employee is waiting for a temporary light duty assignment to become vacant, for up to one year. The Sheriff's acceptability of such medical documentation shall not be arbitrarily denied.
4. Temporary light duty assignment procedures will vary based upon the number of simultaneous assignments to be made. Such assignments shall be made as outlined below.
 - A. Assignment procedures when three, or less, affected employees are eligible for temporary light duty;
 - i. The first assignment shall be made to the day shift, second to the evening shift, and third to the overnight shift, on a first come, first served basis.
 - ii. A single assignment shall always be made to the day shift. Two assignments shall be made to the day shift (one employee) first and the evening shift (one employee) next.
 - iii. At no time shall the number of simultaneous temporary light duty assignments exceed three employees.
 - iv. Each assignment shall be made for a period not to exceed three months.
 - v. Additional re-assignments may be approved by the Sheriff, in three-month intervals, but under no circumstance should an affected employee's temporary light duty assignments exceed a cumulative duration greater than twelve months.
 - vi. The procedures outlined under paragraph 4(B) below must be followed anytime four or more employees become eligible for a temporary light duty assignment.
 - B. Assignment procedures for four, or more, employees are eligible for light duty;
 - i. The first assignment shall be made to the day shift, second to the evening shift, and third to the overnight shift, on a first come, first served basis.
 - ii. At no time shall the number of simultaneous temporary light duty assignments exceed three employees.

- iii. Each temporary assignment shall be made for a period not to exceed one month, when four or more employees are eligible for a temporary light duty assignment.
- iv. Affected employees must be relieved from a temporary light duty assignment following their one-month assignment period if they are unable to return to full (unrestricted) duty and the number of employees eligible for light duty exceeds three employees.
- v. When a light duty shift becomes vacant the next affected employee, as determined on a first come, first served basis, shall be assigned to a temporary light duty assignment on the shift that was immediately vacated. No shift assignment preferences shall be made based upon rank and/or seniority.
- vi. Subsequent assignments and re-assignments may be approved by the Sheriff, in monthly intervals applicable to the number of employees eligible for light duty, but under no circumstance should an employee's temporary light duty assignments exceed a cumulative duration greater than twelve months.
- vii. The procedures outlined under paragraph 4(A) above must be followed anytime the number of employees eligible for a temporary light duty assignment reduces to three employees, or less.

Section 5 - Procedures for Work Related (On-Duty) Injury/Illness

1. All work-related accidents, injuries, and/or illnesses must be immediately reported to the on-duty Tour Supervisor in the Corrections Division. The Tour Supervisor will assist with the completion and proper submission of all Warren County Self-Insurance Department reports.
2. An application for New York State General Municipal Law § 207-c benefits may be made by the employee, the Sheriff, or some other person acting on behalf of the affected employee, in accordance with the provisions outlined in Schedule "B" of this collective bargaining agreement.
3. Employees who suffer an injury or illness, while on-duty, that limits their ability to perform all necessary, full-duty, functions of their position in the Sheriff's Office, may submit a request to the Sheriff, in writing, for a temporary light duty assignment. The request must detail their interest in such assignment, the nature of their injury or illness, their current medical prognosis, and documentation from a physician, or competent health authority, outlining their specific limitations and restrictions.
4. The Sheriff may deny an employee's request for a light duty assignment if a light duty shift is not currently available or the affected employee lacks an appropriate level of fitness to perform the light duty tasks and functions. The employee's request will be approved at a later date, as outlined in these procedures, if the basis for the Sheriff's denial was the lack of an available shift.

5. A determination from the Sheriff for approval of a temporary light duty assignment must set forth, in writing, the limitations on the duties that will apply to the affected employee.
6. The Sheriff may also require an injured employee to accept a temporary light duty assignment, in accordance with the provisions outlined in New York State General Municipal Law § 207-c and Schedule "B" of this collective bargaining agreement, following a determination from a physician, or competent health authority, that the employee is not capable of performing all necessary full-duty functions of their position, but is capable of performing modified, limited, light duty functions.
7. The affected employee reserves the right to appeal the Sheriff's requirement to accept a temporary light duty assignment by following the procedures set forth in Schedule "B" of this collective bargaining agreement.
8. When the Sheriff requires an affected employee to accept a light duty assignment, he must provide the physician, or competent health authority, making the light duty determination, with a written description of the essential conditions and responsibilities for the proposed light duty assignment.
9. A determination from a physician, or competent health authority, that an employee is capable of performing modified light duties shall set forth, in writing, the limitations on the duties that will apply to the affected employee.
10. A voluntary request for a temporary light duty assignment requires only the Sheriff's approval. A mandatory, involuntary, assignment requires both the physician's written approval of the temporary light duty functions and the Sheriff's written directive.
11. An employee who has been required by the Sheriff to accept a light duty assignment, that fails to report for such assignment following the loss of an appeal in accordance with the provisions of New York State General Municipal Law § 207-c, may be subject to disciplinary action.

Section 6 - Procedures for Non-Work Related (Off-Duty) Injury/Illness

1. Employees who suffer an injury or illness, while off-duty, that limits their ability to perform all necessary, full-duty, functions of their position in the Sheriff's Office, shall be considered for a temporary light duty assignment when a physician, or other competent health authority, makes a determination that the employee is not capable of performing all necessary full-duty functions of their position, but is capable of performing modified, limited, light duty functions.
2. When an employee is requesting a light duty assignment, they must submit a written request to the Sheriff detailing their interest in such assignment, the nature of their injury or illness, their current medical prognosis, and documentation from a physician, or competent health authority, outlining their specific limitations and restrictions.

3. The Sheriff may not deny a request for the light duty assignment if a light duty shift is available and the affected employee possesses an appropriate level of fitness to perform the light duty tasks and functions.

4. A determination from the Sheriff for approval of a temporary light duty assignment must set forth, in writing, the limitations on the duties that will apply to the affected employee.

Section 7. Pregnancy Disability

Temporary reassignment of eligible pregnant members is a voluntary program whereby the Office will afford pregnant members the opportunity to continue working during the latter stage of pregnancy. Temporary reassignment of eligible pregnant members will be made consistent with the operational needs of the Office. The Office shall have the sole right to determine hours, location and type of duty to be assigned, however, every reasonable effort will be made to assign the member as close to her assigned duty station as possible. As operational needs dictate, the Sheriff may, at any time, change the hours, location and type of duty assigned. Members temporarily assigned to administrative duty shall not be assigned to duties involving the supervision of inmates or duties in the secure areas of the Correctional Facility. Any member who is at least 5 months pregnant and any member who is less than 5 months pregnant whose attending physician will not certify her for full and strenuous duty as a result of her pregnancy is eligible for this program. Members who are at least 5 months pregnant and do not want a temporary reassignment to administrative duties, but instead wish to continue in an assignment requiring fitness for full and strenuous duty shall be allowed to do so provided the member's doctor consents.

COUNTY OF WARREN

By: _____

WARREN COUNTY SHERIFF

By: _____

TEAMSTERS LOCAL 294

By: 

Warren County Board of Supervisors

RESOLUTION NO. 218 OF 2025

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

ADOPTING THE WARREN COUNTY EMPLOYEE TIMEKEEPING APPROVAL MANAGEMENT POLICY

WHEREAS, the County Attorney requested and the Personnel, Administration & Higher Education Committee agreed to adopt the Warren County Employee Timekeeping Approval Management Policy, and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the Warren County Employee Timekeeping Approval Management Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County.

SCHEDULE “A”

WARREN COUNTY EMPLOYEE TIMEKEEPING APPROVAL MANAGEMENT POLICY

A. PURPOSE:

The purpose of this policy is to establish protocols to ensure compliance with the accurate capture of federal and state labor law requirements for timekeeping in accordance with generally accepted accounting principles in the course of County business.

B. DEFINITIONS:

Authority to Approve: County employees designated in writing to authorize and approve timekeeping transactions ensuring accuracy and compliance with established collective bargaining agreements, federal and state labor law.

County Ethics Legislation: Local Law No. 2 of 2022 entitled “A Local Law Amending and Updating Local Law No. 6 of 2021,” ‘A Local Law Amending and Updating Local Law No. 5 of 2021,’ A Local Law Amending and Updating Local Law No. 6 of 2014,’ Warren County Ethics and Disclosure Law.”

County Timekeeping: The tracking and recording of employee work hours in accordance with federal and state labor regulations.

Department Head: County officers or employees given the supervisory title of Department Head.

Department Head Designee: A County employee given the supervisory authority or designated by the Department Head to act on their behalf.

Employee: A person employed by the County of Warren on a full-time, part-time, less than part-time, per diem, or seasonal/temporary basis, and includes volunteers and interns, whether paid or unpaid.

Employee Representative: A person authorized to represent a County employee which belongs to a labor union recognized by the County of Warren and engage in negotiations on behalf of its members.

Employer: The County of Warren (“County”).

Timekeeping System Entry: The use of an employee time-tracking system to record employee work hours, which feeds into the timekeeping process for accurate and efficient wage calculations.

Remote Work: A flexible work arrangement where an employee is given written permission to perform their duties outside of the traditional County physical workplace.

Supervisor: A person within employer’s organization who has the authority to direct and control the work performance of an employee, or who has authority to take corrective action regarding the violation of law, rule or regulation to which an employee submits written notice.

Workplace: Any location away from an employee’s permanent or temporary domicile, where an employee

performs any work-related duty in the course of their employment.

C. PROCEDURES:

1. County timekeeping shall be governed by the fiscal requirements of federal and state labor regulations.
2. Employee timekeeping shall be in accordance with the County's collective bargaining agreements and with County policies for employees.
3. Department Heads and/or Department Head Designees shall be fiscally responsible for the timekeeping assigned to them by the County budget process.
4. A Department Head may edit and approve their own timesheet.
5. An employee who is not a Department Head may not edit or approve their own timesheet for submission for payment.
6. A Department Head's request to assign a Department Head Designee under their supervision with authority to approve the department's timekeeping must be done in writing in advance to the Human Resource Department, the County Treasurer's Department, and the County Administrator's Office PRIOR to the responsibility being tendered.
7. The Department Head and Department Head Designee may not edit or approve timekeeping for any employee that may give rise to violations of the County's Code of Ethics.
8. County employees will not be compensated for their commute travel time to and from their workplace and no such travel time shall be submitted on timesheets for payment.
9. In the absence of a Department's Department Head and Department Head's Designee, the County Administrator's Office shall be authorized to edit and approve timekeeping.

D. POLICY VIOLATIONS:

Department Heads shall be responsible for their adherence to this policy, along with any employees given the authority to approve timekeeping on their behalf. Violations of the procedures established by this policy may result in disciplinary action.

E. EFFECTIVE DATE:

This policy to be effective upon approval by the Warren County Board of Supervisors and all prior policies are hereby rescinded and replaced.

Warren County Board of Supervisors

RESOLUTION NO. 219 OF 2025

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

ADOPTING THE COUNTY OF WARREN UNMANNED AIRCRAFT SYSTEM USE POLICY

WHEREAS, the County Attorney requested and the Personnel, Administration & Higher Education Committee agreed to adopt the County of Warren Unmanned Aircraft System Use Policy, and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the County of Warren Unmanned Aircraft System Use Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Warren County Unmanned Aircraft System Use Policies, Resolutions or parts thereof inconsistent with the annexed Warren County Unmanned Aircraft System Use Policy are hereby repealed effective June 20, 2025.

SCHEDULE “A”

**COUNTY OF WARREN
UNMANNED AIRCRAFT SYSTEM USE POLICY**

I. PURPOSE

The purpose of this policy is to establish guidelines for the contracted use of an unmanned aircraft system (UAS) commonly referred to as a drone for County business operations in accordance with government regulations. This policy applies to all County departments contracting and providing assistance for the use of UAS in County activities.

II. DEFINITIONS

Adirondack Park Agency (APA): An agency created by the New York State Legislature that governs the land use within the boundary of the Adirondack Park System.

Certificate of Waiver or Authorization (COA): An authorization issued by the FAA to a public operator for a specific UAS. After a complete application is submitted to the FAA, the FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAS can operate safely with other airspace users.

Commercial Use: The non-recreational operation of UAS by an FAA Part 107-certified pilot for the County for compensation or hire or furtherance of County business.

Conservation Easement: An easement, covenant, restriction or other interest in real property, created under and subject to the provisions of this title which limits or restricts development, management or use of such real property for the purpose of preserving or maintaining the scenic, open, historic, archaeological, architectural, or natural condition, character, significance or amenities of the real property in a manner consistent with the public policy and purpose set forth in ECL §49-0301, provided that no such easement shall be acquired, or held by the state which is subject to the provisions of Article Fourteen of the Constitution.

County Drone Coordinator: A County employee certified as an FAA Part 107 Pilot designated by the County to enforce the provisions of this policy.

County Premises: Any building, property or facility the County owns, leases, operates and/or maintains.

Department Head: County officers or employees given the supervisory title of Department Head.

Emergency: A sudden or unexpected event which causes or threatens imminent harm or injury to a person, or there is the possibility of loss of life, endangerments to the public at large, the environment and/or the State’s natural resources, and/or which requires an immediate response and/or remedial action. Emergency also includes the collection of data that is time sensitive relating to the emergency both during and after the event.

Employee: A person employed by the County of Warren on a full-time, part-time, less than part-time, per

RESOLUTION No. 219 OF 2025

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diem or season/temporary basis and includes volunteers and interns whether paid or unpaid.

FAA: Federal Aviation Administration is a federal agency within the US Department of Transportation that regulates civil aviation and governs airspace within the United States.

Flight: The take-off, in-flight, and landing of a UAS mission.

Lake George Park Commission: A NYS planning, environmental and public safety agency with special responsibilities for water quality and lake recreation specific to the Lake George Watershed.

Municipal Aid Agreement: An established legal framework in which municipalities agree to share resources and assistance during states of emergency or to support ongoing municipal services.

New York State Department of Environmental Conservation (NYSDEC): Is an agency within New York State government that is responsible for the protecting and enhancing government initiatives to protect NYS wildlife, natural resources and environmental quality of life for the state.

New York Office of Parks, Recreation and Historic Preservation (OPRHP): A State agency within the NYS Executive Department charged with the operation of state parks and historic sites within the State of New York.

Non-emergency: Missions that are not defined as emergency and include, but are not limited to, flight training, aerial mapping, building and premises mapping, environmental protection and remediation, silviculture, fisheries and wildlife management, insect and disease control, tourism related activities and environmental monitoring.

Office of Emergency Services (OES): For the purposes of this policy, OES shall mean the Warren County OES.

Operation: The manipulation of the UAS flight controls, which includes autonomous flight by the pilot during the in-flight phase.

Provider: A company contracted by the County of Warren to provide a service to a County department or County sponsored affiliate.

Public Lands: Areas of land that are managed by government agencies.

Remote Pilot in Command (RPIC): The pilot actually flying the UAS that is licensed by the FAA for UAS operation.

State Lands: Lands under the jurisdiction of the NYS government that are administered by the Division of Lands and Forests, the Division of Operations, and the Division of Fish and Wildlife, including but not limited to such lands as Wildlife Management Areas, Fish and Wildlife Management areas, unique areas, State forests, reforestation areas, multiple use areas, forest preserves, conservation areas, natural resource management areas, preserves, campgrounds and environmentally sensitive lands, and to those rights owned and managed by the State as conservation easements as defined in 6 NYCRR 190.12.

Unmanned Aircraft System (UAS): An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled, and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

Unmanned Aircraft System (UAS) Provider Agreement: A County agreement specific for the engagement of UAS services for the purpose of County business.

Unmanned Aircraft Vehicle (UAV): A powered aircraft vehicle that does not carry a human operator; uses aerodynamic forces to provide vehicle lift; can fly autonomously or be piloted remotely; can be expendable or recoverable; and can carry a lethal or nonlethal payload.

III. REGULATIONS AND PROCEDURES

A. Government Regulations:

The County of Warren has public lands within the Adirondack Park System governed by the NYS DEC, NYS OPRHP, Adirondack Park Agency, and the Lake George Park Commission which have special protections for lands governed by these agencies including but not limited to State Lands, wilderness areas, conservation easements, and public lands. Specific operations of RPIC whether government employees or Providers contracted for UAS by the County should be directed to the official websites of the following government agencies for permit requirements and usage:

1. FAA;
2. Adirondack Park Agency;
3. NYS DEC;
4. NYS OPRHP; and
5. Lake George Park Commission

B. FAA Licensing:

1. Contractor UAS Providers:

County RFQ's and RFP's for UAS Provider Services must include proof of applicable FAA Part 107 certification for each Remote Pilot in Command of a UAS engaged in conducting business on behalf of the County. The County Drone Coordinator shall be responsible for administering the County's approval and ensuring the UAS Provider is confirmed as licensed within the FAA Airman Registry.

2. Government Operators:

County UAS services provided or received as part of a Mutual Aid Agreement must utilize an FAA certified Remote Pilot in Command of the UAS engaged in conducting business on behalf of the County in accordance with FAA regulations. County employees having responsibilities for the operation of UAS services on behalf of the County shall meet the requirements of FAA licensing regulations and provide that licensing including their renewals to the County Drone Coordinator for insurance coverage in the County's comprehensive insurance program.

C. County Contractual Agreements:

1. **Provider Agreements:**

Providers performing work on behalf of the County, must inform the County in writing of their intent on using UAS for the services to be provided prior to the use of any UAS. If a County department is aware a UAS will be used, the Department Head should contact the County Attorney in writing informing it of the parameters of the UAS service to be provided. Documentation pertaining to the UAS operation should include the purpose, date, time, flight location, and authorization needed by any regulatory agency governing the airspace above the land where the UAS will be used. UAS application to the County shall be made ten (10) business days PRIOR to the use of the UAS for County programming. The County Drone Coordinator shall work with the County Attorney's Office to review the request and determine the contractual parameters needed for the Provider service.

2. **Mutual Aid Agreements:**

Mutual Aid Agreements for the purpose of providing mutual aid to public entities other than the County involving other municipalities, state agencies or entities, the federal government or private individuals, with the intention of using a UAS for work, including emergencies, under their agreements, must first be vetted through the County Attorney's Office to confirm contractual relationships are in place and liability is appropriately transferred per the terms and conditions of Section 4 of this policy.

D. Transfer of Risk: Insurance and Indemnification:

1. **County Insurance Requirements for Provider Engagements:**

County Insurance Requirements for the use of UAS for County business operations are as follows:

- a. The Contractor shall provide the County with a Certificate of Insurance naming the County as Certificate Holder and **"Additional Insured on a Primary and Non-Contributory Basis"** prior to the commencement of any work under this Agreement. The County's failure to object to the contents of the Certificate of Insurance provided by the Contractor or the absence of same shall not be deemed a waiver of any and all rights held by the County under this Agreement.
- b. In the event the Contractor utilizes a Subcontractor for any portion of the work under this Agreement, then the Subcontractor shall provide insurance of the same type or types as required herein from the Contractor and to the same extent of coverage as that provided by the Contractor and the Contractor shall provide to the County the Certificates of Insurance for the Subcontractor which shall name the County as Certificate Holder and **"Additional Insured on a Primary and Non-Contributory Basis"** prior to the commencement of any work under this Agreement by the Subcontractor.
- c. Every required coverage type shall be "occurrence basis" except for Professional Errors and Omissions Coverage, which may be "claims made" coverage. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage.

- d. All insurance shall be provided by insurance carriers licensed and admitted to do business in the State of New York and must be rated “A-:VII” or better by A.M. Best (Current Rate Guide).
- e. The County Attorney and/or their designee must approve all insurance certificates submitted by the Contractor prior to the County accepting and executing this Agreement at Page One.
- f. The County reserves the right to request certified copies of any policy or endorsement thereto which shall be produced within three (3) business days of a written request delivered by email or as otherwise provided by this Agreement.
- g. If the Contractor fails to procure and maintain the required coverage(s) and minimum limits for the Contractor or any Subcontractor, then such failure shall constitute a material breach of a precondition to the County entering into this Agreement, or in the alternative, a material breach of this Agreement once executed by the County, thereafter authorizing the County to exercise any rights it has in law or equity, including but not limited to any or all of the following:
 - 1.) immediate termination of the Agreement;
 - 2.) withholding any/all payment(s) due under this Agreement, or any other Agreement between the County and Contractor (common law set-off); or
 - 3.) procuring or renewing any required coverage(s) or any extended reporting period hereto and paying any premiums in connection therewith.
- h. All monies so paid by the County for insurance coverage of the Contractor shall be repaid upon demand, or at the County’s option may be offset against any monies due to the Contractor.
 - 1.) **Commercial General Liability** including Completed Products and Operations and Personal Liability Insurance: One Million Dollars (\$1,000,000.00) per Occurrence with a Two Million Dollars Aggregate (\$2,000,000.00);
 - 2.) **Commercial Automobile Insurance:** One Million Dollars (\$1,000,000.00) Combined Single Limit for Owned, Hired and Non-Owned Vehicles;
 - 3.) **NYS Statutory Workers Compensation, Employer’s Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this Agreement, employees required in compliance with the provisions of Workers’ Compensation Law shall make this Agreement void and of no effect;
 - 4.) **Commercial Aviation Liability Insurance:** One Million dollars (\$1,000,000.00) Combined Single Limit per claim/occurrence aggregate including coverage for property damage, bodily injury, and personal and advertising injury covering the named operator and the insured; and
 - 5.) **Excess Insurance** coverage of Three Million Dollars (\$3,000,000.00) per Occurrence Aggregate

2. *County Indemnification Requirements for Providers and Mutual Aid Partners:*

Each and every Provider or Mutual Aid Partner, for itself, its assignees, and successors in interest shall be required to agree and promise, to the fullest extent provided by law, to defend, indemnify, and hold harmless the County, its Officers, Employees, and Agents, from and against all claims, damages, losses and expense (including, but not limited to, attorneys’

fees, costs and disbursements), which arise out of or result from the performance of the work covered by the UAS Provider Agreement attached as Exhibit A to this policy, which are sustained by any person, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or the negligent act or omission of the Provider or Mutual Aid Partner, or its officers, members, partners, employees, agents, subcontractors, or anyone for whom the Provider or Mutual Aid Partner is legally liable. The Provider or Mutual Aid Partner's responsibility under a County agreement shall not be limited to the insurance coverage required by an agreement or the insurance available to the Provider or Mutual Aid Partner or any of its Subcontractors.

IV. COUNTY UAS PROGRAMMING

- A. Warren County Office of Emergency Services:** The Warren County Office of Emergency Services "Unmanned Aerial Systems (UAS) Policy for Warren County Office of Emergency Services - Resolution No. 337 of 2024" is hereby added as Exhibit B of this policy and governs the operations of the OES County drone and its operation in County business.
- B. RESERVED:** Warren County Sheriff's Office

V. ADMINISTRATIVE RESPONSIBILITIES

- A. County Drone Coordinator Responsibilities:** The County shall designate a County Drone Coordinator who shall be responsible for reviewing all UAS Provider Agreements requested for County operations and shall additionally be responsible for the coordination of all County mutual aid agreements with the exception of those UAS activities governed by the Warren County Sheriff's Office. The County Drone Coordinator shall work with the County Attorney's Office to ensure the County contractual relationships are in accordance with County fiscal processes.
- B. County Department Head Responsibilities:** County Department Heads and the designees shall be responsible for managing the contractual and mutual aid relationships for the terms and conditions of this policy in accordance with the project under the direction of the County Drone Coordinator.
- C. OES Responsibilities:** Warren County Resolution No. 337 of 2024 shall govern the policy, procedures and protocols of the County UAS' operation and control attached as Exhibit B to this policy.
- D. Warren County Sheriff's Office:** The administrative responsibilities of the Warren County Sheriff's Office are reserved with the exception that it shall govern the use of the County drone for any law enforcement initiative within its jurisdiction when needed for law enforcement purposes.
- E. Administrative Responsibilities:** The County Attorney's Office shall be responsible for the management of County contractual relationships and their insurance requirements and shall

RESOLUTION No. 219 OF 2025

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provide those same administrative services to County departments and the County Drone Coordinator in the furtherance of County business.

Warren County UAS Application

Applicant's Name: _____
 Applicant's Address: _____
 Email Address: _____
 Contact Telephone/Cell Number(s): _____
 Name of Company Providing UAS Services: _____
 Company Website: _____
 UAS FAA PART 107 Pilot License Number(s) for All Project UAS Operators: _____
 Contracting Department: _____

Project Description: Please provide details on the purpose, date, time, and flight location (airspace) for the project application.

Insurance: The County requires a Certificate of Insurance naming the County as a Certificate Holder and an *additional insured on a primary and non-contributory basis* as follows:

- *Commercial General Liability insurance*, including personal injury liability insurance, in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate;
- *Commercial Automobile Insurance:* One Million Dollars Commercial Auto Insurance must be provided if any vehicles will be included as part of this application and event. The ACORD form shall designate year, make, model and vehicle or serial identification number of all commercial vehicles used for this licensed activity;
- *Commercial Aviation Insurance: One Million Dollars (\$1,000,000) Combined Single Limit per claim/occurrence aggregate including coverage for property damage, bodily injury, and personal and advertising injury covering the named operator and the insured;*
- *Excess Insurance:* Three Million Dollars (\$3,000,000) per occurrence aggregate; AND
- *Proof of NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance* or waiver of same from the NYS Workers Compensation Bureau is required per NYS Law. Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

The County of Warren shall be the Certificate Holder and Additional Insured on a Primary and Non-contributory Basis on all certificates. Certificates of Insurance should be addressed to the attention of: Office of the County Attorney, Warren County, 1340 State Route 9, Lake George, NY 12845, Attention: County Attorney. Your organization acknowledges that failure to obtain such insurance on behalf of the County constitutes a material breach of this license and subjects your organization to liability for damages, indemnification and all other legal remedies available to the County. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the County.

Certification and Other Agreements: I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing this application and agree to comply with all license conditions and with all other requirements of the county, state, and federal governments including compliance with all of the provisions of the Federal Americans with Disabilities Act (ADA); and State laws. I further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of this license for the County of Warren, NY. I agree to indemnify and save harmless the County, its Agents and Employees, from and against all claims, damages, losses and expense including, but not limited to, attorneys' fees, arising out of or resulting from the licensed activity, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of you, your employees, or agents. I understand that I will be responsible for any cleanup and/or costs related to cleanup if necessary of any public property for my licensed peddling and vending activity.

Signature: _____
 Print Name: _____

Date: _____

Mandatory Attachments:

- _____ COI naming the County as a Certificate Holder and Additional Insured on a Primary & Non-contributory Basis
- _____ Copy of NYS Driver's License and FAA Part 107 Pilots License for person(s) operating the UAS

 County Drone Coordinator Approval/Date: _____ County Attorney's Office Approval/Date: _____

Warren County Board of Supervisors

RESOLUTION NO. 337 OF 2024

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

ADOPTING THE UNMANNED AERIAL SYSTEMS (UAS) POLICY FOR WARREN COUNTY OFFICE OF EMERGENCY SERVICES

WHEREAS, the Director of the Office of Emergency Services presented to the Criminal Justice, Public Safety & Emergency Services Committee a Unmanned Aerial Systems (UAS) Policy for Warren County Office of Emergency Services, and

WHEREAS, the Criminal Justice, Public Safety & Emergency Services Committee has reviewed the Policy and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Unmanned Aerial Systems (UAS) Policy for Warren County Office of Emergency Services, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County Office of Emergency Services.



Office of
Emergency
Services

Warren County

Unmanned Aerial Systems Policy

June 2024

THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

Revisions

Date	Changes	Name
5/31/24	Plan Creation	A. Rivers

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I. Purpose and Scope

The purpose of this policy is to set guidelines for approved uses, trainings and care for Unmanned Aerial System (UAS) owned by the Warren County Office of Emergency Services. This policy further provides guidance regarding the take-off, operation, and landing of UAS. The Warren County Office of Emergency Services UAS program is developed to provide specialized support to public safety operations in a safe, responsible, and transparent manner, UAS's provide the ability for aerial, overhead support and observations that otherwise may not occur, balancing the safety of the public as well as the privacy interests of the community shall be a focus and concern for every use.

Due to advancements in technology and the changing needs of the Office of Emergency Services (OES), this policy will be reviewed on an annual basis to ensure the direction in the policy is current and compliant with any new legal requirements. This policy is for the purpose of guidance and is not intended to operate as law.

This policy shall be reviewed yearly alongside the production of the yearly UAS report.

II. Definitions

Beyond Visual Line of Sight (BVLOS):

As defined by the Federal Aviation Administration (FAA) - In a time of extreme emergencies to safeguard human life, first responders require the capability to operate a UAS beyond visual line of sight (BVLOS) to assess the operational environment such as at a large structure fire, to conduct an aerial search on a large roof area for a burglary in progress, or to fly over a heavily forested area to look for a missing person. BVLOS supports public UAS operators acting in an active first responder capacity, the FAA may approve "First Responder Tactical Beyond Visual Line of Sight" (TBVLOS) waivers to 14 CFR 91.113(b).

Certificate of Authority:

An authorization issued by the Air Traffic Organization Division of the FAA to a public Pilot in Command for a specific UAS activity. After a complete application is submitted, the FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAS can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted.

Federal Aviation Administration (FAA) Part 107:

Under FAA Part 107, an operator must hold a current remote pilot airman certificate with an UAS rating or be under the direct supervision of a person who holds such a certificate to operate the controls of an UAS.

Landing Area:

A place on land or water, including an airport or intermediate landing field, used, or intended to be used, for the takeoff and landing of aircraft, even when facilities are not provided for sheltering, servicing, or repairing aircraft, or for receiving or discharging passengers or cargo

Night Flight:

Flight of a UAS that occurs between the hours of one-half hour after sunset and one-half hour before sunrise. The time of sunset and sunrise are determined by the National Oceanic and Atmospheric Administration (NOAA).

Notice to Air Mission (NOTAM):

A NOTAM is a notice containing information essential to personnel concerned with flight operation. They have a unique language to make communication more efficient.

Pilot In Command (PIC):

The person who has final authority and responsibility for the operation and safety of flight, has been designated as pilot in command before or during the flight, and holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight. The Pilot In Command position may rotate duties as necessary with equally qualified pilots. The individual designated as pilot in command may change during flight. All pilots in command will be required to be certified by the Federal Aviation Administration (FAA) under 14 CFR Part 107 and possess a Remote Pilot Airman Certificate.

Uncontrolled Airspace:

All airspace classified as Class G airspace and further controlled by a NOTAM or Temporary Flight Restriction.

Unmanned Aerial System (UAS):

An Unmanned Aerial System (UAS) is defined as an unmanned aircraft of any type that is capable of sustaining direct flight, whether preprogrammed or remotely controlled, and all of the supporting or attached systems designed for gathering information through imaging, recording or other means.

Visual Observer (VO):

Visual Observers are personnel responsible for the visual observation of the UAS while in flight. The Visual Observer will alert the operator of any conditions (obstructions, terrain, structures, air traffic, weather, etc.) which may affect the safety of flight. The Visual Observer will be responsible for all aviation related communications required by the Federal Aviation Administration (FAA). To accomplish this, the Visual Observer will be in close proximity to the operator to ensure timely relaying of information. All operators should operate the UAS with the assistance of a Visual Observer if one is available and as soon as possible.

Visual Line-Of-Sight:

A method of control and collision avoidance that refers to the pilot in command or Visual Observer directly viewing the unmanned aircraft with human eyesight. Corrective lenses (spectacles or contact lenses) may be used by the pilot or Visual Observer.

Federal Aviation Administration (FAA) Part 107:

The Federal Aviation Administration's (FAA) Part 107, also known as the Small Unmanned Aircraft Systems (sUAS) Rule, is the primary regulation for flying drones that weigh less than 55 pounds. It allows drones to be flown for a variety of reasons, including work, recreation, education, and public safety. Under FAA Part 107, an operator must hold a current remote pilot airman certificate with an UAS rating or be under the direct supervision of a person who holds such a certificate to operate the controls of an UAS.

III. Policy Statement

A UAS may be utilized to enhance the Warren County Office of Emergency Services resources and response to operations. Any use of a UAS will be in strict accordance with constitutional and privacy rights as well as Federal Aviation Administration (FAA) regulations.

IV. Privacy Considerations

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure) (I.C. § 35-33-5-9). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

V. UAS Program Coordinator

The UAS Program Coordinator will be responsible for the management of the UAS program. The UAS Program Coordinator and their designee shall be appointed by the OES Director. The UAS Program Coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and OES approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.
- Implementing a system for public notification of UAS deployment, if the need arises.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of Visual Observers, establishment of lost link procedures and secure communication with air traffic control facilities.

- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring.

VI. Use of UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS. UAS operations should only be conducted during daylight hours. A UAS should not be flown over populated areas except for persons directly participating in UAS operations without FAA approval.

Documentation of Use

After each use of the UAS, a log should be properly kept of its condition before and after flight, where it was used and what it was used for. This log shall be kept in the OES Office and reviewed as necessary for a period of no less than 180 days unless retention of the information is determined to be necessary for a longer period by any applicable law or reasonable request.

VII. Prohibited Use

The UAS video surveillance equipment shall not be used:

- a) To conduct random surveillance activities.
- b) To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- c) To harass, intimidate, or discriminate against any individual or group.
- d) The UAS shall not be weaponized.
- e) Shall not be integrated with facial recognition or biometrics technology
- f) Shall not conduct personal business of any type; including for profit i.e. marketing or tourism

VIII. Pilot in Command Procedures

Pilots In Command of any Warren County OES UAS shall adhere to the following:

- a) The UAS shall be operated solely by members assigned to the UAS Team by Warren County OES.
- b) Shall obtain authorization for UAS deployment from the UAS Program Coordinator.
- c) The PIC shall be authorized to fly pursuant to the airspace designation.
- d) For emergencies where the airspace restricts UAS deployments, contact the FAA Special Government Interest Office (SGI) at 202-267-8276 and request authorization.
- e) If SGI is contacted and authorization is granted, the PIC shall notify the UAS Program Coordinator.
- f) Upon conclusion of the UAS deployment, the PIC shall complete the FAA Emergency Request Form and forward copies of it to both the SGI Office and UAS Program Coordinator.

- g) Ensure the UAS can be deployed in a safe manner. This includes checking the weather using an appropriate application such as ALOFT AIR CONTROL.
- h) Inspect and test the UAS prior to each deployment to verify proper functionality and airworthiness.
- i) Operate a UAS in accordance with an issued COA, BVLOS waiver, Part 107 remote pilot certificate, or any other waiver issued by the FAA.

IX. Deployment and Use

The use of any Warren County OES UAS shall adhere to the following:

- a) All deployments of UAS will be authorized by the UAS Program Coordinator prior to deployment and conform to a Certificate of Authorization (COA) issued to Warren County and/ or a remote pilot airman certificate Part 107 with a small UAS rating.
- ~~b)~~ A UAS must be used in a manner that is in accordance with federal, state and local laws.
- c) A UAS will be operated solely by members of the Warren County OES UAS Team, unless otherwise deemed necessary or approved by the Warren County Program Coordinator.
- d) The PIC will inspect and test the UAS prior to each deployment to verify proper functionality and general airworthiness.
- e) Upon completion of the deployment, the PIC will log the deployment in the appropriate logging system.
- f) All Warren County OES UAS unit pilots will only operate a UAS in accordance with an issued COA, BVLOS waiver, Part 107 remote pilot certificate, or any other waiver issued by the FAA.
- g) UAS pilots will only operate by visual line of sight unless BVLOS is authorized by a COA or waiver.
- h) The PIC and any VO shall review the intended flight pattern of the UAS for hazards prior to each deployment and during deployment, including weather.
- i) The PIC shall not exceed an altitude of 400 feet above ground level (AGL) unless otherwise authorized in a COA or to avoid a collision with another aircraft or object.
- j) In Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport, the operator must obtain prior authorization by contacting Air Traffic Control or a COA.
- k) The PIC will ensure the deployment of a UAS is within the UAS guidelines for the current weather including wind velocity. Wind velocity can be obtained by using mobile applications like ALOFT AIR CONTROL.
- l) The UAS Program Coordinator will coordinate maintenance, repairs and updates of all UAS, unless otherwise directed elsewhere.
- m) The Pilot in Command and Visual Observer will be in direct voice contact at all times. In the event a VO is being utilized during a UAS deployment and direct communication is lost the with that the person, the PIC will return the aircraft to the home point and reestablish communication with the VO by any means available.
- n) All requests for mutual aid deployments of a UAS must be directed to the UAS Program Coordinator for authorization to ensure the request is consistent with this policy.
- o) Any complaints made by the public regarding the use of a UAS by members of the Warren County OESUAS Team shall be handled by the Director of Warren County OES.

*Note: The PIC may terminate any operation, or decline the operation at any time if they believe it is unsafe, outside the capabilities of the aircraft, in violation of any State or Federal law, or violates the privacy of a citizen without due cause.

X. Authorized Uses of UAS

Any use of UAS's shall be in strict accordance with all federal, state and local laws, and Federal Aviation Administration (FAA) regulations. UAS operations should be conducted in accordance with FAA approval. The following is a list of authorized uses of UAS's:

- a) Natural disaster response and management;
- b) Missing or lost persons location operations;
- c) Search and Rescue (SAR) operations;
- d) Marine Rescue operations;
- e) Grass and brush, wildland fire operations;
- f) Hazardous materials operations;
- g) Fire investigations;
- h) 3D mapping of critical infrastructures or locations used for large scale public events;
- i) Anytime a UAS would enhance public safety, improve operational safety, incident stabilization or incident mitigation and its use would improve the likelihood that an incident would be resolved without the use of deadly force or other force options as determined by the authorizing person;
- j) Reconnaissance for high-risk or tactical operations that does not infringe upon the reasonable expectation of privacy such as high angle rescues or mountain rescues;
- k) Training missions to meet Federal Aviation Administration (FAA) and departmental regulations/certification standards;
- l) Departmental images and videos (recruitment, public relations, etc.); and
- m) In support of other public safety agencies or fire departments when the underlying mission meets the uses outlined in this policy.

XI. Mutual Aid Procedures

Use of Warren County OES UAS in conjunction with an outside agency UAS and/or Aviation unit is authorized if all of the following conditions are met:

- a) A request has been made by an outside agency -or- the outside agency is notified of a Warren County UAS deployment and is in agreement with said deployment.
- b) A mechanism to communicate with either a command post or the PIC of another agency (radio, phone) has been established.
- c) The joint operation can be executed in a safe manner.

XII. UAS Lost Link Emergency Procedures

The return to home (RTH) point should be set prior to deployment. RTH should activate and return the aircraft to the home point. In the event that there is a lost link between the UAS and the remote controller and/or RTH fails, the following procedures shall be followed:

- a) Maintain VLOS. If operating BVLOS pursuant to a waiver manipulate the aircraft in an attempt to establish VLOS.
- b) Restart the controller which will initiate the pairing process with the aircraft. If the remote fails to pair with the aircraft see below.
- c) Attempt to fly the aircraft home manually. If the aircraft cannot be returned home, follow the procedures in d, e, f, and g, below.
- d) Record the drones last location, altitude and heading.
- e) Land the aircraft in a secondary location if safe to do so or land the aircraft at a predetermined secondary landing sight.
- f) Notify GFL (Floyd Bennet Memorial Airport) if you have a lost link and you are unable to fly the aircraft home manually even if you are not in controlled you are in controlled airspace.
- g) If the aircraft crashes contact the UAS Program Coordinator who will organize a search effort to locate the aircraft and notify the FAA.

XIII. In-Flight Emergency Procedures

Emergencies are considered, but not limited to the following:

- Any operation to avoid a collision with a person, object, or another aircraft.
 - A lost link or fly away is considered an emergency if the PIC does not immediately gain control of the aircraft or land the aircraft safely. Refer to the lost link procedures for further instructions.
- a) PIC must give way to all other aircraft during deployment.
 - b) During an emergency the PIC may deviate from the rules outlined in Part 107 or an issued COA to avoid a collision with another aircraft, object, or person.
 - c) Pursuant to the lost link procedures the ATC may need to be contacted.
 - d) In the event an emergency occurs during operation the PIC will contact the UAS Program Coordinator and report the incident as soon as possible.

XIV. Warren County OES UAS Team

The Warren County OES UAS Team shall be composed of interested Warren County OES Staff and volunteers who serve in a public safety agency and wish to be pilots and/or observers.

Volunteers

Anyone who wishes to volunteer with Warren County OES must apply through the Warren County OES Office. Volunteer membership will be reviewed and determined by the Director and their counterparts. Final approval will be based on the county leadership. UAS Team membership will be reviewed and determined by the Director and UAS Program Coordinator.

Pilots

All team pilots must adhere to the FAA Part 107 requirement and be certified for small UAS aircraft.

Observers

All team observers must have a general knowledge UAS and FAA Part 107. They can be pilots awaiting certification but must have the general understating of UAS flight.

Initial Training

All members shall be familiar with the following rules and practices:

- 14 CFR 91.111 - Operating Near Other Aircraft
- 14 CFR 91.113 - Right of Way Rules
- 14 CFR 91.155 - Basic Visual Flight Rules (VFR) Weather Minimums
- Knowledge of air traffic and radio communications, including the use of approved ATC/pilot terminology; and knowledge of appropriate sections of the Aeronautical Information Manual.

Proficiency Training

UAS Team Training Requirements

- To maintain a level of proficiency, operators shall be required to attend regular training. Training will be coordinated through the Program Coordinator.
- All operators shall maintain proficiency in their pilot/observer abilities. Operators who do not have any documented training or flight time within a span of six (6) months will need to demonstrate proficiency before being a pilot during a deployment or exercise.
- Recurrent training is not limited to actual piloting skills but includes knowledge of all pertinent UAS/aviation matters.
- Failure to demonstrate proficiency or follow department policies can result in removal from the UAS program. UAS core competencies are perishable. All operators shall participate in documented training to maintain individual and team core competencies as determined by the type of missions and operations performed. These recurrent trainings shall be documented in a training report with documentation of the training with a log. The training report should include a roster of participants, topics covered, and lessons learned in UAS.

Training Records

- All operators will have a training file on record that details training history. This training file will be maintained by the UAS Program Coordinator and made available for inspection upon request. All operator certifications will be included in the individual's training file.
- All deployments or exercises shall be documented in a flight log.
- It is the operators' responsibility to verify their training file and training logs contain all pertinent documentation.

XV. Aircraft

Registration

Every UAS operated by the Department shall have a FAA certificate or N-number. The Program Coordinator is responsible for obtaining and verifying the validity of said FAA certificate or N-number.

Maintenance

The Program Coordinator shall be responsible for UAS maintenance. All maintenance shall conform to manufacturer recommendations. If non-routine maintenance is performed, a test flight shall be conducted and documented. The PIC shall notify the Program Coordinator of any defects, damage, or maintenance issues with the UAS.

Storage

All Department-owned UAS shall be stored at the Department or an approved offsite location, and shall be stored in accordance with manufacturer recommendations

XVI. Privacy Protection, Data Retention, and FOIL

UAS Team personnel must comply with any applicable statewide Privacy Protection Policies.

UAS-recorded data will not be collected, disseminated or retained solely for the purpose of monitoring activities protected by the U.S. Constitution, such as the First Amendment's protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations)

Collection, use, dissemination, or retention of UAS-recorded data should not be based solely on individual characteristics (e.g., race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender), or any other protected category.

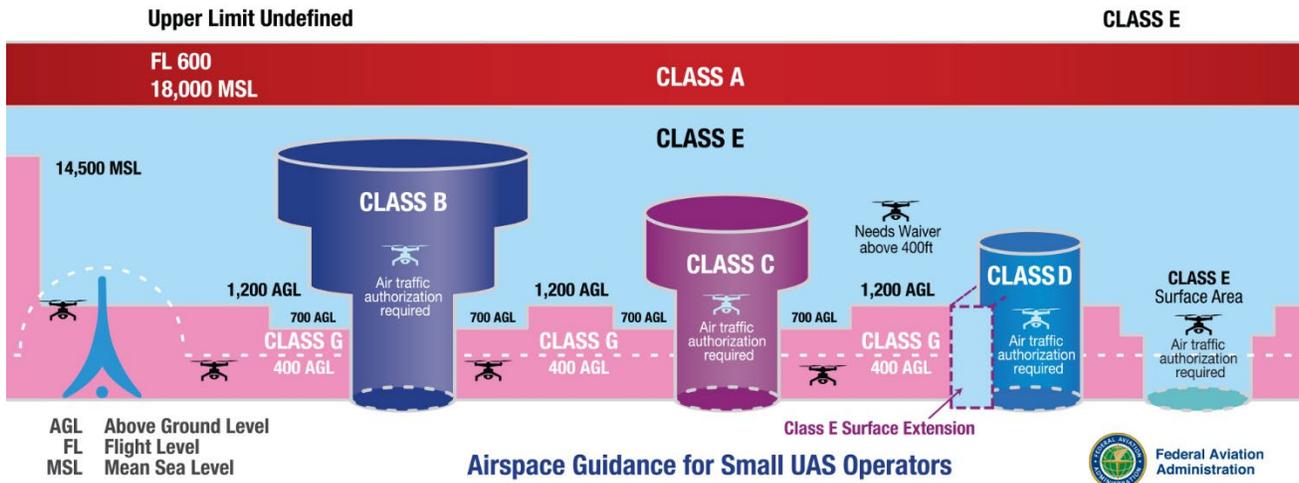
Videos, pictures, data or any other information generated by, or gathered from, a UAS is considered an OES record and must be managed appropriately.

Request for Department records should be made pursuant to a Freedom of Information Law (FOIL) request.

Appendix A: Acronyms

AGL	Above Ground Level
AO	Area of Operation/Aircraft Operator
ATC	Air Traffic Controller
BVLOS	Beyond Visual Line of Sight
FAA	Federal Aviation Agency
GPS	Global Position System
LOS	Line of Sight
METAR	Meteorological Aerodome Report
NOTAM	Notice to Air Mission
PIC	Pilot in Charge
RFID	Radio Frequency Identification
RTH	Return to Home
UAS	Unmanned Aircraft System
VFR	Visual Flight Rules
VLOS	Visual Line of Sight

Appendix B: Airspace Classifications



Controlled Airspace

- Class A Airspace** Class A airspace is generally the airspace from 18,000 feet mean sea level (MSL) up to and including flight level (FL) 600, including the airspace overlying the waters within 12 nautical miles (NM) of the coast of the 48 contiguous states and Alaska. Unless otherwise authorized, all operation in Class A airspace is conducted under instrument flight rules (IFR).
- Class B Airspace** Class B airspace is generally airspace from the surface to 10,000 feet MSL surrounding the nation’s busiest airports in terms of airport operations or passenger enplanements. The configuration of each Class B airspace area is individually tailored, consists of a surface area and two or more layers (some Class B airspace areas resemble upside-down wedding cakes), and is designed to contain all published instrument procedures once an aircraft enters the airspace. ATC clearance is required for all aircraft to operate in the area, and all aircraft that are so cleared receive separation services within the airspace.
- Class C Airspace** Class C airspace is generally airspace from the surface to 4,000 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower, are serviced by a radar approach control, and have a certain number of IFR operations or passenger enplanements. Although the configuration of each Class C area is individually tailored, the airspace usually consists of a surface area with a five NM radius, an outer circle with a ten NM radius that extends from 1,200 feet to 4,000 feet above the airport elevation. Each aircraft must establish two-way radio communications with the ATC facility providing air traffic services prior to entering the airspace and thereafter must maintain those communications while within the airspace.

Class D Airspace Class D airspace is generally airspace from the surface to 2,500 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower. The configuration of each Class D airspace area is individually tailored and, when instrument procedures are published, the airspace is normally designed to contain the procedures. Arrival extensions for instrument approach procedures (IAPs) may be Class D or Class E airspace. Unless otherwise authorized, each aircraft must establish two-way radio communications with the ATC facility providing air traffic services prior to entering the airspace and thereafter maintain those communications while in the airspace.

Class E Airspace Class E airspace is the controlled airspace not classified as Class A, B, C, or D airspace. A large amount of the airspace over the United States is designated as Class E airspace.

This provides sufficient airspace for the safe control and separation of aircraft during IFR operations. Chapter 3 of the Aeronautical Information Manual (AIM) explains the various types of Class E airspace.

Sectional and other charts depict all locations of Class E airspace with bases below 14,500 feet MSL. In areas where charts do not depict a class E base, class E begins at 14,500 feet MSL.

In most areas, the Class E airspace base is 1,200 feet AGL. In many other areas, the Class E airspace base is either the surface or 700 feet AGL. Some Class E airspace begins at an MSL altitude depicted on the charts, instead of an AGL altitude.

Class E airspace typically extends up to, but not including, 18,000 feet MSL (the lower limit of Class A airspace). All airspace above FL 600 is Class E airspace.

Uncontrolled Airspace

Class G Airspace Uncontrolled airspace or Class G airspace is the portion of the airspace that has not been designated as Class A, B, C, D, or E. It is therefore designated uncontrolled airspace. Class G airspace extends from the surface to the base of the overlying Class E airspace. Although ATC has no authority or responsibility to control air traffic, pilots should remember there are visual flight rules (VFR) minimums that apply to Class G airspace.

Special Use Airspace

Prohibited Areas Prohibited areas contain airspace of defined dimensions within which the flight of aircraft is prohibited. Such areas are established for security or other reasons associated with the national welfare. These areas are published in the Federal Register and are depicted on aeronautical charts. Examples of prohibited areas include Camp David and the National Mall in Washington, D.C., where the White House and the Congressional buildings are located.

Restricted Areas Restricted areas are areas where operations are hazardous to nonparticipating aircraft and contain airspace within which the flight of aircraft, while not wholly

prohibited, is subject to restrictions. Activities within these areas must be confined because of their nature, or limitations may be imposed upon aircraft operations that are not a part of those activities, or both. Restricted areas denote the existence of unusual, often invisible, hazards to aircraft (e.g., artillery firing, aerial gunnery, or guided missiles).

Warning Areas Warning areas are similar in nature to restricted areas; however, the United States government does not have sole jurisdiction over the airspace. A warning area is airspace of defined dimensions, extending from 3 NM outward from the coast of the United States, containing activity that may be hazardous to nonparticipating aircraft. The purpose of such areas is to warn nonparticipating pilots of the potential danger. A warning area may be located over domestic or international waters or both. The airspace is designated with a “W” followed by a number (e.g., W-237).

Military Operation Areas (MOAs) MOAs consist of airspace with defined vertical and lateral limits established for the purpose of separating certain military training activities from IFR traffic. Whenever an MOA is being used, nonparticipating IFR traffic may be cleared through an MOA if IFR separation can be provided by ATC. Otherwise, ATC reroutes or restricts nonparticipating IFR traffic. MOAs are depicted on sectional, VFR terminal area, and en route low altitude charts and are not numbered (e.g., “Camden Ridge MOA”). However, the MOA is also further defined on the back of the sectional charts with times of operation, altitudes affected, and the controlling agency.

Taken from the “Pilot’s Handbook of Aeronautical Knowledge” (2016):

https://www.faa.gov/sites/faa.gov/files/uas/recreational_fliers/where_can_i_fly/airspace_101/pilot_handbook.pdf

Appendix C: Drone Usage in the Adirondack Park Region

According to the New York State Department of Environmental Conservation, UAS use is prohibited in wilderness, primitive, canoe and primitive bicycle corridors of the Adirondack Park Region, unless permitted by DEC. The following is from DEC Policy “CP-71 / Acquisition and Use of Unmanned Aircraft”:

E. GUIDANCE FOR DEC PERSONNEL TO MANAGE PUBLIC'S NON-ADMINISTRATIVE USE OF UAS ON STATE LANDS

FOREST PRESERVE

The regulations of the Department of Environmental Conservation (6 NYCRR §196.8), the Adirondack Park State Land Master Plan, and the Catskill Park State Land Master Plan prohibit the recreational use of motorized equipment on lands classified as wilderness, primitive and canoe in the Adirondack Park, and lands classified as wilderness or primitive bicycle corridor in the Catskill Park, except at times and locations and for the purposes authorized by the Department or in the performance of activities authorized by an easement or use reservation on lands subject to such easement or use reservation. As noted above, motorized equipment is defined by both the regulations as well as the ASLMP and the CSLMP as “machines not designed for transporting people, supplies or material, or for earth moving but incorporating a motor, engine or other nonliving power source to accomplish a task, such as, but not limited to, chain saws, brush saws, rotary or other mowers, rock drills, cement mixers, and generators.” 6 NYCRR §190.0(b)(9).

As defined in this policy, UAS meet the definition of “motorized equipment.” Therefore, such public use of UAS shall be prohibited in wilderness, primitive, canoe and primitive bicycle corridors, except as permitted for administrative and/or emergency use by the Department.

DEPARTMENT CONSERVATION EASEMENTS

Any member of the public requesting non-administrative commercial use, non-administrative recreational use, or non-administrative research and/or game management use, on lands encumbered by a Department-held conservation easement, will be required to contact the appropriate DEC regional office to determine if the proposed use is in accordance with the terms set forth in the conservation easement. The regional office staff will, in consultation with the landowner, determine if such use is prohibited by the terms of the easement or whether the use of UAS conflicts with the existing use(s) of the land.

STATE LANDS GENERALLY

The Department has the authority to manage the various lands of the State under its jurisdiction and other natural resources of the State pursuant to Environmental Conservation Law §03-0301(1)(b)². For example, the Regulations of the Department of Environmental Conservation Part 190 set forth acceptable uses of certain State lands under the jurisdiction of the Division of Lands and Forests and the Division of Operations. Specifically, 6 NYCRR 190.8 provides that individuals seeking to conduct certain activities on such State lands must obtain a permit from the Department. As more fully set out below, and in accordance with 190.8(ac), 190.8(ad) and 190.8(ae), individuals seeking to sponsor,

² Environmental Conservation Law §03-0301(1) “It shall be the responsibility of the department, in accordance with such existing provisions and limitations as may be elsewhere set forth in law, by and through the commissioner to carry out the environmental policy of the state set forth in section 1-0101 of this chapter. In so doing, the commissioner shall have power to: (b) Promote and coordinate management of water, land, fish, wildlife and air resources to assure their protection, enhancement, provision, allocation, and balanced utilization consistent with the environmental policy of the state and take into account the cumulative impact upon all of such resources in making any determination in connection with any license, order, permit, certification or other similar action or promulgating any rule or regulation, standard or criterion.”

conduct or participate in an event of more than 20 people on state lands; individuals seeking to sponsor, conduct or participate in a research project on State lands; individuals seeking to sponsor, conduct or participate in: advertising, weddings, commercial film making activities or film making activities that exclude other public use of the area, and other similar events, must receive authorization from the Department.

F. GUIDANCE FOR DEC PERSONNEL TO MANAGE PUBLIC'S NON-ADMINISTRATIVE COMMERCIAL USE OF UAS ON STATE LANDS

In accordance with 6 NYCRR 190.8(ae), any member of the public requesting non-administrative commercial use of UAS on State Lands owned, managed or maintained by the Department,³ is required to apply for a Temporary Revocable Permit (TRP) before permission may be granted. All other non-administrative commercial use of UAS on State Lands owned, managed, or maintained by the Department is prohibited.

The Department issues TRPs in its sole discretion for the temporary use of State Lands only for activities that are in compliance with all constitutional, statutory and regulatory requirements; the Adirondack and Catskill State Land Master Plans; adopted Unit Management Plans and Recreation Management Plans; the Adirondack Park Agency/DEC MOU; Department policies; approved work plans and guidance documents; and that have negligible or no permanent impact on the environment. TRPs are subject to all other applicable state and federal requirements and subject to any required federal, state or local permit requirements.

1. Individuals seeking to conduct non-administrative commercial UAS use on State Lands must obtain a TRP in accordance with Environmental Conservation Law (ECL) Articles 3, 9, 11 and 51 and 6 NYCRR 190.8(ae)⁴. Such TRP application shall also include a UAS Mission Planning form. The UAS Mission Planning Form shall be submitted to the Aviation Coordinator for review and approval before a TRP can be issued.
2. The applicant must follow all Special Terms and Conditions for UAS operations on State Lands. Such Special Terms and Conditions shall include a UAS Mission Planning Form.

G. GUIDANCE FOR DEC PERSONNEL TO MANAGE PUBLIC'S NON-ADMINISTRATIVE RECREATIONAL USE OF UAS ON STATE LANDS

Any member of the public using UAS for recreational use on State Lands owned, managed or maintained by the Department must be in compliance with existing DEC statutes, regulations and policies and any other applicable Federal and/or State statutes. If required by existing statute, regulation or other legal requirement, the public will be required to obtain a TRP from the Department for the use of UAS on State Lands owned, managed, or maintained by the Department, unless otherwise prohibited.

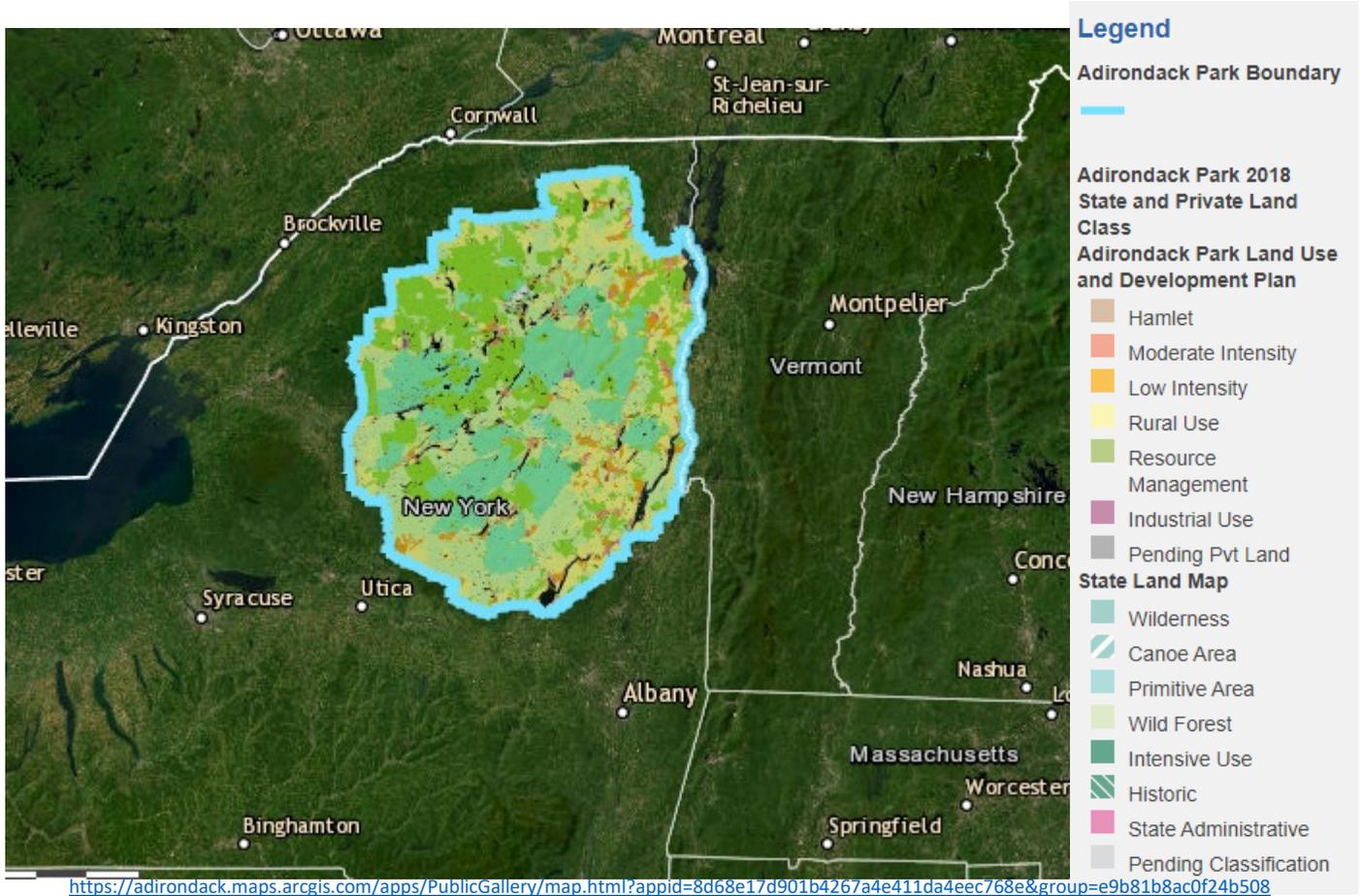
Any member of the public proposing to use UAS on such State lands should contact the local DEC regional office to determine if any legal requirements apply. The Department issues TRPs in its sole

³ 6 NYCRR 190.8(ae) "On State lands, no person shall sponsor, conduct, or participate in: advertising, weddings, commercial film making activities or film making activities that exclude other public use of the area, and other similar events, except under permit from the Department."

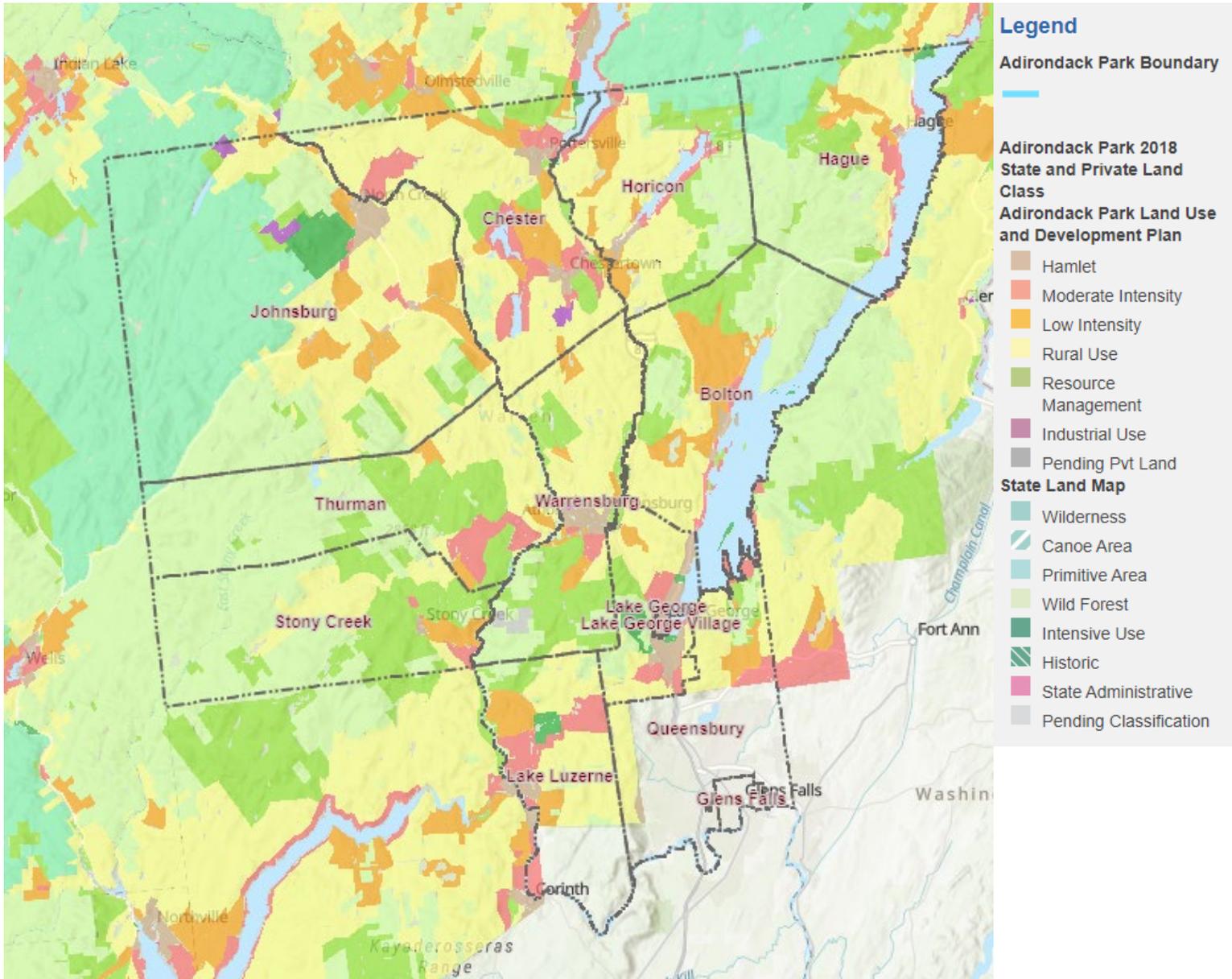
⁴ Please refer to DEC Program Policy ONR-3 for additional guidance on how to submit an application for a TRP.

Appendix D: Map of Adirondack Park Region

Map of Entire APA Region



Map of APA in Warren County



<https://adirondack.maps.arcgis.com/apps/PublicGallery/map.html?appid=8d68e17d901b4267a4e411da4eec768e&group=e9b81b8ac0f24b5080144471c2cbcf9a&webmap=7bc9aff7c52c461d8494e4d25b0747bd>

Appendix E: Forest Preserve Classifications

The following are the classifications of restricted areas in the APA according to NYS DEC and the Adirondack Park State Land Master Plan (APSLMP):

Wilderness:

A wilderness area, in contrast with those areas where man and his own works dominate the landscape, is an area where the earth and its community of life are untrammelled by man - where man himself is a visitor who does not remain. A wilderness area is further defined to mean an area of state land or water having a primeval character, without significant improvement or protected and managed so as to preserve, enhance and restore, where necessary, its natural conditions, and which

1. generally, appears to have been affected primarily by the forces of nature, with the imprint of man's work substantially unnoticeable;
2. has outstanding opportunities for solitude or a primitive and unconfined type of recreation;
3. has at least ten thousand acres of contiguous land and water or is of sufficient size and character as to make practicable its preservation and use in an unimpaired condition; and
4. may also contain ecological, geological or other features of scientific, educational, scenic or historical value.

Wild Forest:

A wild forest area is an area where the resources permit a somewhat higher degree of human use than in wilderness, primitive or canoe areas, while retaining an essentially wild character. A wild forest area is further defined as an area that frequently lacks the sense of remoteness of wilderness, primitive or canoe areas and that permits a wide variety of outdoor recreation.

Canoe (Adirondacks only)

A canoe area is an area where the watercourses or the number and proximity of lakes and ponds make possible a remote and unconfined type of water-oriented recreation in an essentially wilderness setting. The terrain associated with parcels meeting the above definition is generally ideally suited to ski touring and snowshoeing in the winter months.

Primitive (Adirondacks only)

A primitive area of land or water that is either:

1. Essentially wilderness in character, but
 - a. contains structures, improvements, or uses that are inconsistent with wilderness, as defined, and whose removal, though a long-term objective, cannot be provided for by a fixed deadline; and/or
 - b. contains, or is contiguous to, private lands that are of a size and influence to prevent wilderness designation; or,
2. Of a size and character not meeting wilderness standards, but where the fragility of the resource or other factors require wilderness management.

<https://dec.ny.gov/nature/forests-trees/dec-land-stewardship/state-land-classifications>

Appendix F: Related Information

FAA Section 44807: Special Authority for Certain Unmanned Aircraft Systems

https://www.faa.gov/uas/advanced_operations/certification/section_44807

14 CFR Part 107 Small Unmanned Aircraft Systems

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107>

Certificated Remote Pilots including Commercial Operators

https://www.faa.gov/uas/commercial_operators

Appendix G: Drone Pilot Pre-flight Checklist

The following shall be checked prior to any flight with a Warren County OES UAS:

Drone Pre-Flight Checklist

Location

Address:

Street Address: _____

City, State, Zip: _____

Weather: _____

Wind Speed: _____

- Within 5 miles of a major airport? _____ Yes _____ No
- If yes: Control tower permission? _____ Yes _____ No

Pre-Flight Checklist

- Weather: Is wind speed appropriate for flight? _____ Yes _____ No
- Weather: Is there rain on the way? _____ Yes _____ No
- Drone: Free of visible defects? _____ Yes _____ No
- Drone: Batteries fully charged? _____ Yes _____ No
- Drone: Propellers properly tightened? _____ Yes _____ No
- Drone: Camera mounted properly? _____ Yes _____ No
- Drone: SD card in camera? _____ Yes _____ No
- Drone: Gimbal Cover Removed? _____ Yes _____ No
- Drone: Battery Inserted? _____ Yes _____ No
- Interference: Clear of towers or objects? _____ Yes _____ No
- Zone: FAA approved drone zone? _____ Yes _____ No
- Zone: Ceiling height established? _____ Yes _____ No
- Launch: Flat surface at launch site? _____ Yes _____ No
- Launch: Safe launch and return site? _____ Yes _____ No
- Launch: Launch site clear of people and objects? _____ Yes _____ No

FLY

- Fly: Cleared for takeoff? _____ Yes _____ No

Operator Name: _____

Signature: _____

Date: ____/____/____

Time: _____ AM/PM

Appendix H: Drone Pilot Post-Flight Checklist

The following shall be checked prior to any flight with a Warren County OES UAS:

Drone Post-Flight Checklist

Location

Address:

Street Address: _____

City, State, Zip: _____

- Within 5 miles of a major airport? Yes No
- If yes: Control tower permission? Yes No

Post-Flight Checklist

- Landing: Is it safe to land? Yes No
- Landing: All people and objects are away from drone? Yes No
- Drone: Powered Down? Yes No
- Drone: Battery Removed? Yes No
- Drone: Controller turned off? Yes No
- Drone: Any damage or defects? Yes No
- Drone: Can the gimbal rotate freely? Yes No
- Drone: Is the drone and sensor clean? Yes No
- Drone: Is the drone dry? Yes No
- Drone: Is the Gimbal protector reinstalled? Yes No
- Storage: Is the drone placed in its storage case? Yes No
- Log: Has the flight log been completed? Yes No

Flight Incidents

- Fly: Were there any flight incidents or issues? Yes No
- Occurrence: _____

Operator Name: _____

Signature: _____

Date: ____/____/____

Time: _____ AM/PM

Warren County Board of Supervisors

RESOLUTION NO. 220 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, STROUGH, MADAY, DRISCOLL, CROCITTO AND MERLINO

ESTABLISHING CAPITAL PROJECT NO. H443, NORTHERN AIRCRAFT APRON AND TAXIWAY B RECONSTRUCTION (DESIGN) PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2025

WHEREAS, the Superintendent of Public Works requested, and the Finance & Budget Committee agreed, to the establishment of Capital Project No. H443, Northern Aircraft Apron and Taxiway B Reconstruction (Design) Project, for the creation of the Northern Apron and Taxiway Bravo Reconstruction (Design) Project, now, therefore, it is

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H443, Northern Aircraft Apron and Taxiway B Reconstruction (Design) Project, as follows:

1. Capital Project No. H443, Northern Aircraft Apron and Taxiway B Reconstruction (Design) Project, is hereby established.
2. The estimated cost of such Capital Project is the amount of Two Hundred Twenty-One Thousand Eight Hundred Ninety-Eight Dollars (\$221,898.00).
3. The proposed method of financing such Capital Project consists of the following:
 - a. Federal Aviation Administration grant funding in the amount of Two Hundred Ten Thousand Eight Hundred Three Dollars (\$210,803.00);
 - b. New York State Department of Transportation grant funding in the amount of Five Thousand Five Hundred Forty-Seven Dollars (\$5,547.00);
 - c. Local share funding in the amount of Five Thousand Five Hundred Forty-Eight Dollars (\$5,548.00), to be transferred from Budget Code A.9950 910, Transfers-Capital Projects, Interfund Transfers,

and it is further

RESOLVED, that the Warren County Budget for 2025 be, and hereby is, amended accordingly, and it is further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

ADVANCE TO

H443 - Northern Aircraft Apron and Taxiway B
Reconstruction (Design) Project

AMOUNT

\$221,898.00

Warren County Board of Supervisors

RESOLUTION NO. 221 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, STROUGH, MADAY, DRISCOLL, CROCITTO AND MERLINO

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE
COMPUTER RESERVE FUND TO THE INFORMATION TECHNOLOGY BUDGET TO
PURCHASE COMPUTERS AND RELATED EQUIPMENT AND SOFTWARE; AND
AMENDING 2025 WARREN COUNTY BUDGET**

WHEREAS, the Director of Information Technology requested, and the Finance & Budget Committee agreed, to appropriate funds to purchase computers and related equipment and software, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in an amount not to exceed Fourteen Thousand Dollars (\$14,000.00) from the Computer Reserve Fund, Budget Code A.895.00, to the following Departmental budgets to purchase computers and related equipment and software:

PROJECT	TITLE	AMOUNT
A.1680 220.1	Information Technology, Office Equipment-Reserve	\$6,000.00
A.6030 220.1	Countryside Adult Home, Office Equipment-Reserve	\$8,000.00

and be it further,

RESOLVED, that the Warren County Budget for 2025 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 222 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, STROUGH, MADAY, DRISCOLL, CROCITTO AND MERLINO

INTRODUCING TENTATIVE OPERATING BUDGET FOR ADIRONDACK COMMUNITY COLLEGE FISCAL YEAR 2025-2026 AND PROVIDING FOR PUBLIC HEARING

WHEREAS, the Vice President for Administrative Services of Adirondack Community College requested, and the Personnel, Administration & Higher Education Committee and the Finance & Budget Committee each recommended, approval of the tentative operating budget for the fiscal year beginning September 1, 2025 and ending August 31, 2026 (hereafter, "Tentative Operating Budget") by the Warren County Board of Supervisors and that a public hearing be held thereon, and

WHEREAS, the Adirondack Community College Tentative Operating Budget proposes the gross amount of Thirty-Five Million Six Hundred Four Thousand Five Hundred Seventy-Three Dollars (\$35,604,573), which, if adopted by the Board of Supervisors, will require the County of Warren to raise by taxation the sum of Two Million Six Hundred Seventy-Six Thousand Thirty-One Dollars (\$2,676,031), as the 2025-26 joint sponsor contribution, now, therefore, be it

RESOLVED, that the Board of Supervisors will hold a public hearing on the Adirondack Community College Tentative Operating Budget in the Board Room of the Warren County Municipal Center on the 18th day of July, 2025 at 10:00 a.m., at which time and place all persons interested in said matter will be heard, and the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give due public notice of such hearing as required by law.

Warren County Board of Supervisors

RESOLUTION No. 223 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON AND MERLINO

WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT REPAIR & PROJECTS RESERVE FUND TO THE DEPARTMENT OF PUBLIC WORKS BUDGET TO FUND CAPITAL PROJECT H443, NORTHERN AIRCRAFT APRON AND TAXIWAY B RECONSTRUCTION (DESIGN) PROJECT; AND AMENDING 2025 WARREN COUNTY BUDGET

WHEREAS, by Resolution No. 1 of 2025, later amended by Resolution No. 68 of 2025, the Board of Supervisors adopted the Rules of the Board, Section B(4) of which indicates that all resolutions must be approved through the established Committee structure in advance of a Board Meeting, and

WHEREAS, the Board has agreed to consider a resolution authorizing the appropriation of funds from the Airport Repair & Projects Reserve Fund to the Department of Public Works Budget to fund Capital Project H443, Northern Aircraft Apron and Taxiway B Reconstruction (Design) Project; and amending 2025 Warren County Budget, be it

RESOLVED, that the Board of Supervisors does hereby waive the Standing Rule of the Board relating to the requirements that all resolutions be approved through the established Committee structure in advance of a Board meeting in order to entertain the aforementioned resolution.

Warren County Board of Supervisors

RESOLUTION NO. 224 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL AND GILLIGAN

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT REPAIR & PROJECTS RESERVE FUND TO THE DEPARTMENT OF PUBLIC WORKS BUDGET TO FUND CAPITAL PROJECT H443, NORTHERN AIRCRAFT APRON AND TAXIWAY B RECONSTRUCTION (DESIGN) PROJECT; AND AMENDING 2025 WARREN COUNTY BUDGET

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds to fund Capital Project H443, Northern Aircraft Apron and Taxiway B Reconstruction (Design) Project, in an amount not to exceed Five Thousand Five Hundred Forty-Eight Dollars (\$5,548.00) from Budget Code A.892.00, Reserve, Airport Repair & Projects to the following budget code:

CODE	DEPARTMENT	AMOUNT
A.9950 910	Transfers-Capital Projects, Interfund Transfers	\$5,548.00

and be it further

RESOLVED, that the Warren County Budget for 2025 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION No. 225 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON AND BEAN

WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE ("ALLIANCE"), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE FOR A TERM COMMENCING RETROACTIVE TO JANUARY 1, 2025 AND TERMINATING DECEMBER 31, 2028

WHEREAS, by Resolution No. 1 of 2025, later amended by Resolution No. 68 of 2025, the Board of Supervisors adopted the Rules of the Board, Section B(4) of which indicates that all resolutions must be approved through the established Committee structure in advance of a Board Meeting, and

WHEREAS, the Board has agreed to consider a resolution approving a Memorandum of Agreement between the County of Warren and the Warren County Sheriffs' Employees' Alliance ("Alliance"), and authorizing a new collective bargaining agreement between Warren County and the Warren County Sheriffs' Employees' Alliance for a term commencing retroactive to January 1, 2025 and Terminating December 31, 2028, be it

RESOLVED, that the Board of Supervisors does hereby waive the Standing Rule of the Board relating to the requirements that all resolutions be approved through the established Committee structure in advance of a Board meeting in order to entertain the aforementioned resolution.

Warren County Board of Supervisors

RESOLUTION NO. 226 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON AND STRAINER

RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE ("ALLIANCE"), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND THE WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE FOR A TERM COMMENCING RETROACTIVE TO JANUARY 1, 2025 AND TERMINATING DECEMBER 31, 2028

WHEREAS, as a result of collective bargaining, a proposed agreement has been reached establishing the terms and conditions of a new Collective Bargaining Agreement between the Alliance and Warren County, and

WHEREAS, the terms and conditions of which are set forth in a Memorandum of Agreement, a copy of which Memorandum of Agreement is annexed to this resolution as "Schedule A", now, therefore, be it

RESOLVED, that the Memorandum of Agreement between the County of Warren and the Alliance, negotiated by the County's representatives, is hereby approved, and be it further

RESOLVED, that the Warren County Board of Supervisors authorizes the preparation and execution of a new Collective Bargaining Agreement between Warren County and the Alliance for a term to commence retroactive to January 1, 2025 and terminate December 31, 2028, and to incorporate all of the terms and conditions set forth in the Memorandum of Agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors and the Warren County Sheriff to execute a new Collective Bargaining Agreement for a term to commence retroactive to January 1, 2025 and terminate on December 31, 2028, which incorporates the terms and conditions set forth in the Memorandum of Agreement.

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is made on June 9, 2025 by and between WARREN COUNTY (“County”) and WARREN COUNTY SHERIFFS’ EMPLOYEES’ ALLIANCE (“Alliance”) as follows:

1. Article 3 – General Bargaining Unit and Schedule A – Delete “Civil Law Enforcement Officer” and “Civil Law Enforcement Sergeant.”
2. Article 5 – In Section 1, provide for wage increases for 2025, 2026, 2027, and 2028. In Schedule A, provide the following:

2025 – 3.00%, plus increment
2026 – 3.25%, plus increment
2027 – 3.50%, plus increment
2028 – 3.50%, plus increment

For 2025, if a Memorandum of Agreement is signed on or before June 10, 2025, the wage increase will be effective retroactivity to January 1, 2025, for those employees on the County payroll in the Sheriff’s Department when the retroactive payment is made.

3. Article 5 – In Section 2 and Schedule A, provide as follows:

“Effective January 1, 2026, the longevity payments will be \$750.00, and effective January 1, 2028, the longevity payments will be \$1,000.00.”
4. Article 5 – In Section 3, effective January 1, 2026, the training stipend will be \$20.00 per shift.
5. Article 5 – In Section 4, add the following for the section:

“Effective upon the first full payroll after the signing of the Collective Bargaining Agreement, Cooks that are assigned to a shift that begins before 7:00 a.m., or ends after 3:00 p.m., will receive a 10% differential for all hours authorized to work before 7:00 a.m. and a 5% differential for all hours authorized to work after 3:00 p.m.”

6. Schedule A – Effective January 1, 2026, the Senior Communications Officer differential will be \$3,000; effective January 1, 2026, the Communication Supervisor and Senior Building Maintenance Mechanic differentials will be \$6,000.

7. Article 7 – In Section 1, add Juneteenth to the list of paid holidays.

8. Article 9 – Health Insurance Plan – Commencing December 1, 2025, all employees to contribute 25% toward individual, two-person, or family coverage.

9. Article 17 – Effect on Prior Agreements, Effective Date, and Duration – Substitute the following for the last sentence of the Article:

“This Agreement shall be effective on the signing of the Collective Bargaining Agreement, and shall end on December 31, 2028.”

WARREN COUNTY

By: /s/ J. Lawrence Paltrowitz, Neg.

WARREN COUNTY SHERIFFS’
EMPLOYEES’ ALLIANCE

By: /s/ James B. Tuttle

Warren County Board of Supervisors

RESOLUTION NO. 227 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS STROUGH AND THOMAS

WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION AMENDING RESOLUTION NO. 141 OF 2021, AUTHORIZING INCREASE IN THE HOURLY RATE OF PAY FOR ELECTIONS POLLSITE INSPECTORS TO RESOLVE ISSUES WITH RETENTION AND RECRUITING, TO INCREASE THE HOURLY RATE OF PAY

WHEREAS, by Resolution No. 1 of 2025, later amended by Resolution No. 68 of 2025, the Board of Supervisors adopted the Rules of the Board, Section B(4) of which indicates that all resolutions must be approved through the established Committee structure in advance of a Board Meeting, and

WHEREAS, the Board has agreed to consider a resolution amending Resolution No. 141 of 2021, Authorizing Increase in the Hourly Rate of Pay for Elections Pollsite Inspectors to Resolve Issues with Retention and Recruiting, to increase the hourly rate of pay, now, therefore, be it

RESOLVED, that the Board of Supervisors does hereby waive the Standing Rule of the Board relating to the requirements that all resolutions be approved through the established Committee structure in advance of a Board meeting in order to entertain the aforementioned resolution.

Warren County Board of Supervisors

RESOLUTION NO. 228 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS STROUGH AND BEAN

AMENDING RESOLUTION NO. 141 OF 2021, AUTHORIZING INCREASE IN THE HOURLY RATE OF PAY FOR ELECTIONS POLL SITE INSPECTORS TO RESOLVE ISSUES WITH RETENTION AND RECRUITING, TO INCREASE THE HOURLY RATE OF PAY

WHEREAS, by Resolution No. 141 of 2021 the Warren County Board of Supervisors authorized an increase in the hourly rate of pay from Twelve Dollars and Fifty Cents (\$12.50) to Fifteen Dollars (\$15) for Elections Pollsite Inspectors effective June 1, 2021, in an effort to resolve issues with retention and recruiting, and

WHEREAS, the Commissioners of the Warren County Board of Elections have identified that Resolution No. 141 of 2021 must be amended to comply with the New York State Minimum Wage and have requested that the hourly rate be increased from Fifteen Dollars (\$15) to Sixteen Dollars and Fifty Cents (\$16.50) to remain competitive with surrounding Counties, now therefore, be it

RESOLVED, the Resolution No. 141 of 2021 be, and hereby is, amended to increase the hourly rate of pay for Elections Pollsite Inspectors from Fifteen Dollars (\$15) to Sixteen Dollars and Fifty Cents (\$16.50) retroactive to June 14, 2025, and be it further

RESOLVED, that should the New York State Minimum Wage increase above Sixteen Dollars and Fifty Cents (\$16.50) per hour, this resolution shall authorize Elections Pollsite Inspectors to be paid the amount of the hourly minimum wage enacted by the State of New York, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.1450 439, Board of Elections, Miscellaneous.