

FINANCE & BUDGET COMMITTEE

AGENDA

JUNE 27, 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 transfer of funds as attached for Committee approval.**

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

- A) Journal Report of transfers approved by the County Administrator staff for May of 2025.
- B) Request to appropriate \$598,171 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to various Budget Codes within the Sheriff's Departmental Budget to cover the costs associated with the MOA (*Memorandum of Agreement*) between Warren County and the Teamsters Local 294 Union for 2025, as well as anticipated shortfall in the overtime budget.
- C) Request to transfer funds in the amount of \$90,000 from Budget Code A.1990 469.01, *Contingent Account - Other Payments/Salaries*, to various Budget Codes within the Sheriff's Departmental Budget to provide funding for the 2025 Alliance Collective Bargaining Agreement.
- D) On behalf of Weights & Measures - Request to transfer funds in the amount of \$6,600 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.6610 441, *Weights & Measures, Auto-Supplies & Repair*, to cover the cost of repairing transmission of Weights & Measures vehicle.

3) **Requests/Items to be Discussed by the County Treasurer (Christine Norton, Treasurer):**

- A) Request to appropriate \$155,300 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.9950 910, *Transfer-Capital Projects*, to provide funding for implementation of 2025 Time Management System.
- B) Request to establish Capital Project No. H445, *Time Management System*, in the amount of \$155,300.
- C) Request to authorize a new contract with MM Hayes in an amount not to exceed \$155,300 for implementation of a time management system over a term commencing upon execution and renewing on an annual basis.
- D) Request to appropriate \$45,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1325 470, *Treasurer-Contracts*, to cover the cost of the contract with Cashvest by three+one Inc. for analysis of bank account transactions to better enhance interest income earnings.
- E) Request to authorize a new contract with Cashvest by three+one Inc. for analysis of bank account transactions to better enhance interest income earnings.
- F) Request to authorize Arrow Bank to issue a letter of credit on behalf of Warren County to Highmark BlueShield of Northeastern New York as an alternative to pre-funding the health insurance account.

4) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**

*Assigned Counsel (Brian Pilatzke, Assigned Counsel Administrator) -*

- A) Request to amend the 2025 Warren County Budget in the amount of \$18,000 to reflect receipt of grant funding from New York State Office of Indigent Legal Services (ILS) for Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction.

*Probation (Robert Iusi, Director) -*

- B) Request to amend the 2025 Warren County Budget in the amount of \$431,150 to reflect receipt of grant funding from New York State Division of Criminal Justice Services for Byrne SCIP Crisis Intervention Program.

*Public Defender (Gregory Canale, Public Defender) -*

- C) Request to amend the 2025 Warren County Budget in the amount of \$233,500 to reflect receipt of grant funding from New York State Office of Indigent Legal Services (ILS) for Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction.

5) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**

*Planning & Community Development -*

- A) Request to close CD76, *Countryside Renovations*; CD77, *Countryside Cares Act*; and CD78, *Housing Needs and Demands Analysis*, as projects are completed and ready to be closed.

**CONTINUED**

***Workforce Development (Liza Ochsendorf, Director) -***

- B) Request to amend the 2025 Warren County Budget in the amount of \$127,626 to reflect receipt of TANF (*Temporary Assistance for Needy Families*) grant funding for the Summer Youth Employment Program.
- C) Request to establish a reserve account utilizing any remaining funds of the Warren County Workforce Development annual allocation to provide funding for County departments and employees to utilize for staff development and upskilling.

**6) Referrals from Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

***Board of Elections (Harold Hubbard, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -***

- A) Request to amend the 2025 Warren County Budget in the amount of \$7,617.99 to reflect receipt of funding from New York State Board of Elections for 2025 Elections Grant - *contingent upon approval by the Legislative, Rules & Governmental Operations Committee at their June 27, 2025 meeting.*
- B) Request to amend the 2025 Warren County Budget in the amount of \$18,970.92 to reflect receipt of funding from New York State Board of Elections for Vote by Mail Grant - *contingent upon approval by the Legislative, Rules & Governmental Operations Committee at their June 27, 2025 meeting.*

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

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

- A) Request to establish Capital Project No. H444, *Up Yonda Capital Improvements*, in the amount of \$83,161.

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

- B) Request to increase Capital Project No. H411, *Corinth Road (CR 28) over Clendon Brook Culvert Project*, in the Town of Queensbury in the amount of \$41,109.66.
- C) Request to establish road projects as outlined in the resolution request form.

**8) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee - 3, 4, 5, 6 and 8D.***

**PERSONNEL AGENDA ITEMS 3, 4, 5, 6 and 8D:**

**3) Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Request to transfer funds in the amount of \$45,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.5630 470, *Mass Transportation, Contract*, to cover the cost of funding CDTA 18B payments which were not budgeted for.

**4) Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**

***Public Defender (Gregory Canale, Public Defender) -***

Request to amend the Table of Organization and Salary Schedule to increase the annual salary of the 3<sup>rd</sup> Assistant Public Defender from \$84,865 to \$117,024 effective July 21, 2025.

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

***County Clerk (Carrie Black, County Clerk) -***

Request to amend the Table of Organization and Salary Schedule to fund the position of Senior Legal Recording Clerk. *Grade 12, Base Annual Salary \$51,890*, and unfund the position of Legal Recording Clerk, *Base Annual Salary \$47,800*, effective July 21, 2025.

**6) Referral from the Public Works Committee (Chaired by Supervisor Conover):**

***Solid Waste & Recycling (Scott Royael, Solid Waste Compliance Officer) -***

Request to amend the Table of Organization and Salary Schedule to create the new position of Motor Equipment Operator - Medium, *Grade 12, Base Annual Salary \$51,890*, and delete the position of Auto Mechanic, *Grade 14, Base Annual Salary \$72,740*, effective July 21, 2025.

**7) Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**

*On Behalf of the County Treasurer* - Request to authorize the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to negotiate and award vacation leave allowances for the incoming Deputy County Treasurer.

**8D) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

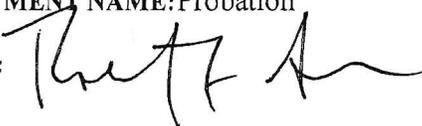
Request to appropriate \$11,734.47 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1420 470, *County Attorney, Contract*, to cover the cost of postage charges incurred by NYSID for the 2025 tax foreclosure mailings.

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

**VI. Motion to adjourn**

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

DEPARTMENT NAME: Probation

SIGNED: 

DATE: 6/23/25

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140 110	Salaries-Regular	A.3140 120	Salaries-Overtime	\$1,000

Please state reason for transfers requested: Funds needed to possibly cover overtime costs stemming from Basic Peace Officer Training.

**CONTINGENT FUND TRANSFER REQUESTS**

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

Please state reason for transfer request:

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

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Warren County Public Defender's Office**SIGNED:****DATE:** 6/24/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171.4201.110	Public Defender Upstate Quality - Salaries Regular	A.1171.4201.120	Public Defender Upstate Quality - Salaries Overtime	.02
A.1171.4202.110	Public Defender Hurrell Haring - Salaries Regular	A.1171.4202.120	Public Defender Hurrell Haring - Salaries Overtime	.28

**Please state reason for transfers requested:**

To correct Expense Budget Exception Report

**CONTINGENT FUND TRANSFER REQUESTS**

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

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

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

DATE: \_\_\_\_\_

6/24/2025

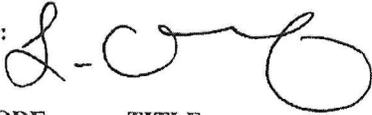
FROM CODE	TITLE	TO CODE	TITLE	AMOUNT	TOWN
D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	D.5112.8358	280 Co Roads, 2024 CR#26 Palisades Road	\$ 33,420.50	Horicon
D.5112.8365	280 Co Roads, 2024 CR#11 Horicon Avenue	D.5112.8379	280 Co Roads, 2025 CR#8 Friends Lake Road	\$ 105,000.00	Chester
D.5112.8368	280 Co Roads, 2024 CR#35 Diamond Point Road	D.5112.8379	280 Co Roads, 2025 CR#8 Friends Lake Road	\$ 35,800.00	Chester
D.5112.8369	280 Co Roads, 2025 CR#2 Stony Creek Road	D.5112.8379	280 Co Roads, 2025 CR#8 Friends Lake Road	\$ 149,200.00	Chester
D.5112.8369	280 Co Roads, 2025 CR#2 Stony Creek Road	D.5112.8380	280 Co Roads, 2025 CR#22 Harrisburg Road	\$ 212,500.00	Stony Creek
D.5112.8370	280 Co Roads, 2025 CR#3 Warrensburg Road	D.5112.8380	280 Co Roads, 2025 CR#22 Harrisburg Road	\$ 183,500.00	Stony Creek
D.5112.8371	280 Co Roads, 2025 CR#4 Athol Road	D.5112.8380	280 Co Roads, 2025 CR#22 Harrisburg Road	\$ 12,400.00	Stony Creek
D.5112.8372	280 Co Roads, 2025 CR#4 High Street	D.5112.8380	280 Co Roads, 2025 CR#22 Harrisburg Road	\$ 6,600.00	Stony Creek
D.5112.8372	280 Co Roads, 2025 CR#4 High Street	D.5112.8381	280 Co Roads, 2025 CR#28 Corinth Road	\$ 27,600.00	Queensbury
D.5112.8373	280 Co Roads, 2025 CR#10 Schroon River Road	D.5112.8381	280 Co Roads, 2025 CR#28 Corinth Road	\$ 100,000.00	Queensbury
D.5112.8374	280 Co Roads, 2025 CR#11 Bolton Landing Riverbank Road	D.5112.8381	280 Co Roads, 2025 CR#28 Corinth Road	\$ 105,000.00	Queensbury
D.5112.8375	280 Co Roads, 2025 CR#13 Glen Athol Road	D.5112.8381	280 Co Roads, 2025 CR#28 Corinth Road	\$ 21,400.00	Queensbury
D.5112.8375	280 Co Roads, 2025 CR#13 Glen Athol Road	D.5112.8382	280 Co Roads, 2025 CR#35 Diamond Point Road	\$ 152,400.00	Lake George
D.5112.8376	280 Co Roads, 2025 CR#48 Trout Lake Road	D.5112.8382	280 Co Roads, 2025 CR#35 Diamond Point Road	\$ 71,000.00	Lake George
D.5112.8377	280 Co Roads, 2025 CR#55 Valentine Pond Road	D.5112.8382	280 Co Roads, 2025 CR#35 Diamond Point Road	\$ 42,300.00	Lake George
D.5112.8378	280 Co Roads, 2025 CR#60 Old Stage Road	D.5112.8382	280 Co Roads, 2025 CR#35 Diamond Point Road	\$ 266,300.00	Lake George
D.5112.8378	280 Co Roads, 2025 CR#60 Old Stage Road	D.5112.8383	280 Co Roads, 2025 CR#42 Dix Avenue	\$ 143,000.00	Queensbury
D.5112.8378	280 Co Roads, 2025 CR#60 Old Stage Road	D.5112.8384	280 Co Roads, 2025 CR#78 Thirteenth Lake Road	\$ 105,000.00	Johnsburg

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 439	Contingent Fund			
	Please state reason for transfer request:			
	Transfer surplus road project funds to cover capital project expenses			

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

DEPARTMENT NAME: Workforce Development

SIGNED:



DATE: June 24, 2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40.6293.0358 423	Telephone	40.6293.0358 130	Part-time salaries	\$4200
40.6293.0358 444	Travel/Educ/Conference	40.6293.0358 130	Part-time salaries	\$3000
40.6293.0358 861	Retirees hospitalization	40.6293.0358 130	Part-time salaries	\$1500

**Please state reason for transfers requested:**

Not using as much as originally estimated in the allocations so will use more funding in the part-time salaries for additional interns, some of whom work for County departments. Temporary positions are approved under Resolution 200 of 2025.

**CONTINGENT FUND TRANSFER REQUESTS**

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

Please state reason for transfer request:

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

WARREN COUNTY

Journal Report - May 2025

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
County Clerk - County Clerk					
5/5/2025	A.1410 210	Furniture/Furnishings	Transfer within budget code to A.1410 220	\$15.00	\$15.00
5/5/2025	A.1410 220	Office Equipment	Transfer within budget code from A.1410 210	\$110.00	
5/28/2025	A.1410 436	Advertising Fees	Transfer within budget code from A.1410 444		
5/28/2025	A.1410 444	Travel/Education/Conference	Transfer within budget code to A.1410 436		\$110.00
Dist. Attorney_Dist. Attorney - District Attorney					
5/29/2025	A.1165 210	Furniture/Furnishings	Budget Transfer outside of object code from A.1165 410 Supplies	\$324.18	
5/29/2025	A.1165 410	Supplies	Budget Transfer outside of object code to A.1165 210 Furniture		\$324.18
DPW_DPW Admin - DPW/DPW Administration					
5/6/2025	A.1624 413	Repair & Maint.-Bldg/Property	Transfer In Code from A.1624 470	\$5,000.00	
5/6/2025	A.1624 470	Contract	Transfer In Code to A.1624 413		\$5,000.00
5/9/2025	A.1620 470	Contract	Transfer Out of Code to A.1624 470	\$1,045.00	
5/9/2025	A.1624 470	Contract	Transfer Out of Code from A.1620 470	\$6,339.55	
5/9/2025	A.5610 455	Safety Equipment	Transfer In Code from A.5610 470		
5/9/2025	A.5610 470	Contract	Transfer In Code to A.5610 455	\$500.00	
5/12/2025	DM.5140 410	Supplies	Transfer In Code from DM.5140 442		
5/12/2025	DM.5140 442	Automotive - Gas & Oil	Transfer In Code to DM.5140 410	\$85.48	
5/28/2025	A.5610 260	Other Equipment	Transfer Out Code from A.5610 445.1		
5/28/2025	A.5610 410	Supplies	Transfer In Code to A.5610 422	\$711.50	
5/28/2025	A.5610 422	Repair/Maint-Equipment	Transfer In Code from A.5610 410		
5/28/2025	A.5610 445.1	Food - Snow & Ice	Transfer Out Code to A.5610 260	\$85.48	
Medical Exam&Cor - Medical Exam & Coroners					
5/5/2025	A.1185 427	Memberships & Dues	Budget Transfer from Object Code A.1185 435	\$110.00	
5/5/2025	A.1185 435	Medical Fees	Budget Transfer within Object Code to A.1185 444		\$435.00
5/5/2025	A.1185 435	Medical Fees	Budget Transfer within Object Code to A.1185 427		\$110.00
5/5/2025	A.1185 444	Travel/Education/Conference	Budget Transfer from Object Code A.1185 435	\$435.00	
Office of EMS - Office of Emergency Services					
5/16/2025	A.3645.4129 427	Memberships & Dues	Budget transfer within object code from A.3645.4129 470	\$50.00	
5/16/2025	A.3645.4129 470	Contract	Budget transfer within object code to A.3645.4129 427		
5/19/2025	A.3645.4125 230	Automotive Equipment	Out of code transfer from A.3645.4125 444	\$9,466.66	
5/19/2025	A.3645.4125 444	Travel/Education/Conference	Out of code transfer to A.3645.4125 230		
5/19/2025	A.3645.4125 230	Automotive Equipment	Budget transfer within object code from A.3645.4125 250	\$3,758.83	
5/19/2025	A.3645.4125 250	Automotive Equipment	Budget transfer within object code to A.3645.4125 260	\$2,080.51	
5/19/2025	A.3645.4125 260	Technical Equipment	Budget transfer within object code to A.3645.4125 230		
5/19/2025	A.3640 416	Other Equipment	Budget transfer within object code to A.3645.4125 230	\$500.00	
5/29/2025	A.3640 416	Oil & Gas-Heating	Budget Transfer within Object Code from A.3640 453	\$500.00	
5/29/2025	A.3640 441	Oil & Gas-Heating	Budget Transfer within Object Code from A.3640 416		
5/29/2025	A.3640 441	Auto-Supplies & Repair	Budget Transfer within Object Code to A.3640 416		
5/29/2025	A.3640 453	Uniforms & Clothing	Budget Transfer within Object Code to A.3640 416		
Public Health_Health Services - Public Health,Health Services					
5/13/2025	A.4013 411	Rent-Building/Property	Budget transfer WIC to .411 rent from .426 for \$1.00	\$1.00	
5/13/2025	A.4013 426	Subscriptions	Budget transfer WIC to .411 rent from .426 for \$1.00		\$1.00
5/16/2025	A.4018.0030 260	Other Equipment	Out of budget transfer to A40180030260 from 435	\$3,000.00	
5/16/2025	A.4018.0030 435	Medical Fees	Out of budget transfer to A40180030260 from 435		\$3,000.00

5/29/2025	A.4013 260	Other Equipment	Budget Transfer W/C to A4013.260 \$500 .453\$100 fm 410 600.00	\$500.00	\$600.00
5/29/2025	A.4013 410	Supplies	Budget Transfer W/C to A4013.260 \$500 .453\$100 fm 410 600.00		
5/29/2025	A.4013 453	Uniforms & Clothing	Budget Transfer W/C to A4013.260 \$500 .453\$100 fm 410 600.00	\$100.00	
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement					
5/2/2025	A.3110.4052 260	Other Equipment	budget transfer out of object code from A.3110.4052 455	\$28,600.00	\$28,600.00
5/2/2025	A.3110.4052 455	Safety Equipment	budget transfer out of object code to A.3110.4052 260		
5/6/2025	A.3110 250	Technical Equipment	budget transfer out of object code from A.3110 410	\$545.69	\$545.69
5/6/2025	A.3110 410	Supplies	budget transfer out of object code to A.3110 250		
5/27/2025	A.3110 444	Travel/Education/Conference	budget transfer within object code to A.3110 444.01		
5/27/2025	A.3110 444.01	Job Related Courses	budget transfer within object code from A.3110 444	\$1,542.49	\$1,542.49
Social Services - Social Services					
5/2/2025	A.6010 435	Medical Fees	Budget transfer within object code from A.6010 470	\$6,000.00	\$6,000.00
5/2/2025	A.6010 470	Contract	Budget transfer within object code to A.6010 435		
5/14/2025	A.6010 444.01	Job Related Courses	Budget transfer within object code from A.6010 470	\$919.00	\$919.00
5/14/2025	A.6010 470	Contract	Budget transfer within object code to A.6010 444.01		
5/16/2025	A.6010 469	Other Payments/Contributions	Budget transfer within object code from A.6010 470	\$1,100.00	\$1,100.00
5/16/2025	A.6010 470	Contract	Budget transfer within object code to A.6010 469		
5/30/2025	A.6010 426	Subscriptions	Budget adjustment within object code from A.6010 470	\$700.00	\$700.00
5/30/2025	A.6010 470	Contract	Budget adjustment within object code to A.6010 426		
Veterans Service - Veterans Service					
5/22/2025	A.6510 260	Other Equipment	out of code transfer from 410	\$189.00	\$189.00
5/22/2025	A.6510 410	Supplies	out of code transfer to 260		

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: County Administrator**

**DATE: 6/27/2025**

- (a) Purpose of Request:  
**To allocate funds from the General Fund Unappropriated Surplus to cover the costs associated with the MOA between Warren County and the Teamsters Local 294 Union to cover 2025 Costs and cover anticipated shortfall in Overtime Budget**
- (b) Details:  
**A.3150 110 Sheriff Corrections Division, Salaries - Regular - \$176,061  
A.3150 120 Sheriff Corrections Division, Salaries - Overtime - \$300,000  
A.3150 810 Sheriff Corrections Division, Retirement - \$85,691  
A.3150 830 Sheriff Corrections Division, Social Security - \$29,516  
A.3150 831 Sheriff Corrections Division, Medicare Contribution - \$6,903**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A909.00 General Fund Unappropriated Surplus - \$598,171**

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

\* as listed in budget and LOGOS

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 6/27/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469.01	Contingent Account - Other Payments/Salaries		See Attached for Details	\$90,000

**Please state reason for transfers requested:** To fund Alliance Collective Bargaining Agreement for 2025

**CONTINGENT FUND TRANSFER REQUESTS**

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

**Please state reason for transfer request:**

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

<b>A.3020 Sheriff/911 Center</b>				
A.3020 110 Sheriff/911 Center, Salaries - Regular				\$ 45,509.00
A.3020 110 Sheriff/911 Center, Salaries - Overtime				\$ 382.00
A.3020 110 Sheriff/911 Center, Retirement				\$ 7,737.00
A.3020 110 Sheriff/911 Center, Social Security				\$ 2,822.00
A.3020 110 Sheriff/911 Center, Medicare				\$ 660.00
				\$ 57,110.00
<b>A.3110 Sheriff/Sheriff Law</b>				
A.3110 110 Sheriff/Law Enforcement, Salaries - Regular				\$ 17,826.00
A.3110 810 Sheriff/Law Enforcement, Retirement				\$ 3,030.00
A.3110 830 Sheriff/Law Enforcement, Social Security				\$ 1,105.00
A.3110 831 Sheriff/Law Enforcement, Medicare Contribution				\$ 258.00
				\$ 22,219.00
<b>A.3150 Sheriff/Jail</b>				
A.3150 110 Sheriff/Correction Division, Salaries - Regular				\$ 8,561.00
A.3150 810 Sheriff/Correction Division, Retirement				\$ 1,455.00
A.3150 830 Sheriff/Correction Division, Social Security				\$ 531.00
A.3150 831 Sheriff/Correction Division, Medicare Contribution				\$ 124.00
				\$ 10,671.00
				\$ 90,000.00

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** Weights & Measures

**SIGNED:**

**DATE:** 6/27/2025

<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.6610 441	Weights & Measures, Auto-Supplies & Repair	\$6,600.00

**Please state reason for transfer request:**

To repair transmission of W&M Vehicle

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

*Jeff Ward*  
6-24-25

**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: 6/18/2025**

- (a) Purpose of Request: **Appropriate From Unappropriated Fund Balance (A909.00)  
\$155,300**
- (b) Details: **Implementation of 2025 Time Management System**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.9950 910 (Transfer-Capital Projects) \$ 155,300**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 8*****Request to Establish Capital Project or Capital Reserve Project\****

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

**DEPARTMENT NAME: Treasurer**

**DATE:**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office): **H445.9550 280 2025 Time Management System**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Project: **\$155,300.00**
- (e) Source of Funding (including name & title of codes, etc.): **A.9950 910 Transfers-Capital Projects**
- (f) Purpose of Establishment: **To Replace Current Time & Attendance System. Current System was Purchased & Discontinued as of 12/31/26.**

\*Title should reflect department if possible:

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

## ***RESOLUTION REQUEST FORM NO. 3***

### ***Request for New Contract***

**DEPARTMENT NAME: Treasurer**

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? **Result of RFP-Best Value**
- (b) Purpose of Contract: **Time Management System**
- (c) Name of Contractor: **MM Hayes**
- (d) Address of Contractor: **16 Sage Estate, Albany, NY 12204**
- (e) Contractor's Contact Person and Telephone Number: **Michael Hayes  
(518)459-5545**
- (f) Has or will the Contract be provided, if so, please attach: **Not yet received**
- (g) Commencement Date of Contract: **Upon Approval**
- (h) Termination Date of Contract: **Annual Renewal**
- (i) Payment Provisions:
  - i) lump sum amount **\$155,300.00 One Time Implementation Cost**
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **Capital Project \$155,300.00 - H445.9550 280 2025 Time Management System****

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

\*as listed in budget and LOGOS

Company Name	User Reviews of System & References <b>30 Points</b>	Compliance with Functional Requirements <b>25 Points</b>	Market Share (NYS Presence) <b>10 Points</b>	Systems Technology <b>10 Points</b>	Cost of System <b>10 Points</b>	Available Support <b>10 Points</b>	Completeness of Proposal <b>5 Points</b>	<b>TOTAL POINTS</b> <b>100 MAX</b>
MM Hayes Co., Inc	30	25	10	10	6	8	5	94
Andrews Technology	26	25	7	10	8	10	5	91
Time Clock Plus, LLC	27	22	3	10	7	10	5	84
UKG	23	25	10	10	8	5	4	85
Tyler Technologies	25	21	0	10	9	5	2	72

**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:**

- (a) Purpose of Request: **Appropriate From Unappropriated Fund Balance (A909.00)  
\$45,500**
- (b) Details: **Approximate Annual Cost of three+one Services**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1325 470 Treasurer-Contracts \$45,500**

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

\* as listed in budget and LOGOS

## ***RESOLUTION REQUEST FORM NO. 3***

### ***Request for New Contract***

**DEPARTMENT NAME: Treasurer**

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? **Yes, Request For Proposal**
- (b) Purpose of Contract: **Analyze Bank Account Transactions To Better Enhance Interest Income Earnings.**
- (c) Name of Contractor: **Cashvest by three+one Inc**
- (d) Address of Contractor: **180 Office Parkway Pittsford, NY 14534**
- (e) Contractor's Contact Person and Telephone Number:  
**William Cherry (585) 484-0311**
- (f) Has or will the Contract be provided, if so, please attach: **Yes, Attached in separate PDF File**
- (g) Commencement Date of Contract: **TBD**
- (h) Termination Date of Contract: **TBD**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Annual Rate of Approximately \$45,500**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.1325 470- Contracts****

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

\*as listed in budget and LOGOS



three+one  
and  
Warren County, NY



### **I. Professional Services Agreement:**

This professional services agreement (“Agreement”) is effective and entered into as of the signed date on page three (3) and is between Warren County, NY (“the Entity”) and three+one.

### **II. Scope of Services:**

The Entity is retaining three+one for cashVest® Liquidity & Treasury Analyses.

#### **A. Initial and ongoing cashVest liquidity analysis will:**

- Provide liquidity management data that pinpoints the time value of the Entity’s cash in the marketplace.
- Monitor, review, and report on all financial institution accounts for which data is received by three+one.
- Assist the Entity in preparing short-term cash management by providing stress tests/algorithmic simulations on all cash.
- Analyze the Entity’s liquidity proficiency to continually prepare the Entity to earn and save the most possible without sacrificing safety or liquidity.
- Ensure appropriate and competitive pricing is being received from financial partners pertinent to the facilitation of cash management.
- Assist the Entity in garnering preferred deposit rates with its banking provider(s).
- Monitor and analyze the Entity’s bank billing analysis statement(s).
- Clearly define next steps and recommendations to uncover new sources of value on identified strategic liquidity.
- Conduct a review of the Entity’s Investment Policy Statement (IPS).
- Hold an interview (60 to 90 minutes in duration) with key staff members in order to understand back-office processes to aid in providing actionable recommendations.

#### **B. three+one’s cashVest services provides the Entity with:**

- View summary of all cash performance across all Entity banking relationships on one platform.
- Tailored rate analysis and strategic cash progress.
- Ability to compare investment yields and charts.
- Access to opportunity cost in the financial marketplace, providing transparency for the Entity to obtain competitively priced bank products.
- Ongoing benchmark rates in the market.



C. three+one would be provided the following data from the Entity:

- View only [inquiry] access to your online banking portal(s) where three+one will aggregate:
  - 12 months of bank statements via .PDF and/or .CSV format (dependent on the availability of transaction data from the bank portal).
  - 12 months of bank analysis statements in .PDF format.
  - All CD statement(s)/receipt(s), Local Government Investment Pool Statement(s), and all investment portfolio/brokerage statements(s).

### **III. Privacy/Confidentiality**

three+one will not license, sell, rent, share, or trade client personal identifiable data with third parties without prior consent, unless required by applicable law or as necessary, in three+one's sole discretion, to perform the Services. three+one may collect client personal identifiable data in conjunction for use of the Services. three+one may share client personal identifiable data with third parties to the extent necessary to provide the Services. The Entity and three+one will comply with all laws and regulations that apply to the collection, use, transmission, storage, and disclosure, or destruction of confidential information. Both the Entity and three+one agree to hold the other party's information in strict confidence. Aggregated, anonymized data is used to enhance, add, and improve service offerings, and client outcomes in the financial marketplace. The Entity and three+one both agree to use all reasonable efforts to protect the unauthorized use or distribution of confidential information. three+one agrees to use the same degree of care to prevent disclosing any data to unauthorized third parties except such disclosure or access that will be permitted to perform the Services provided under this Agreement. The Entity may find any updated privacy statement for three+one on its website.

The Entity and three+one agree that the solutions provided to perform the Services are protected by U.S. copyright law and conventions. Both the Entity and three+one further agree that the technology used by them to carry out the Services, including liquidity data, models, graphics, trade secrets, distinctive tables, copyright, and other intellectual property, shall remain the property of three+one and be held as confidential by both parties. Both the Entity and three+one undertake not to use, copy, reproduce, alter or modify the contents or operation of any of these items need to perform and provide the Services and agree that neither they nor their employees, current or past, may reveal, market, hand over or sell any information related to the Agreement.

### **IV. Severability:**

With reasonable cause, either party reserves the right to cancel this Agreement without obligation by giving 30 days written notice to the other party of the intent to terminate after the first full calendar year of services.



## V. Financial Arrangements

The Entity agrees to pay a liquidity monitoring and reporting fee of \$250.00 annually per one million dollars of the Entity's most recently adopted general fund operating revenues. three+one reserves the right to increase the fee by the CPI Adjustment on the agreement anniversary date.

## VI. Billing Installments

The first liquidity monitoring and reporting fee shall be due after the initial cashVest analysis is presented. Please select the cadence you would like to be invoiced:

- Annually  - Quarterly  - Monthly

Example: \$182 million annual general fund operating revenues equate to \$45,500.00 annually, \$11,375.00 quarterly, or \$3,791.66 monthly

**If three+one does not show a 1 to 1 benefit through its cashVest initial analysis compared to the proposed annual fee for the Entity, the initial cashVest analysis will be provided at no cost with no further obligation.**

Quotes and pricing terms are negotiated and may be unique to the Entity. Therefore, and except as otherwise required by law, the Entity hereby agrees to keep confidential all pricing, quotes, and invoiced amounts received from three+one.

To ensure accurate processing of invoices, all invoices should be sent to the following designated Accounts Payable representative/group unless otherwise notified.

First & last name (please print): \_\_\_\_\_

email address (please print): \_\_\_\_\_

### Signatures:

\_\_\_\_\_ **three+one** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Warren County, NY** \_\_\_\_\_ **Date**

*Without signatures, this agreement is valid for 180 days from May 1, 2025*

**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: June 24, 2025**

- (a) Purpose of Request: **Authorize Arrow Bank to issue a letter of credit on behalf of Warren County to Highmark BlueShield of Northeastern New York as an alternative to pre-funding the health insurance account.**
- (b) Details: **The letter of credit amount is required to be \$360,692 by Highmark BlueShield of Northeastern New York**
- (c) Previous Resolution Number: **Resolution No. 437 of 2023**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **Not applicable.**

**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:** Warren County Assigned Counsel Office

**DATE:** 06/24/2025

- (a) Purpose of Amendment:  
**To add funding from:**  
**New York State Office of Indigent Legal Services (ILS)**  
**Grant Award Notice - Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction**  
**Total award = \$18,000**
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.1170.4214 437 - Fourth Family Defense Quality Improvement - Consulting Fees = \$15,000.00**  
**A.1170.4214 439 - Fourth Family Defense Quality Improvement - Miscellaneous Fee & Expenses = \$3,000.00**
- (c) Revenue Code (with title), and Amount:  
**A.1170.4214 3045 - Fourth Family Defense Quality Improvement = \$18,000**

**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: Probation**

**DATE: 6/23/25**

- (a) Purpose of Amendment: **To accept Byrne SCIP Crisis Intervention Programing Award from NYS Division of Criminal Justice Services in the amount of \$431,150.**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.3140 470- Probation Contract -\$431,150**
- (c) Revenue Code (with title), and Amount: **A.3140 4313-Byrne Grant-\$431,150**

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

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

**DEPARTMENT NAME: Warren County Public Defender's Office**

**DATE: 6/24/2025**

- (a) Purpose of Amendment: **To add new grant/ILS contract, "Fourth Family Defense (Child Welfare) Quality Improvement & Caseload Reduction/C4THFD52", to the 2025 budget.**
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.1171.4214 110 - Salaries Regular = \$113,113.00**  
**A.1171.4214 210 - Office Furniture = \$12,000.00**  
**A.1171.4214 220 - Office Equipment = \$6,000.00**  
**A.1171.4214 410 - Supplies = \$12,873.00**  
**A.1171.4214 423 - Telephone = \$1,200.00**  
**A.1171.4214 426 - Subscriptions = \$2,700.00**  
**A.1171.4214 437 - Consulting Fees = \$47,500.00**  
**A.1171.4214 444 - Training = \$8,000.00**  
**A.1171.4214 810 - Retirement = \$13,614.00**  
**A.1171.4214 830 - Social Security = \$4,546.00**  
**A.1171.4214 831 - Medicare = \$1,202.00**  
**A.1171.4214 860 - Hospitalization = \$10,362.00**  
**A.1171.4214 865 - Dental = \$390.00**
- (c) Revenue Code (with title), and Amount:  
**A.1171.4214 3045 ILS Distribution = \$233,500**

**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: Planning and Community Development**

**DATE: June 2025**

(a) Purpose of Request:

**To close Capital Projects CD76, CD77 & CD 78.**

(b) Details:

**These projects have all been completed and final payments have been received from the state.**

(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: Workforce Development****DATE: June 24, 2025**

(a) Purpose of Amendment: **To receive the annual TANF allocation for operating the Summer Youth Employment Program**

(b) Appropriation Code, Object Code, Full Title and Amount: **40.6326 Temporary Assistance for Needy Families (TANF) total amount is \$127,626.00**

<b>40.6326 110 \$34,000</b>	<b>40.6326 130 \$47,000</b>	<b>40.6326 410 \$2,500</b>
<b>40.6326 470 \$19,000</b>	<b>40.6326 810 \$7,000</b>	<b>40.6326 444 \$500</b>
<b>40.6326 434 \$500</b>	<b>40.6326 830 \$6,176</b>	<b>40.6326 831 \$1500</b>
<b>40.6326 860 \$9,300</b>	<b>40.6326 865 \$150</b>	

(c) Revenue Code (with title), and Amount: **40.6326 \$127,626**

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: Workforce Development**

**DATE: June 24, 2025**

- (a) Purpose of Request:  
**A reserve is created for Warren County staff development from any remaining funds of the Warren County Workforce Development annual allocation.**
- (b) Details:  
**This reserve will be exclusively for Warren County departments and employees to utilize for staff development and upskilling. It will save departments money, help retain employees, and provide a streamlined pathway through Workforce Development standard operations.**
- (c) Previous Resolution Number:  
**N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**Remaining funds in 40.6293.0358 at the end of the calendar year would be moved to a new fund for the staff development reserve.**

**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: Board of Elctions**

**DATE: June 27, 2025**

- (a) Purpose of Amendment: **ELECTIONS GRANT \$7,617.99**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450.439**
- (c) Revenue Code (with title), and Amount: **A.1450 3052**

***RESOLUTION REQUEST FORM NO. 7***

***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Board of Elctions**

**DATE: June 27, 2025**

- (a) Purpose of Amendment: **VOTE BY MAIL GRANT \$18,970.92**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450.424**
- (c) Revenue Code (with title), and Amount: **A.1450 3057**

***RESOLUTION REQUEST FORM NO. 8******Request to Establish Capital Project or Capital Reserve Project\****

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

**DEPARTMENT NAME: Warren County Parks & Recreation**

**DATE: 6/24/25**

- (a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): H 444 Up Yonda Capital Improvments
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? NO
- (d) Amount of Project: \$83,161
- (e) Source of Funding (including name & title of codes, etc.): NYS Office of Parks Recreation and Historic Preservation - ZBGA Capital Grant Program (100% funded - no local match required)
- (f) Purpose of Establishment: This funding will allow for improvements to the HVAC systems in the museum & auditorium, provide for emergency back up power for theses buildings and allow for improvemnts to the courtyard between the buildings. The museum has never been equiped with any climate control to protect the nearly three dozen original taxideremed specimens in its diaorama. The condition of many of these specimens requires replacement. The Auditorium would receive an HVAC upgrade as well. Currently, an undersized window mounted air conditioner is used for the building that hosts public and school programs and events. Lastly, some of the funding will be used to upgrade the courtyrad to make it more accessable and user friendly to the public.

**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: 6/24/25**

- (a) Exact Title and Number of Project\*: H411 Corinth Road (CR 28) over Clendon Brook Culvert Project (T/O Queensbury)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$41,109.66
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
  - \$ 0.00 State Share
  - \$ 41,109.66 Local Match
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund additional preliminary engineering, construction support and construction inspection services

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: DPW**

**DATE: 6/24/25**

- (a) Purpose of Request: To establish 2025 maintenance paving projects
- (b) The following road projects shall be established by the Treasurer with funding to be transferred from various road projects under separate resolution.

D.5112	8379	2025 CR#8 Friends Lake Road (T/O Chester)	\$290,000.00
	8380	2025 CR#22 Harrisburg Road (T/O Stony Creek)	\$415,000.00
	8381	2025 CR#28 Corinth Road (T/O Queensbury)	\$254,000.00
	8382	2025 CR#35 Diamond Point Road (T/O Lake George)	\$532,000.00
	8383	2025 CR#42 Dix Avenue (T/O Queensbury)	\$143,000.00
	8384	2025 CR#78 Thirteenth Lake Road (T/O Johnsbury)	\$105,000.00

- (c) Previous Resolution Number: NA

## AGENDA

JUNE 27, 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 an 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) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**  
Request to transfer funds in the amount of \$45,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.5630 470, *Mass Transportation, Contract*, to cover the cost of funding CDTA 18B payments which were not budgeted for.
  - 4) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**  
**Public Defender (Gregory Canale, Public Defender) -**  
Request to amend the Table of Organization and Salary Schedule to increase the annual salary of the 3<sup>rd</sup> Assistant Public Defender from \$84,865 to \$117,024 effective July 21, 2025.
  - 5) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**  
**County Clerk (Carrie Black, County Clerk) -**  
Request to amend the Table of Organization and Salary Schedule to fund the position of Senior Legal Recording Clerk, *Grade 12, Base Annual Salary \$51,890*, and unfund the position of Legal Recording Clerk, *Base Annual Salary \$47,800*, effective July 21, 2025. *Note: This request is contingent upon approval by the Legislative, Rules & Governmental Operations Committee.*
  - 6) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**  
**Solid Waste & Recycling (Scott Royael, Solid Waste Compliance Officer) -**  
Request to amend the Table of Organization and Salary Schedule to create the new position of Motor Equipment Operator - Medium, *Grade 12, Base Annual Salary \$51,890*, and delete the position of Auto Mechanic, *Grade 14, Base Annual Salary \$72,740*, effective July 21, 2025.
  - 7) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**  
*On Behalf of the County Treasurer* - Request to authorize the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to negotiate and award vacation leave allowances for the incoming Deputy County Treasurer.
  - 8) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**  
**Action Agenda/New Business Items:**
    - A) Request for resolution request to approve and adopt Warren County Intern and Volunteer Policy referred by the Warren County Risk & Safety Committee. The policy combined two separate policies which governed volunteers and interns to create a concise policy that includes a "Participant Agreement, Indemnification and Risk Acknowledgment" which will be required from all interns and volunteers.
    - B) Request for resolution approving an agreement with Bartlett Pontiff Stewart Rhodes, P.C., to serve as Labor Legal Counsel for the County of Warren for the monthly fixed retainer fee of Four Thousand Three Hundred and 00/100 Dollars (\$4,300) (\$51,600/year) for the initial one year term beginning January 1, 2026 and ending December 31, 2026, and authorizing up to two (2) additional one year terms upon mutual agreement of the parties for the 2027 monthly fixed retainer fee of Four Thousand Four Hundred Fifty and 00/100 Dollars (\$4,450) and the 2028 monthly fixed retainer fee of Four Thousand Six Hundred and 00/100 Dollars (\$4,600), as more fully described by the attached, proposed letter of engagement. The monthly fixed retainer fee for the past twelve (12) years was \$3,750. The current three-year authorization and agreement expire December 31, 2025. If approved, the legal fees would be part of the proposed 2026 departmental budget.
    - C) Request to amend resolution 375 of 2024, retroactive to January 1, 2025, to increase the not to exceed the amount from \$13,300 to \$27,000 per year to account for postage costs which are reimbursable under the amended tax foreclosure laws and to provide sufficient funding for the increased number of parcels in the 2025 tax foreclosure auction due to initiating the lawsuit in January 2025. The full amount of postage charges, which are a pass-through expense from NYSID to the County, as well as an additional charge for the County against the tax delinquent parcels, were not included in the departments 2025 budget. For 2025, approximately \$10,245.12 in postage fees were attached to tax delinquent parcels which remained in tax foreclosure as of June 2, 2025.

CONTINUED

- D) Request for resolution providing additional funding in the amount of \$11,734.47 to pay postage charges incurred by NYSID for the 2025 tax foreclosure mailings.
- E) Request for a resolution authorizing the County Attorney to determine whether to file an amicus curie brief concerning the so-called "Even Year Election Law" with the New York State Court of Appeals in the matter of Onondaga County, et al versus the State of New York et al, #APL-2025-00088, to support specific legal claims presented by Onondaga County and other county-plaintiffs, in opposition to the 2023 amendment of County Law § 400 which added a new section 8 mandating even-year elections for all Warren County supervisors, including supervisors elected from the City of Glens Falls supervisors, as a violation of NYS Constitution, Article XIII, section 8 (requiring the election of supervisors in a city to occur in odd-numbered years, and in support of the powers delegated to the counties by the NYS Constitution, Article IX, as codified by the Municipal Home Rule Statutes. During 2024, eight (8) counties initiated eight (8) separate lawsuits, along with municipal towns, against the State of New York and others, challenging the constitutionality of the Even Year Election Law. All eight (8) lawsuits were joined before the Court of Appeals for briefing, oral argument and a decision. The Court of Appeals authorized interested parties to file amicus curie briefs on or before August 5, 2025, prior to oral arguments occurring in September 2025. Warren County is one of seven (7) counties outside of the City of New York which maintains a governing Board of Supervisors and contains an incorporate city within its boundaries. The remaining six (6) counties are: Chenango, Columbia, Fulton, Madison, Ontario and Saratoga. If filed by the County Attorney, the amicus brief would identify this issue of first impression for the Court of Appeals so that the Court might address the issues raised by non-charter counties, similar to Warren County, as part of any final decision and order.

Discussion Items:

- F) Report of Insurance Reserve Payments as of May 30, 2025: No Report.
- G) Harassment & Discrimination Complaint: Request for a motion to enter into an executive session, per Public Officers Law § 108(3), concerning any matter made confidential by federal or state law, to include attorney-client communications, and per Public Officers Law § 105(1)(f), regarding matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
- H) Litigation update which includes a request for an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of proposed, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below which shall be identified at the time of the meeting:

Lawsuits Without Insurance Coverage:

- 1) *Michael Easterbrooks v. Schenectady County, et al*, Albany County Index No. 907013-2021, filed August 10, 2021. Discovery ongoing. Stay in place following death of Plaintiff-awaiting appointment of Estate administrator. No new activity.
- 2) *Joshua Rouse v. Berkshire Farms Center for Youth, et al*, Warren County Index No. EF2021-69346, filed August 10, 2021. Discovery ongoing. Plaintiff's deposition ongoing.
- 3) *Kathleen Innes v. Warren County and Correctional Medical Care*, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022. Discovery completed. Summary judgment motions filed by defendants on 4/4/2025. Plaintiff filed opposition papers on May 15, 2025
- 4) *Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer*, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
  - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
  - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
  - New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.
  - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.
  - July 19, 2024: Plaintiff filed opposition papers to County's Motion to Dismiss.
  - July 25, 2024: County filed reply brief in response to plaintiff's opposition papers.
  - October 8, 2024: Court conference in Federal District Court regarding pending motions to dismiss. All separately filed lawsuits consolidated into single matter following court conference.
  - No new activity.
- 5) *Village of Hudson Falls v. Town of Queensbury, Town of Kingsbury, County of Washington & County of Warren*, Index No. 2024-37927, filed December 10, 2024. Action to Quiet Title on Village/Town Boundary Line along Warren Street and Quarry Crossing between Dix Avenue and River Street. Hearing on Motion for Preliminary Injunction held March 20, 2025-no action taken by Court.

Lawsuits Covered by Insurance:

- 1) *Patricia Zahaba v. County of Warren and Town of Queensbury*, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021. Depositions ongoing.
- 2) *John Werner v. Bernice Conlon & Warren County*, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021. Depositions ongoing.
- 3) *Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Inc. & Joanne Levack*, Warren County Index No. EF2022-2111, filed September 29, 2022. Date of Loss alleged: April 12, 2022. Notice of Claim served May 9, 2022. Discover disclosure deadline: 3/28/2025; Court-ordered Mediation Sessions: May 28, 2025 & June 10, 2025 (Cancelled); Summary judgment motions filed May 16, 2025; Pretrial conference: 9/4/2025; Trial Date: 10/10/2025 through 10/31/2025.

- 4) *Timothy McIntyre & Brenna Michalak v. County of Warren*, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022. Discovery ongoing.
- 5) *Nicholas Oudekerk (Pro Se) v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum*, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.
  - September 13, 2024: Motion to Dismiss filed.
  - October 10, 2024/October 24, 2024/December 4, 2024: Court provides Pro Se Plaintiff additional time and opportunity to file opposition papers to Motion to Dismiss.
  - December 19, 2024: Pro Se Plaintiff files opposition papers.
  - February 11, 2025: Awaiting Decision & Order.
  - June 9, 2025: Motion to dismiss denied. Discovery to follow.
- 6) *James Condon v. Warren County Deputy Sheriffs Ortiz & Duggan*, NDNY 1:24-cv-1172, filed September 25, 2024. Discovery started. Court Ordered Mediation Sessions: July 30, 2025. Depositions of named County employees completed. Plaintiff's deposition pending.
- 7) *Corey M. Russell (Pro Se) v. Bailey*, NDNY 9:24-cv-1109, filed November 4, 2024. Date of Loss: June 4, 2024. Order dismissing various claims filed October 23, 2024. County Motion to Dismiss filed April 30, 2025.

Notice of Claims & Administrative Complaints:

- 1) *Administrative Complaint*: Department of Human Rights for Richie Russo against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024. 2/3/2025: Final Investigation Report and Basis of Determination issued by NYS Division of Human Rights finding probable cause to support allegations of the complaint. Matter to proceed to administrative law judge for hearing.
- 2) *Notice of Claim served July 15, 2024*. Jennifer Dees & Ethan Smith. Date of Loss alleged: June 2024. Warren County District Attorney's Office regarding assignment as special prosecutor for Saratoga County in the matter of People v. Veronica Smith.
- 3) Notice of Claim filed April 1, 2025. Michael Tyrell, Warren County DPW employee. Date of Loss alleged: various. Claimant alleges claim involving employment practices, to include discrimination and harassment, as well as a hostile work environment. 50-h examination scheduled for May 23, 2025 adjourned and pending new date. **General Release and letter of resignation tendered June 18, 2025.**

V. Pending Items:

No Items this Month.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

***RESOLUTION REQUEST FORM NO. 10***

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** CLERK OF THE BOARD

**SIGNED:**

**DATE:** JUNE 27, 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.5630 470	Mass Transportation, Contract	\$45,000.00

**Please state reason for transfer request:**

to fund CDTA 18B payments which were not budgeted for in 2025

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

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/24/2025

- (a) Employee Name, Title and Employee No.:  
**Assistant Public Defender (3) - VACANT**
- (b) Current Annual Base Salary (and Grade if Applicable):  
**\$117,024**
- (c) Former Annual Base Salary (and Grade if Applicable):  
**\$84,865**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**07/21/2025**
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?  
List Budget Code (with title), Object Code (with title), and Amount:  
**A.1171.4214 110 & associated fringe (**
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position?  YES  NO  
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:  
**To recruit, hire, and retain an experienced Family Court Attorney who has expertise in DSS child neglect and removal cases.**

**WARREN COUNTY PUBLIC DEFENDER'S OFFICE  
NOTICE OF VACANCY**

**ASSISTANT PUBLIC DEFENDER – FAMILY DEFENSE PRACTICE**

The Warren County Public Defender's Office has an opening for an Assistant Public Defender ("APD") to engage primarily in family defense work. This APD will represent indigent parents, guardians, and caretakers who are named respondents in family court proceedings in Warren County. This APD will handle cases brought pursuant to various articles of the Family Court Act, including but not limited to custody petitions and modifications, establishment of paternity, child support matters, family offenses, determination of visitation schedules, custodial relocations, and terminations of parental rights. This attorney will conduct initial intake meetings with eligible clients, engage in factual investigation and legal research, employ motion practice, and litigate hearings and trials in Family Court. This position is supervised by the Public Defender and the Senior Family Court APD, who will provide guidance and mentorship in navigating family court practice. The attorney will also enjoy extensive flexibility to exercise independent judgment in crafting legal strategies for zealous client advocacy.

**BENEFITS:** 11 paid holidays, sick time, personal days, 10 days' vacation, health insurance, pension, retirement plan, potential for Public Service Loan Forgiveness (PSLF), Continuing Legal Education (CLE) courses, and bi-annual renewals of NY law license.

**RESIDENCY REQUIREMENTS:** At time of appointment, candidate must EITHER be a resident of Warren County, OR of a county contiguous to Warren.

**TYPICAL WORK ACTIVITIES:**

- Represent and advise respondents at every stage of family court proceedings;
- Develop and maintain full family court client caseload;
- Prepare for and litigate hearings and trials in Family Court, including emergency hearings seeking family reunification where appropriate;
- Draft, file, and argue written motions seeking increased visitation, family reunification, and achievement of other client goals;
- Collaborate with other APDs and PD support staff to provide wholistic services and comprehensive legal assistance to clients who may be entwined in both criminal and family court proceedings simultaneously, and who may require specialized services;
- Meet regularly with supervisor to review case files and discuss strategies;
- Attend regular trainings and legal education courses to build litigation skills and develop substantive knowledge;
- Maintain consistent and open lines of communication with clients to ensure they are working towards goals which will help achieve their desired case outcomes; and
- Confer with Family Court judges, court attorneys, opposing counsel, and attorneys for the child to negotiate mutually agreeable settlement arrangements where appropriate.

**QUALIFICATIONS:**

- License to practice law in the State of New York at time of appointment;
- Strong desire to advocate on behalf of clients facing family separation;
- Exceptional interpersonal skills and willingness to work with clients in heightened emotional states;
- Excellent oral and written communication skills;
- Able to work collaboratively with interdisciplinary staff members within the Public Defender's Office and other County agencies where required;
- Capable of working independently, with the benefit of senior advisement and mentorship;
- Proficient at working in high stress environment, able to multitask, and maintain flexibility; and
- Possess strong organizational skills and the ability to manage a high-needs caseload, including the ability to prioritize tasks where requests and deadlines are often on short notice.

Interested candidates may submit a cover letter, resume, and list of references to:

Gregory V. Canale, Esq.  
Warren County Public Defender  
c/o Erin K. Komon, Esq.  
Warren County Public Defender's Office  
1340 State Route 9  
Lake George, New York 12845  
[komone@warrencountyny.gov](mailto:komone@warrencountyny.gov)

*Warren County is an Equal Opportunity / DEI Employer*

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

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

**DEPARTMENT NAME: COUNTY CLERK**

**DATE: JUNE 27, 2025**

- (a) Purpose of Request:  
**Amend Table of Organization to fund Senior Legal Recording Clerk position (Grade 12 - \$51,890) and unfund the Legal Recording Clerk position (\$47,800)**
  
- (b) Details:  
**The Senior Legal Recording Clerk position was created, but not funded, in the 2025 Budget. This position will provide essential support to the Principal Legal Recording Clerk and provide for a clear path of succession for employees. This position has the potential to contribute increased revenues through enhanced criminal search services & would be a valuable investment in the office's efficiency and effectiveness**
  
- (c) Previous Resolution Number:
  
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.1410 110**  
**Note: No additional monies are needed for this action in 2025 - funds are available within the existing salary lines due to vacancies**  
  
**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

**SENIOR LEGAL RECORDING CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a complex position requiring demonstrated understanding of the duties, responsibilities and services of the Office of the County Clerk. The incumbent will have specialized knowledge of the processes necessary for the recording and filing, indexing and imaging of documents and legal instruments relative to real property and civil court proceedings in the office of the County Clerk, including e-recording as set forth by Ch 549 Laws of NY 2011 and be knowledgeable of applicable fees and taxes. It is a supervisory position requiring oversight of the processing of documents by subordinates and includes resolving problem transactions, training of subordinates, and coordinating of office work activities. Duties are performed independently. Serves under the County Clerk/Deputy. Does related work as required.

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

- Oversees the processing of all real property recordings and the filing of civil action proceedings and legal/miscellaneous instruments as presented to the Clerk's Office; includes acceptance criteria, reviews for accuracy/completeness, fee calculation; specializes in overseeing fee transactions and court dockets; assists in computerized system conversions: fee/court indexing and imaging;
- Implements, oversees and processes electronic recordings and/or electronic filings as set forth by Ch.549 Laws of New York 2011 (effective 2012);
- Assigns work activities to subordinates to ensure timely processing of all transactions according to statutory requirements; prioritizes and rotates selected work activities; adjusts staff scheduling to meet needs of office and public;
- Assists subordinates in resolving problematic transactions; oversees correction of recording, filing and fee collection errors on the document and on the computer system; addresses recording or filing problems in a timely and expeditious manner; serves as liaison with other supervisory personnel within the department to ensure accuracy of the recording/filing process;
- Provides orientation and training to new employees and in-service training to current staff; interprets agency policy and procedures; informs staff of revisions/updates/changes in recording, filing, and procedural mandates and ensures office compliance of same; responds to requests by staff/public for additional information or clarification of recording process;
- Evaluates work performance of probationary employees and subordinates on a periodic basis; participates in new hire interview process; advises Clerk of potential personnel problems or issues that would prove disruptive to the workplace; participates in periodic supervisory and office staff meetings; attends professional meetings, workshops, and conferences as a representative of the office;
- Assists Clerk in developing office procedures and guidelines, training manuals, and forms; corresponds by telephone or in writing with law offices, title, banking, mortgage companies and State agencies; oversees timely return of rejected documents; completes informational surveys submitted to office by State/National organizations and agencies;
- Provides necessary documentation for independent or State audits, monthly, semi-annual, annual reports;
- Performs all duties specific to the office including: processing of real property recordings, court and miscellaneous records filing, in-office and electronic submission; fee calculation & collection; operation of fee transaction and court indexing computer systems; generation of daily or periodic reports; verification of entries into court register; certification, authentication and notarization of documents; passport acceptance and processing; services pistol permit applicants; arranges for equipment or system maintenance or repair.

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

- Demonstrated knowledge of real property terminology and recording procedures;
- Demonstrated knowledge of court case proceedings, filing structure, legal terminology;
- Working knowledge of business arithmetic and English;
- Proficient in department computer system, computerized cashiering, keyboard entry, and typing;
- Proficient in clerical functions/office record-keeping: organization, filing, sorting, distribution, proofreading, accurate transfer information from one document/media to another;
- Ability to administer written and oral instructions and procedures;
- Ability to deal effectively with staff;

Ability to deal effectively with the public with tact and courtesy;  
Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Paralegal degree and two (2) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, government real property, legal or court office; or
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, government real property, legal or court office.

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

***RESOLUTION REQUEST FORM NO. 11******Request to Create New Position*****DEPARTMENT NAME: DPW - Solid Waste****DATE: 6-24-25**

- (a) Title of Requested Position: Motor Equipment Operator - Medium
- (b) Annual **Base** Salary (and Grade if Applicable): \$51,890 Grade 12
- (c) Effective Date for New Position:\* July 18, 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): Auto Mechanic \$72,740 Grade 14
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A. 1628 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

**MOTOR EQUIPMENT OPERATOR (MEDIUM)**

**GENERAL STATEMENT OF DUTIES:** Operates one or more types of medium size automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

**EXAMPLES OF WORK:** (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;  
Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;  
Operates a snow plow or related snow removal equipment;  
Performs minor mechanical repairs on automotive equipment;  
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;  
Services assigned vehicle and maintains it in clean condition;  
Loads and unloads trucks;  
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;  
Responds after normal working hours to emergency situations and during snow and ice events.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of the operation of trucks, tractors and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** One year of experience in the operation of motorized construction equipment.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession at time of appointment.

Amended, Warren County Civil Service, June 3, 2013  
2022 Format

***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: June 25, 2025**

- (a) Purpose of Request: **Authorizing the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to negotiate award vacation leave allowance for the incoming Deputy Treasurer.**
- (b) Details: **Authorize the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to negotiate, and then to authorize, such additional vacation allowances for the incoming Deputy Treasurer notwithstanding the amounts authorized in the Warren County out-of-unit Employee Benefits Policy.**
- (c) Previous Resolution Number: **Resolution #464 of 2021**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1325 110 County Treasurer, Salaries - Regular**  
**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

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

**DEPARTMENT NAME: County Attorney**

**DATE: 6/27/25**

- (a) Purpose of Request: **Appropriation of funds from General Fund Unappropriated Surplus in the amount of \$11,734.47 to cover balance of February invoice from NYSID for mailing expenses for the tax foreclosure.**
- (b) Details: **The 2024 budget request of \$13,300 failed to include actual 2025 mailing expenses and did not account for more mailing being required due to the filing of the tax foreclosure lawsuit three (3) months earlier than in all prior years. The actual 2025 mailing expenses were assessed as additional legal charges against the properties which remained redeemed for anticipated future revenues equal to \$10,245.12.**
- (c) Previous Resolution Number: **375 of 2024**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1420 470 County Attorney, Contract - \$11,734.47**

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

\* as listed in budget and LOGOS