

FINANCE & BUDGET COMMITTEE

AGENDA

MARCH 28, 2025

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

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) Request to appropriate funds in an amount to be determined from Budget Code A.896.00, *Vehicle Reserve*, to various departmental budgets to cover the cost of vehicle purchases.
 - B) Request to amend the 2025 Warren County Budget for Public Health and the Department of Social Services in amounts to be determined to recognize anticipated State Aid towards the purchase of vehicles.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Christine Norton, Treasurer):**
 - A) Request to appropriate \$11,536 from Budget Code V.884.00, *Debt Service Fund, Reserve for Debt*, to Budget Code V.9711 710, *Serial Bonds, Interest-Indebtedness*, to cover the cost of the bond total debt service which was greater than what was budgeted.
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Deputy Treasurer- Per Diem, *hourly rate \$97.58 - maximum of \$35,000 annually (current hourly rate \$76.5345)*, effective May 19, 2025. **Note: Request is contingent upon approval by the Personnel, Administration & Higher Education Committee.**
 - C) Treasurer's Report on Occupancy Tax.
 - 4) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Office of Emergency Services (Anne Marie Mason, Director) -
 - A) Request to amend the 2025 Warren County Budget in the amount of \$16,000 to reflect receipt of FY24 Hazardous Materials Emergency Preparedness grant funding.
 - B) Request to amend the 2025 Warren County Budget in the amount of \$3,428.58 to accommodate local matching fund requirement for FY24 Hazardous Materials Emergency Preparedness grant.
 - 5) **Referral from the Health Services Committee (Chaired by Supervisor Strainer):**
Office of Community Services (Rob York, Director) -

Request to appropriate \$361,123 from Budget Code A.900.01, *General Other Restricted - Opioid (Restricted)*, and \$129,912 from Budget Code A.900.02, *General Other Restricted - Opioid (Unrestricted)*, to the appropriate budget codes for expenditure of opioid settlement funds to address the opioid crisis in Warren County.
 - 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Countryside Adult Home (Amy McByrne, Director):

Request to amend the 2025 Warren County Budget in the amount of \$29,621 to reflect receipt of anticipated EQUAL funding awarded by the New York State Department of Health.
 - 7) **Referrals from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**
County Clerk/DMV (Carrie Black, County Clerk) -
 - A) Request to amend the 2025 Warren County Budget in the amount of \$197,743 to move revenue from County Clerk fees (A.1410 1255) to Mortgage Admin Fee (A.1410 1255.01) due to the creation of this new revenue line as outlined by Resolution No. 357 of 2024. **Note: This request is contingent upon approval by the Legislative, Rules & Governmental Operations Committee.**
 - B) Request for a transfer of funds totaling \$13,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to various Budget Codes within the County Clerk's Budget to cover the cost of renovations to the County Clerk's Office. **Note: This request is contingent upon approval by the Legislative, Rules & Governmental Operations Committee.**
 - C) Request to appropriate funds in the amount of \$4,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1410 444, *County Clerk, Travel/Education/Conference*, to return 2024 funding encumbered for expenditure in 2025 which fell to the General Fund when the purchase order for this expense was mistakenly liquidated. **Note: This request is contingent upon approval by the Legislative, Rules & Governmental Operations Committee.**

CONTINUED

FINANCE & BUDGET

MARCH 28, 2025

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

Parks, Recreation & Railroad (Dean Moore, Director) -

- A) Request to amend the 2025 Warren County Budget in the amount of \$4,900 to reflect receipt of a donation from the Friends of Up Yonda Farm.
- B) Request to amend the 2025 Warren County Budget in the amount of \$500 to reflect receipt of funds donated from the Town Highway Superintendents Association of Warren County.

Department of Public Works (Kevin Hajos, Superintendent) -

- C) Request to establish various road projects for 2025 as outlined in the agenda attachment.
- D) Request to close Capital Project No. H395, *Oxbow Hill Road and Moon Hill Road (CR 63)*, and return remaining funding totaling \$28,558.15 to Budget Code D.9950 910, *County Road, Transfers-Capital Projects, Interfund Transfers*.
- E) Request to amend the County Budget in the amount of \$28,558.15 to increase Budget Code D.9950 910, *Transfers-Capital Projects*, in accordance with the closure of Capital Project No. H395, *Oxbow Hill Road and Moon Hill Road (CR 63)*.
- F) Request to increase Capital Project No. H425, *Adirondack Bridge & Beaver Pond Bridge Replacements*, in the amount of \$178,670.40.

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

PERSONNEL AGENDA ITEM 3A and 4:

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

- A) Request to appropriate \$986.23 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1010 210, *Legislative Board, Furniture/Furnishings*, to return 2024 funding that was returned to the General Fund when a purchase order for the purchase of office chairs was mistakenly liquidated.

4) Request/Item to Be Discussed by the Director of Information Technology (Mike Colvin, Director):

Request to amend the Table of Organization and Salary Schedule to create the new position of Computer Help Desk Tech II #5, *Annual Salary \$71,603*, and delete the position of Programmer I, *Annual Salary \$71,603*, effective April 21, 2025.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Public Works - Parks, Recreation and Railroad

Name of Department

SIGNED: _____ DATE: 3/25/2025

FROM CODE	TITLE	TO CODE	TITLE
A.7110 110	Parks & Recreation, Salaries - Regular	A.7110 120	Parks & Recreation, Salaries - OT - \$3,000

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

Please state reason for transfer request:

To cover unanticipated overtime costs

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____

DATE: _____

3/25/2025

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT	TOWN
D.5112.8356	280 Co Roads, 2023 CR#66 Country Club Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 111,903.16	Lake George
D.5112.8357	280 Co Roads, 2024 CR#10 Schroon River Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 64,560.27	Lake George
D.5112.8358	280 Co Roads, 2024 CR#26 Palisades Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 132,600.77	Lake George
D.5112.8359	280 Co Roads, 2024 CR#29 Peaceful Valley Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 12,172.27	Lake George
D.5112.8360	280 Co Roads, 2024 CR#57 South Johnsbury Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 262,386.40	Lake George
D.5112.8361	280 Co Roads, 2024 CR#17 Blind Rock Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 23,160.87	Lake George
D.5112.8362	280 Co Roads, 2024 CR#17 Haviland Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 83,240.27	Lake George
D.5112.8363	280 Co Roads, 2024 CR#40 Golf Course Road	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 20,062.91	Lake George
D.5112.8364	280 Co Roads, 2024 CR#14 River Street	D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	\$ 24,951.54	Lake George

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

Please state reason for transfer request:

Transfer surplus road project funds to cover capital project expenses

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Administrator

DATE: 04/03/2025

- (a) Purpose of Request:
To appropriate funds from the Vehicle Reserve to various Departments to cover vehicle purchases. Bid Opening 3/27/2025
- (b) Details:
**Appropriate Vehicle Reserve funds to the following departments, amts TBD:
A.1165 230.1 District Attorney, A. 1610 230.1 Fleet Management,
A.3640 230.1 Civil Defense, A.4018.0040 230.1 Preventive Prog, Health Ed,
A.6010 230.1 Social Services, A.8021 Planning (and Comm. Dev)**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.896.00 Vehicle Reserves \$TBD

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: County Administrator

DATE: 4/3/2025

(a) Purpose of Amendment:

To amend Health Services and Social Services Department budgets to recognize the anticipated State Aid towards purchase of Vehicles. Bid opening 3/27/2025

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

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

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

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

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

A.6010 3610 Social Services, Social Services Admin - \$TBD

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: 3/18/25

- (a) Purpose of Request: **Appropriate \$11,536 from Debt Service Fund, Reserve for Debt (V 884.00) into V.9711 710 - Serial Bonds, Interest-Indebtedness.**
- (b) Details: **For the 2025 budget we had to use estimates for the November bond issuance. The actual bond total debt service was \$11,536 higher than what was budgeted.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **V 884.00 Reserve for Debt, \$11,536**

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

* as listed in budget and LOGOS

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

DEPARTMENT NAME: Treasurer

DATE: 3/6/2025

- (a) Title of Requested Position: Deputy Treasurer-Per Diem
- (b) Annual **Base** Salary (and Grade if Applicable): \$97.58/hr-Maximum of \$35,000 Annual
(current \$76.5345/hr)
- (c) Effective Date for New Position*: 5/19/2025
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):
N/A
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1325 130 County Treasurer-Part Time
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
Savings by not immediately filling the Accountant position and lower starting salary for new Deputy Treasurer. New Accountant will most likely start at a much lower salary.
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial AP
- (h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO ?
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial +
- (i) Is this a mandated position? YES NO
If yes, please explain:
- (j) Is there expected revenue from this position? YES NO
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

WARREN COUNTY TREASURER

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845

TELEPHONE: (518) 761.6375

CHRISTINE V. NORTON
County Treasurer

ROBERT V. LYNCH II, CPA
Deputy Treasurer

Occupancy Tax Report *Monday, March 24, 2025*

Total Collections

<u>Revenues</u>	Total Collections				
	12/31/2024	1/31/2025	2/28/2025	3/17/2025 (2)	3/31/2025 (1)
Total 2024 Revenue Collected through 3/17/25	7,082,185	7,708,671	7,811,049	7,934,576	TBD
Total 2023 Revenue Collected through 3/17/24	6,690,892	7,327,090	7,528,110	7,630,645	7,719,992
2024 \$\$\$ Increase/(Decrease) from 2023	391,293	381,581	282,939	303,931	-
2024 % Increase/(Decrease) from 2023	6%	5%	4%	4%	
2024 % INCREASE from 2023, excluding Occ Tax Enforcement Efforts				1% (3)	

1. **2024** Occ Tax Collections will continue to increase through **3.31.25**
2. This report captures all Occ Tax Collected through **3.17.24**
3. **2024 Granicus Results** to date include an **increase** in Occ Tax collections of **\$71K, or approx. 1%**.
 - a. While this is far from the **\$250-\$600K** lift estimated by Granicus, WC has experienced a **178%+ ROI** on this \$40K investment.
 - b. In addition, an additional **\$6K** in penalties & interest was collected and deposited into the **General Fund**.
4. **2024 Occ Tax Enforcement Efforts** resulted in WC recouping **\$235K/3%**, in past due Occ Tax
 - a. **Therefore, Occ Tax Year over Year change is:**
 - i. 1% increase in Total Occ Tax Collection; and
 - ii. (1%) decrease in Hotel/Motel Collections

5. **2024 Occ Tax Enforcement Efforts** also resulted in WC collecting **\$107K more (160% increase)** in penalties & interest to the **General Fund** than in 2023 (\$41K).

Hotel & Motel Collections

<u>Revenues</u>	Hotel & Motel Collections				
	12/31/2024	1/31/2025	2/28/2025	3/17/2025 (2)	3/31/2025 (1)
2024 Revenue Collected through 3/17/25	\$ 5,971,551	\$ 6,150,596	\$ 6,154,919	\$ 6,167,857	TBD
2023 Revenue Collected through 3/17/24	\$ 5,797,459	\$ 6,030,606	\$ 6,043,305	\$ 6,066,698	\$ 6,106,548
2024 \$\$\$ Increase/(Decrease)	\$ 174,092	\$ 119,990	\$ 111,614	\$ 101,159	\$ -
2024 % Increase/(Decrease)	3%	2%	2%	2%	
2024 % <i>DECREASE</i> from 2023, excluding Occ Tax Enforcement Efforts				-1% (3)	

Short Term Rental Collections

<u>Revenues</u>	Short Term Rental (STR) Collections				
	12/31/2024	1/31/2025	2/28/2025	3/17/2025 (2)	3/31/2025 (1)
2024 STR Revenue Collected through 3/17/25	\$ 1,110,634	\$ 1,558,075	\$ 1,610,365	\$ 1,766,719	TBD
2023 STR Revenue Collected through 3/17/24	\$ 893,433	\$ 1,296,484	\$ 1,388,324	\$ 1,563,947	\$ 1,613,444
2024 \$\$\$ Increase/(Decrease) from 2023	\$ 217,201	\$ 261,591	\$ 222,041	\$ 202,772	\$ -
2024 % Increase/(Decrease) from 2023	24%	20%	16%	13%	

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

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

DEPARTMENT NAME: Office of Emergency Services

DATE: March 24, 2025

(a) **Purpose of Amendment: Increase both sides of the budget to accommodate the FY24 Hazardous Materials Emergency Preparedness grant local match requirement and the anticipated reimbursement of \$3,428.58 from the six (6) other HazMat Consortium counties.**

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

A.3410 260 – Fire Prevention & Control – Other Equipment \$3,428.58

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

A.3410 2010 – Fire Prevention & Control - Hazardous Materials Response Fee \$3,428.58

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 3/24/2025

- (a) Purpose of Request: **Appropriate from A 900.01 General Other Restricted - Opioid (Restricted) in the amount of \$361,123 and A 900.02 General Other Restricted - Opioid (Unrestricted) in the amount of \$129,912 for expenditure of Opioid Settlement funds to address the impacts of the opioid crisis in Warren County.**
- (b) Details: **Increase appropriation codes A.4310.0176 470, Opioid Settlement - Restricted - \$361,123 and A.4310.0177 470, Opioid Settlement - Unrestricted - \$129,912.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A 900.01 General Other Restricted - Opioid (Restricted) - \$361,123 and A 900.02 General Other Restricted - Opioid (Unrestricted) - \$129,912.**

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: Countryside Adult Home

DATE: 3/24/25

- (a) Purpose of Amendment: **To increase expenses and revenue based on an anticipated EQUAL Award issued by New York State Dept. of Health**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6030 410 Supplies \$17,806.00 A.6030.210 \$11,815.00**

- (c) Revenue Code (with title), and Amount:
A.6030 3635 State Revenue \$29,621, the money is currently in A. 691.00
- (d) **Deferred Revenue. The money was received as part of a grant to enhance the lives of our residents for the fiscal year of 2024-2025**

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

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

DEPARTMENT NAME: County Clerk / DMV

DATE: 3/13/2025

(a) Purpose of Amendment:

To move revenue from County Clerk Fees (1255) to Mortgage Admin Fee (1255.01) due to the creation of this new revenue line per Res. 357 of 2024.

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

A.1410 1255 County Clerk Fees - \$197,743.00

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

A. 1410 1255.01 Mortgage Admin Fee - \$197,743.00

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: COUNTY CLERK / DMV

SIGNED:

DATE: 3/13/2025

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1410 210 A.1410 413	Furniture/Furnishings Repairs/Maintenance	\$7,500 \$6,000

Please state reason for transfer request:

Upgrades necessary for County Clerk's office - paint, carpet, and new furniture. New revenue stream should more than cover the request.
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Dept of Public Works, Parks Recreation and Railroad

DATE: 3/25/25

(a) Purpose of Amendment:

To amend the 2025 budget with a donation from the Friends of Up Yonda Farm

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

A7111 .130 Salaries Part time \$4,900

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

A7111 .2706 Private Donations \$4,900

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

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

DEPARTMENT NAME: Dept of Public Works, Parks Recreation and Railroad

DATE: 3/25/2025

- (a) Purpose of Amendment:
To amend the 2025 budget with funds donated from the Town Highway Superintendents Association of Warren County of \$500
- (b) Appropriation Code, Object Code, Full Title and Amount:
A7110 . 445 Food \$500
- (c) Revenue Code (with title), and Amount:
A7110 .2705 Donation \$500

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW

DATE: 3/25/25

- (a) Purpose of Request: To establish road projects for 2025
- (b) The following road projects shall be established by the Treasurer with funding to be transferred from D.5112.8368 280 - 2024 CR#35 Diamond Point Road.

D.5112 8369	2025 CR#2 Stony Creek Road	\$1,206,700.00
8370	2025 CR#3 Warrensburg Road	\$483,500.00
8371	2025 CR#4 Athol Road	\$44,400.00
8372	2025 CR#4 High Street	\$100,200.00
8373	2025 CR#10 Schroon River Road	\$297,600.00
8374	2025 CR#11 Bolton Landing – Riverbank Road	\$435,000.00
8375	2025 CR#13 Glen Athol Road	\$800,700.00
8376	2025 CR#48 Trout Lake Road	\$556,800.00
8377	2025 CR#55 Valentine Pond Road	\$272,300.00
8378	2025 CR#60 Old Stage Road	\$1,714,300.00

- (c) Previous Resolution Number: NA

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW

DATE: 3/25/25

- (a) Purpose of Request: Authorization to close capital project and return funds to funding source.
- (b) Details: Authorization to close capital project H395 Oxbow Hill Road and Moon Hill Road (CR 63) and return surplus local match funds to the funding source:

Capital Project	Est Funds	Funding Source
H395	\$28,558.15	D.9950 910

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

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: DPW

DATE: 3/25/25

- (a) Purpose of Amendment: To increase D.9950 910 (Transfers - Capital Projects) in accordance with transfers of surplus local match funds from various capital projects

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
D.9950 910 - Interfund Transfers (\$28,558.15)

- (c) Revenue Code (with title), and Amount:
D.5010 5031 - Interfund Transfers (\$28,558.15)

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 3/25/25

- (a) Exact Title and Number of Project*: H425 Adirondack Bridge & Beaver Pond Bridge Replacements
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$178,670.40
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 - \$ 150,459.60 Federal (80 %)
 - \$ 28,210.80 State Marchiselli (15%)
 - \$ 0.00 Local Match (no additional funds needed at this time)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund additional Preliminary Design, Detailed Design and ROW Acquisition phases.

AGENDA
MARCH 28, 2025

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

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment

- IV. Action Agenda
 - 1) **SUNY Adirondack representatives to provide and update on the College.**
 - 2) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
Review of report on tracking of vacancies filled.
 - 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - A) Request to appropriate \$986.23 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1010 210, *Legislative Board, Furniture/Furnishings*, to return 2024 funding that was returned to the General Fund when a purchase order for the purchase of office chairs was mistakenly liquidated.
 - B) Request to amend Resolution No. 69 of 2025, *Adopting the Warren County Meeting, Conference and Job Training Policy*, to: authorize certain designees to provide authorizations when Department Head/County Administrator/Committee Chair/Chair of the Board are unavailable; adjust authorization form to indicate Department Head signature is always necessary to approve travel/training; and to make clerical adjustments.
 - 4) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**
Request to amend the Table of Organization and Salary Schedule to create the new position of Computer Help Desk Tech II #5, *Annual Salary \$71,603*, and delete the position of Programmer I, *Annual Salary \$71,603*, effective April 21, 2025.
 - 5) **Request/Item to be Discussed by the County Treasurer (Christine Norton, County Treasurer):**
Request to amend the Table of Organization and Salary Schedule to create the new position of Deputy Treasurer- Per Diem, *hourly rate of \$97.58 - maximum of \$35,000 annually (current hourly rate \$76.5345)*, effective May 19, 2025. ***Note: Request must also be approved by the Finance & Budget Committee as the proper oversight Committee for the County Treasurer.***
 - 6) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
Action Agenda/New Business Items:
 - A) Request to approve proposed Warren County Smoking, Tobacco and Cannabis Use Policy referred from the Warren County Risk & Safety Committee. Updates to the smoking and tobacco policy are required to account for legalization of cannabis to comply with NYS Clean Indoor Air Act and to provide a glossary of essential definitions, as well as to rescind all prior smoking and tobacco policies. The Warren County Risk & Safety Committee prepared and approved the attached policy.
 - B) Request to approve proposed Warren County Substance Abuse Policy referred by the Warren County Risk & Safety Committee. Updates to the Substance Abuse Policy are necessary to account for legalization of cannabis, set forth reasonable suspicion testing and standards, and provide a glossary of essential terms, as well as to rescind all prior Substance Abuse Policies.

- V. **Pending Items:**
No Items this Month.

- VI. Privilege of the Floor/Public Comment

- VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Information Technology

DATE: March 28, 2025

(a) Title of Requested Position: Computer Help Desk Tech II #5

(b) Annual **Base** Salary (and Grade if Applicable): ██████████ **\$71,603**

(c) Effective Date for New Position*: 4/21/2025

**Please do not backdate unless the purpose is to correct an error.*

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

Programmer I, ██████████ **\$71,603**

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

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

A.1680 110

(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

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

*(approval is necessary **BEFORE** bringing the request to Committee)*

HR Director Initial

AG 3/21/25

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

*(approval is necessary **BEFORE** bringing the request to Committee)*

Co. Admin Initial

[Signature]

(i) Is this a mandated position? YES NO

If yes, please explain:

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

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

COMPUTER HELP DESK TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for coordinating and overseeing the daily operations and personnel assigned to the help desk. Duties include providing technical support for computer hardware and software, assisting with data networking activities, and training and assisting staff in the use of agency computer systems. Incumbents in this class train lower level Help Desk Staff and act in a lead capacity by guiding, advising and informing them of help desk procedures. This position is distinguished from the Computer Help Desk Technician I title by the experience required, and the “lead role” provided over lower level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages help desk operations, including prioritizing requests for service, scheduling and assigning work, and evaluating completed work;
 Supervises, trains and evaluates help desk staff;
 Provides technical support to employees and officials using agency computer systems;
 Trains staff in the use of software, including word-processing, database, spreadsheet and electronic mail software;
 Provides Help Desk support for computer users for hardware and software;
 Installs, customizes and tests desktop computing equipment and network communication equipment;
 Communicates with vendors and other technical support personnel to aid in the solution of problems regarding desktop hardware and software;
 Evaluates desktop computer hardware, software, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;
 Maintains a library of PC-related manuals, documentation, publications, etc.;
 Keeps professional skills updated and consistent with current networking and desktop computing technology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of computer hardware, software, networks and peripheral equipment supported by the Information Technology Department;
 Thorough knowledge of application software, including word-processing, database, spreadsheet, electronic mail, and networking software;
 Good knowledge of network data communications hardware and protocols, excellent interpersonal and oral and written communication skills;
 Ability to supervise the work of others;
 Ability to establish effective working relationships with others;
 Ability to effectively communicate technical information in an easily understood manner;
 Ability to instruct others in the use of computers and computer software;
 Ability to analyze and solve problems relating to desktop computer operations;
 Ability to successfully work with and serve a diverse local community;
 Versatility, reliability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Associate's degree in computer science, computer technology or a closely related field and two (2) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support; or
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support.

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