

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
MAY 1, 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) **Requests/Items to be Discussed by Representatives of SUNY Adirondack:**
 - A) SUNY Adirondack representatives to provide and update on the College.
 - B) Request for a resolution approving Collective Bargaining Agreement between SUNY Adirondack and the Faculty Association of Adirondack Community College for term commencing September 1, 2025 and terminating August 31, 2030 contingent upon adoption of a similar resolution by the Washington County Board of Supervisors.
 - C) Request for a resolution of support for SUNY Adirondack to sell property located at 240 Sanford Street in the City of Glens Falls.
 - 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 amend Resolution No. 18 of 2025, *Appointing Members to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation*, to replace Nathan Etu with Kevin Mahoney effective May 13, 2025.
 - B) Request to amend Resolution No. 371 of 2024, *Approving Standard Work Day and Time Reporting Resolution for All Elected and Appointed Officials for Retirement Purposes*, to include updated reporting information.
 - 4) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**
Request to appropriate \$22,400 from Budget Code A.895.00, *Computer Reserve Fund*, to various department budget codes to cover the cost of purchasing computers and related equipment and software.
 - 5) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Probation (Robert Iusi, Director) -
 - A) Request to amend the Table of Organization and Salary Schedule to create the new position of Probation Officer Trainee #3, *Grade 16, Base Annual Salary \$57,270*, effective May 14, 2025.**Sheriff (James LaFarr, Sheriff) -**
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Patrol Officer #2-C (*Contingent Position*), *Annual Salary \$56,111*, effective June 1, 2025.
 - 6) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**
Workforce Development (Liza Ochsendorf, Director) -
Request to authorize temporary positions for the Summer Youth Employment Program and authorizing training slots for the Program Year 2025 which begins on July 1, 2025 and ends on June 30, 2026.
 - 7) **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 create the new position of Motor Vehicle License Registration Clerk - Temp, *Base Annual Salary not to exceed \$10,000*, effective May 14, 2025. **Note: Request contingent upon approval by the Legislative, Rules & Governmental Operations Committee.**
 - 8) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
Action Agenda/New Business Items:
 - A) Request to adopt the Warren County Fiscal Approval Authority Management Policy referred from the Warren County Risk & Safety Committee. A policy is required to establish financial management approval authority for departmental fiscal operations. The proposed policy will enhance purchasing accountability across the County and ensure financial compliance with the New York State General Municipal Law, County's purchasing policy, and generally accepted accounting and auditing principles.

CONTINUED

Discussion Items:

- B) Reconciliation update which includes a request for a motion to enter into an executive session, per Public Officers Law §108(3) any matter made confidential by federal or state law, to include attorney-client communications, and per Public Officers Law §105(1)(f) matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
- C) Litigation update which includes a request for a motion to enter into 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.
- 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; Summary judgment motion deadline: 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) Tarrah Rockwell v. County of Warren and Bast Hatfield Construction, LLC, Warren County Index No. EF2024-73064, filed September 18, 2024. Date of Loss: September 23, 2023. Claim tendered to Bast Hatfield and tender accepted for defense of claim and indemnification.
- 6) 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.
- 7) James Condon v. Warren County Deputy Sheriffs Ortiz & Duggan, NDNY 1:24-cv-1172, filed September 25, 2024. Discovery started. Mandatory Mediation Pending. Depositions scheduled.
- 8) 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. Discovery to be started.

CONTINUED

Notice of Claims & Administrative Complaints:

- 1) Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
- 2) 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.
- 3) 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.
- 4) Notice of Claim served September 17, 2024. David J. Funaro, Jr. & Sarah A Vedder v. Glens Falls and Glens Falls Police Department, Violation of constitutional rights, excessive force, perjury, property damage, and retaliation arising from execution of search warrant.
- 5) Notice of Claim served February 4, 2025. Joe Kelly. Date of Loss alleged: November 14, 2024. Personal injury from slip and fall on sidewalk in front of 4 Mill Street, Lake Luzerne. Submitted to Travelers insurance and claim file closed based on investigation and determination of no liability.
- 6) Notice of Claim filed March 12, 2025. June Maxam. Date of Loss alleged: February 12, 2025. Claimant alleges an "unwarranted invasion of her privacy rights and caused serious and irreparable harm including serious emotional distress by publishing on the internet and sharing her personal and private email address with a third party for marketing purposes without her consent and knowledge and mandating that she use the Civic Plus software program in order to file a FOIL request. 50-h exam scheduled for Friday, April 18, 2025 at 10:00 a.m.
- 7) 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.

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: County Administrator

DATE: 5/1/2025

(a) Purpose of Request:

Approving the Collective Bargaining Agreement between SUNY Adirondack and the Faculty Association of Adirondack Community College for the period September 1, 2025 - August 31, 2030 contingent upon a similar resolution being adopted by the Washington County Board of Supervisors

(b) Details:

(c) Previous Resolution Number:

R485/2022

(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. 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

APPRAISAL OF REAL PROPERTY



LOCATED AT

240 Sanford St
Glens Falls, NY 12801
N/A

FOR

SUNY/Adirondack Community College
640 Bay Rd
Queensbury, NY 12804

OPINION OF VALUE

100,000

AS OF

June 28, 2023

BY

Eric Sterling
Sterling Commercial Appraisals, LLC
233 Lake Ave #204
Saratoga Springs, NY 12866-2741
(518) 683-4706
sterling@sterlingappraisalcompany.com

LAND APPRAISAL REPORT

File No.: SunyACC-2023

	Property Address: 240 Sanford St	City: Glens Falls	State: NY	Zip Code: 12801								
	County: Warren	Legal Description: N/A										
SUBJECT	Assessor's Parcel #: 303.9-8-18	Tax Year: 2023	R.E. Taxes: \$ Exempt	Special Assessments: \$ N/A								
	Market Area Name: Glens Falls	Map Reference: 24020	Census Tract: 0704.00									
	Current Owner of Record: Trust for Adirondack Community College	Borrower (if applicable): N/A										
	Project Type (if applicable): <input type="checkbox"/> PUD <input type="checkbox"/> De Minimis PUD <input type="checkbox"/> Other (describe)	HOA: \$ _____ per year <input type="checkbox"/> per month										
	Are there any existing improvements to the property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, indicate current occupancy: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input checked="" type="checkbox"/> Vacant <input type="checkbox"/> Not habitable											
	If Yes, give a brief description: _____											
ASSIGNMENT	The purpose of this appraisal is to develop an opinion of: <input checked="" type="checkbox"/> Market Value (as defined), or <input type="checkbox"/> other type of value (describe)											
	This report reflects the following value (if not Current, see comments): <input checked="" type="checkbox"/> Current (the Inspection Date is the Effective Date) <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective											
	Property Rights Appraised: <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Leased Fee <input type="checkbox"/> Other (describe)											
	Intended Use: Planning and transfer purposes											
	Intended User(s) (by name or type): SUNY/Adirondack Community College & City of Glens Falls											
	Client: SUNY/Adirondack Community College Address: 640 Bay Rd, Queensbury, NY 12804											
	Appraiser: Eric Sterling Address: 233 Lake Ave #204, Saratoga Springs, NY 12866-2741											
MARKET AREA DESCRIPTION	Characteristics		Predominant Occupancy	One-Unit Housing	Present Land Use	Change in Land Use						
	Location: <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural		<input checked="" type="checkbox"/> Owner	PRICE AGE	One-Unit 61%	<input checked="" type="checkbox"/> Not Likely						
	Built up: <input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%		<input type="checkbox"/> Tenant	\$(000) (yrs)	2-4 Unit 15%	<input type="checkbox"/> Likely * <input type="checkbox"/> In Process *						
	Growth rate: <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow		<input checked="" type="checkbox"/> Vacant (0-5%)	55 Low 0	Multi-Unit 3%	* To: _____						
	Property values: <input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining		<input type="checkbox"/> Vacant (>5%)	550 High 182	Comm'l 9%							
	Demand/supply: <input checked="" type="checkbox"/> Shortage <input type="checkbox"/> In Balance <input type="checkbox"/> Over Supply			220 Pred 93	Vacant 8%							
	Marketing time: <input checked="" type="checkbox"/> Under 3 Mos. <input type="checkbox"/> 3-6 Mos. <input type="checkbox"/> Over 6 Mos.			other 4%								
	Factors Affecting Marketability											
	Item	Good	Average	Fair	Poor	N/A	Item	Good	Average	Fair	Poor	N/A
	Employment Stability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Compatibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Convenience to Shopping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from Detrimental Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Convenience to Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police and Fire Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequacy of Public Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Appearance of Properties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recreational Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeal to Market	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Market Area Comments: The subject is located within the city of Glens Falls, Warren County. The school district is Glens Falls.												
Approximately 61% of the land is developed for single-family homes and 8% is vacant.												
Prices for homes within the town for the past 12 months have ranged from \$55,000 to \$550,000, approximately The median price was approximately \$220,000. The median age of the homes sold was approximately 93 years. The median above grade living area was 1,356 square feet. Data Source: Local MLS and Warren County Real Property Tax Service												
SITE DESCRIPTION	Dimensions: 404x503		Site Area: 3.56 Acres									
	Zoning Classification: R1-A		Description: Single-Family Residential Zone, 10,000 square foot minimum lot size, 100 foot minimum lot width.									
	Do present improvements comply with existing zoning requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No Improvements											
	Uses allowed under current zoning: Single-family detached dwellings, public schools, public parks, public playgrounds or other public recreational facilities.											
	Are CC&Rs applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown Have the documents been reviewed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Ground Rent (if applicable) \$ _____ / _____											
	Comments: Appraiser assumes that the property title does not have any adverse conditions that may adversely effect marketability.											
	Highest & Best Use as improved: <input type="checkbox"/> Present use, or <input checked="" type="checkbox"/> Other use (explain) Recreational											
	Actual Use as of Effective Date: Pond Use as appraised in this report: Pond											
	Summary of Highest & Best Use: Highest best use would be for recreational development											
SITE DESCRIPTION	Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Frontage	907 feet, approximately		
	Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Grid	Street	Paved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topography	Pond		
	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Grid	Width	Two-land			Size	3.56 acres		
	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City	Surface	Asphalt			Shape	Irregular		
	Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City	Curb/Gutter	N/A	<input type="checkbox"/>	<input type="checkbox"/>	Drainage	Appears Adequate		
	Storm Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City	Sidewalk	None	<input type="checkbox"/>	<input type="checkbox"/>	View	Residential		
	Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Available	Street Lights	Overhead Lamp	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
	Multimedia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Available	Alley	N/A	<input type="checkbox"/>	<input type="checkbox"/>				
	Other site elements: <input type="checkbox"/> Inside Lot <input checked="" type="checkbox"/> Corner Lot <input type="checkbox"/> Cul de Sac <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Other (describe)											
	FEMA Spec'l Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No FEMA Flood Zone C FEMA Map # 360872001B FEMA Map Date 06/05/1985											
Site Comments: The subject is an undeveloped pond. The subject is not within a FEMA designated flood zone. The appraiser recommends a flood determination and certification if one has not been recently performed.												



LAND APPRAISAL REPORT

File No.: SunyACC-2023

My research did did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s): **Public Record**

TRANSFER HISTORY	1st Prior Subject Sale/Transfer	Analysis of sale/transfer history and/or any current agreement of sale/listing:			
	Date:				
	Price:				
	Source(s):				
	2nd Prior Subject Sale/Transfer				
	Date:				
Price:					
Source(s):					

FEATURE	SUBJECT PROPERTY	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	240 Sanford St Glens Falls, NY 12801	196-204 R Sanford St Glens Falls, NY 12801		147 South St Glens Falls, NY 12801		11 Windy Ridge Rd Glens Falls, NY 12801	
Proximity to Subject		0.24 miles NW		1.60 miles SW		0.08 miles NE	
Sale Price	\$ N/A	\$ 50,000		\$ 55,884		\$ 70,000	
Price/ Acre	\$	\$ 5,662.51		\$ 155,233.33		\$ 55,118.11	
Data Source(s)	Inspection	Real-info		Local MLS		Real-info	
Verification Source(s)	City Assessor	City Assessor		City Assessor		City Assessor	
VALUE ADJUSTMENT	DESCRIPTION	DESCRIPTION	+(-) % Adjust	DESCRIPTION	+(-) % Adjust	DESCRIPTION	+(-) % Adjust
Sales or Financing Concessions	N/A	N/A		N/A		N/A	
Date of Sale/Time	N/A	June 2022		Jan 2023		July 2022	
Rights Appraised	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Location	Residential	Residential		Commercial		Residential	
Site Area (in Acres)	3.56	8.83		0.36		1.27	
Development Potential	Minimal	Minimal		0 Good		-50 Good	
Net Adjustment (Total, in \$)		<input type="checkbox"/> + <input type="checkbox"/> - \$		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -27,942		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -35,000	
Net Adjustment (Total, in % of \$ / Acre)				(-50 % of \$/Acre)		(-50 % of \$/Acre)	
Adjusted Sale Price (in \$ / Acre)		\$ 5,662.51		\$ 77,616.66		\$ 27,559.06	

Summary of Sales Comparison Approach Three sales were selected for this analysis. The subject and each of the comparable sales are vacant land properties in the city of Glens Falls. Utilizing comparable sales that are more than a mile from the subject is typical for the market area. The sales comparison approach is considered the most reliable indicator of value for the subject property. Among each of the comparable sales, comparable sale #3 is closest in proximity and land size to the subject. Comparable sale was therefore given the most weight in determining my final reconciled value of \$100,000 (3.56 acres multiplied by \$27,559, rounded).

PROJECT INFORMATION FOR PUDs (if applicable) The Subject is part of a Planned Unit Development.

Legal Name of Project:

Describe common elements and recreational facilities:

Indicated Value by: Sales Comparison Approach \$ 100,000

Final Reconciliation The subject property is a vacant parcel. The sales comparison approach is considered the most reliable indicator of value for the subject property.

This appraisal is made "as is", or subject to the following conditions:

This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.

Based upon an inspection of the subject property, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ 100,000, as of: June 28, 2023, which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.

A true and complete copy of this report contains 12 pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report, which contains the following attached exhibits:

Limiting cond./Certifications Location Map(s) USPAP Identification

Photo Addenda Parcel Map

Client Contact: Marc Morin Client Name: SUNY/Adirondack Community College

E-Mail: morinm@sunyacc.edu Address: 640 Bay Rd, Queensbury, NY 12804

APPRAISER: *Eric A. Sterling Jr.* SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)

Appraiser Name: Eric Sterling Supervisory or Co-Appraiser Name:

Company: Sterling Commercial Appraisals, LLC Company:

Phone: (518) 683-4706 Fax:

E-Mail: sterling@sterlingappraisalcompany.com E-Mail:

Date of Report (Signature): 09/15/2023 Date of Report (Signature):

License or Certification #: 46-48388 State: NY License or Certification #:

Designation: Designation:

Expiration Date of License or Certification: 10/08/2023 Expiration Date of License or Certification:

Inspection of Subject: Did Inspect Did Not Inspect (Desktop) Inspection of Subject: Did Inspect Did Not Inspect

Date of Inspection: June 28, 2023 Date of Inspection:



Photograph Addendum

Client	SUNY/Adirondack Community College				
Property Address	240 Sanford St				
City	Glens Falls	County	Warren	State	NY
Appraiser	Eric Sterling	Zip Code	12801		



Subject Lot



Intersection of Sanford St and Windy Ridge Rd



Easterly View of Sanford St



Westerly View of Sanford St



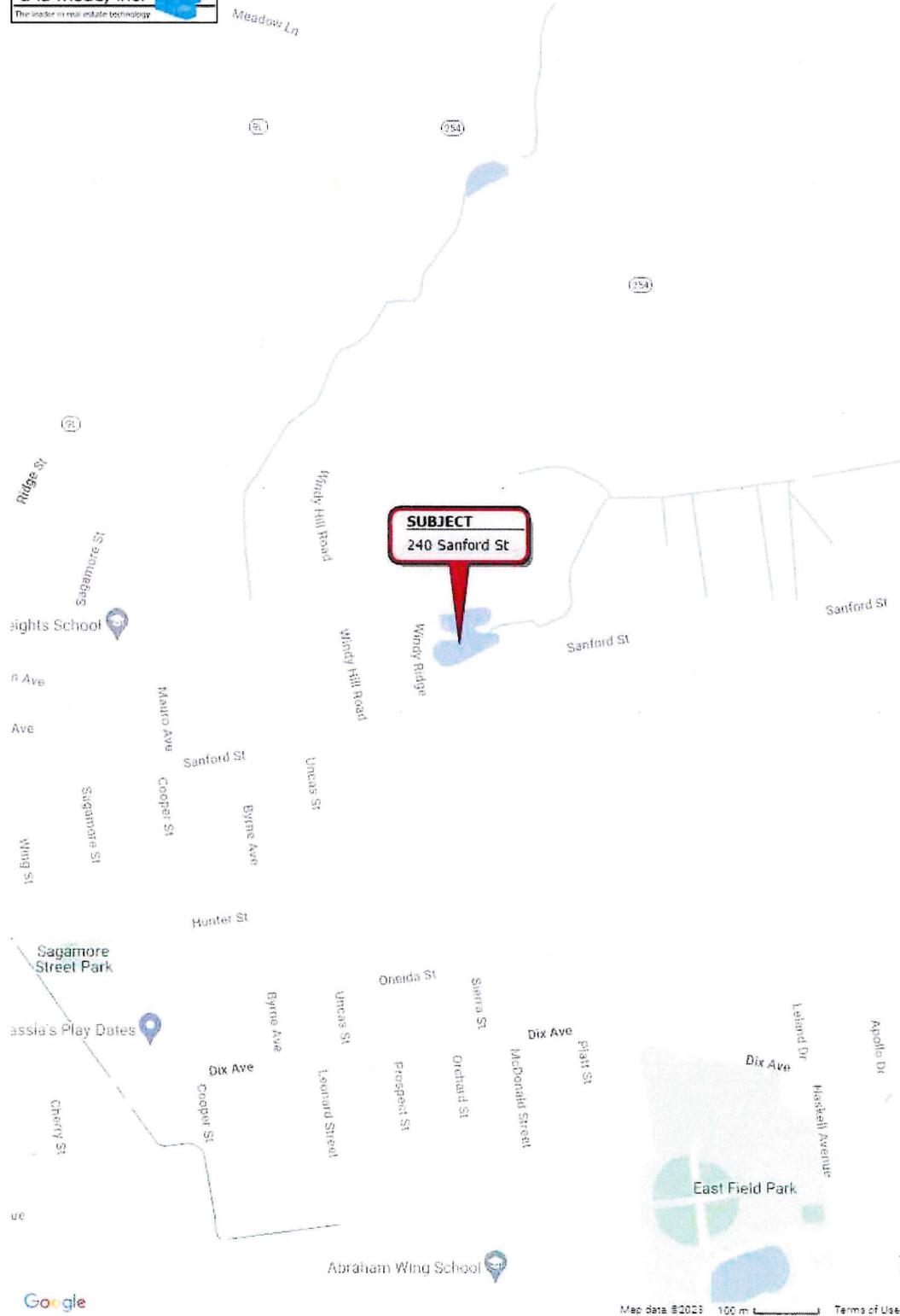
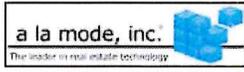
Northerly View of Windy Ridge Rd



Southerly View of Windy Ridge Rd

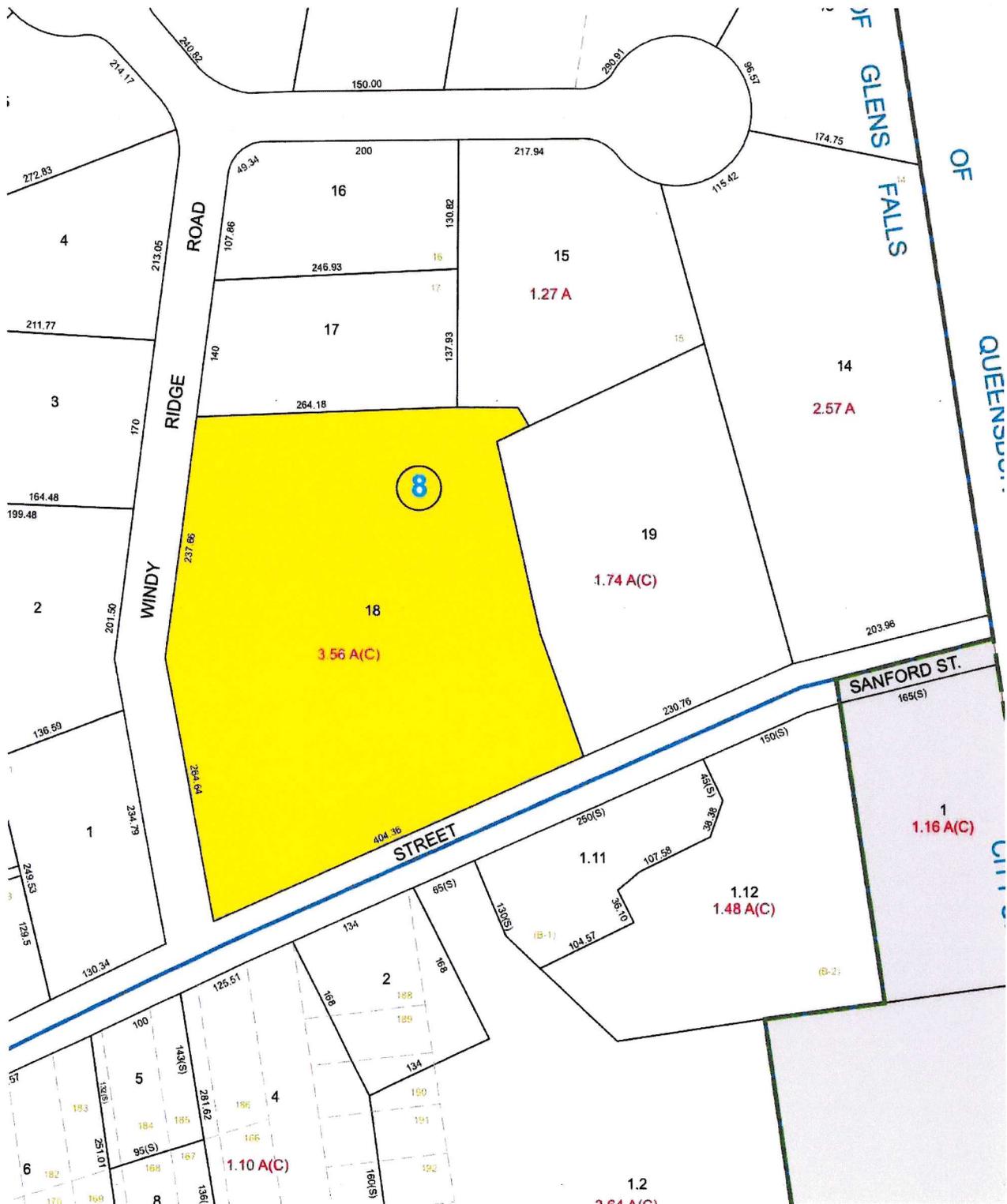
Location Map

Client	SUNY/Adirondack Community College				
Property Address	240 Sanford St				
City	Glens Falls	County	Warren	State	NY
Appraiser	Eric Sterling	Zip Code	12801		



Tax Assessor's Map

Client	SUNY/Adirondack Community College				
Property Address	240 Sanford St				
City	Glens Falls	County	Warren	State	NY Zip Code 12801
Appraiser	Eric Sterling				



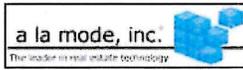
Aerial Map

Client	SUNY/Adirondack Community College			
Property Address	240 Sanford St			
City	Glens Falls	County	Warren	State NY Zip Code 12801
Appraiser	Eric Sterling			



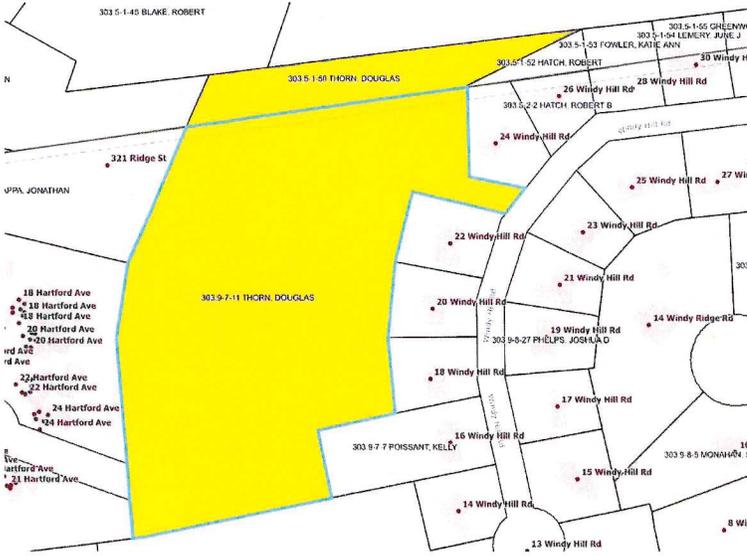
Comparable Sales Map

Client	SUNY/Adirondack Community College			
Property Address	240 Sanford St			
City	Glens Falls	County	Warren	State NY Zip Code 12801
Appraiser	Eric Sterling			



Comparable Land Photo Page

Client	SUNY/Adirondack Community College		
Property Address	240 Sanford St		
City	Glens Falls	County	Warren
Appraiser	Eric Sterling	State	NY
		Zip Code	12801



Comparable 1
 196-204 R Sanford St
 Prox. to Subj. 0.24 miles NW
 Sales Price 50,000
 Date of Sale June 2022
 Site Area 8.83
 Location Residential
 Development Potential Minimal



Comparable 2
 147 South St
 Prox. to Subj. 1.60 miles SW
 Sales Price 55,884
 Date of Sale Jan 2023
 Site Area 0.36
 Location Commercial
 Development Potential Good



Comparable 3
 11 Windy Ridge Rd
 Prox. to Subj. 0.08 miles NE
 Sales Price 70,000
 Date of Sale July 2022
 Site Area 1.27
 Location Residential
 Development Potential Good

Assumptions, Limiting Conditions & Scope of Work

File No.: SunyACC-2023

Property Address: 240 Sanford St City: Glens Falls State: NY Zip Code: 12801

Client: SUNY/Adirondack Community College Address: 640 Bay Rd, Queensbury, NY 12804

Appraiser: Eric Sterling Address: 233 Lake Ave #204, Saratoga Springs, NY 12866-2741

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
- The appraiser may have provided a plat and/or parcel map in the appraisal report to assist the reader in visualizing the lot size, shape, and/or orientation. The appraiser has not made a survey of the subject property.
- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.
- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database. Possession of this report or any copy thereof does not carry with it the right of publication.
- Forecasts of effective demand for the highest and best use or the best fitting and most appropriate use were based on the best available data concerning the market and are subject to conditions of economic uncertainty about the future.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Certifications & Definitions

File No.: SunyACC-2023

Property Address: 240 Sanford St	City: Glens Falls	State: NY	Zip Code: 12801
Client: SUNY/Adirondack Community College		Address: 640 Bay Rd, Queensbury, NY 12804	
Appraiser: Eric Sterling		Address: 233 Lake Ave #204, Saratoga Springs, NY 12866-2741	

APPRAISER'S CERTIFICATION
 I certify that, to the best of my knowledge and belief:
 - The statements of fact contained in this report are true and correct.
 - The credibility of this report, for the stated use by the stated user(s), of the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
 - I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
 - Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
 - I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
 - My engagement in this assignment was not contingent upon developing or reporting predetermined results.
 - My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
 - My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
 - I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.
 - Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
 - Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification.

DEFINITION OF MARKET VALUE *:
 Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:
 1. Buyer and seller are typically motivated;
 2. Both parties are well informed or well advised and acting in what they consider their own best interests;
 3. A reasonable time is allowed for exposure in the open market;
 4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
 5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.
 * This definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and

Client Contact: Marc Morin	Client Name: SUNY/Adirondack Community College
E-Mail: morinm@sunyacc.edu	Address: 640 Bay Rd, Queensbury, NY 12804

<p>APPRAISER</p>  <p>Appraiser Name: Eric Sterling Company: Sterling Commercial Appraisals, LLC Phone: (518) 683-4706 Fax: _____ E-Mail: sterling@sterlingappraisalcompany.com Date Report Signed: 09/15/2023 License or Certification #: 46-48388 State: NY Designation: _____ Expiration Date of License or Certification: 10/08/2023 Inspection of Subject: <input type="checkbox"/> Did Inspect <input type="checkbox"/> Did Not Inspect (Desktop) Date of Inspection: June 28, 2023</p>	<p>SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)</p> <p>Supervisory or Co-Appraiser Name: _____ Company: _____ Phone: _____ Fax: _____ E-Mail: _____ Date Report Signed: _____ License or Certification #: _____ State: _____ Designation: _____ Expiration Date of License or Certification: _____ Inspection of Subject: <input type="checkbox"/> Did Inspect <input type="checkbox"/> Did Not Inspect Date of Inspection: _____</p>
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Consideration less than \$100.00

This Indenture,

Made the 31st day of November
Nineteen Hundred and Eighty

Between MARGARET B. CROCKWELL, 245 Sanford Street, Glens Falls,
New York,

party of the first part, and
ADIRONDACK COMMUNITY COLLEGE, Bay Road, Town of Queensbury, Warren
County, New York,

Witnesseth that the party of the first part, in consideration of

-----ONE----- Dollar (\$ 1.00)
lawful money of the United States,
paid by the party of the second part, does hereby remise, release and quitclaim
unto the party of the second part, its successors and assigns forever, all

THAT CERTAIN PIECE OR PARCEL OF LAND, situate in the City of Glens
Falls, Warren County, New York, and more particularly described as
follows:

The pond located on the northerly side of Sanford Street
approximately across said street from the residence of the party of the
first part, together with a strip of land 25 feet in width surrounding
said pond and together with all lands lying between said pond and an
extension southerly of the easterly and westerly extremities of said
strip surrounding the pond and the said northerly side of Sanford
Street.

The said parcel of land shall be maintained forever wild except
that the party of the second part shall maintain the meadow by mowing
or otherwise so as to prevent it from becoming unsightly. No structure
temporary or permanent, or other improvement shall be erected on the
subject premises without the prior written consent of the party of the
first part.

This conveyance is a gift for no consideration.

LIBER 636 PAGE 596

Together with the appurtenances and all the estate and rights of the part y of the first part in and to said premises,

To have and to hold the premises herein granted unto the part y of the second part, its successors and assigns forever.

In Witness Whereof, the part Y of the first part ha s hereunto set her hand and seal the day and year first above written.

In Presence of

Margaret B. Crockwell (signature)
Margaret B. Crockwell
[Five circular notary seals]

State of New York } ss. On this 31st day of December
County of WARREN } Nineteen Hundred and Eighty
before me, the subscriber, personally appeared

MARGARET B. CROCKWELL

to me personally known and known to me to be the same person described in and who executed the within Instrument, and s he acknowledged to me that s he executed the same.

(Signature)
Notary Public

State of New York } ss. On this day of
County of } Nineteen Hundred and
before me, the subscriber, personally appeared

to me personally known and known to me to be the same person described in and who executed the within Instrument, and he acknowledged to me that he executed the same.

RECORDED
Notary Public

1134
RECEIVED
DEC 31 1980

DEC 31 3 48 PM '80
LIBER 636 DEED
PAGE 595
WARREN COUNTY NEW YORK

This Indenture

Made the 13 day of

Between *Copy* Nineteen Hundred and Eighty-One
MARGARET B. CROCKWELL, 245 Sanford Street, Glens Falls,
New York,

Phily C. Mylonas Clerk
641
462

COUNTIES OF WARREN AND WASHINGTON, as Trustees for *part y of the first part, and*
ADIRONDACK COMMUNITY COLLEGE, Bay Road, Town of Queensbury, Warren
County, New York,

part y of the second part,
Witnesseth that the part Y of the first part, in consideration of
-----ONE----- Dollar (\$1.00)
lawful money of the United States, and other good and valuable consideration
paid by the part y of the second part, does hereby remise, release and quitclaim
unto the part y of the second part, its successors and assigns forever, all

THAT CERTAIN PIECE OR PARCEL OF LAND, situate in the City of Glens
Falls, Warren County, New York, and more particularly described as
follows:

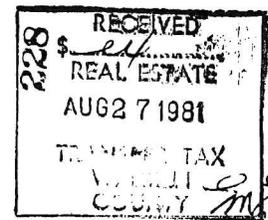
The pond located on the northerly side of Sanford Street
approximately across said street from the residence of the party of
the first part, together with a strip of land 25 feet in width
surrounding said pond and together with all lands lying between said
pond and an extension southerly of the easterly and westerly extremi-
ties of said strip surrounding the pond and the said northerly side
of Sanford Street.

The said parcel of land shall be maintained forever wild except
that the party of the second part shall maintain the meadow by mowing
or otherwise so as to prevent it from becoming unsightly. No
structure temporary or permanent, or other improvement shall be
erected on the subject premises without the prior written consent of
the party of the first part.

This deed is for the sole purpose of correcting the description
in a deed from Margaret B. Crockwell to Adirondack Community College
dated December 31, 1980 and recorded in the Warren County Clerk's
Office on December 31, 1980 in Book 636 of Deeds at Page 595.

Excepting and reserving to Margaret B. Crockwell, her heirs and
assigns, an easement and right of way for continued use, maintenance
and repair of a drain culvert extending from the residence of Margaret
B. Crockwell on the southerly side of East Sanford Street to the said
pond, for purposes of drainage of waters from said remaining lands of
Margaret B. Crockwell.

This conveyance is a gift for no consideration.



Together with the appurtenances and all the estate and rights of the party of the first part in and to said premises,

To have and to hold the premises herein granted unto the party of the second part, its successors and assigns forever.

In Witness Whereof, the party of the first part has hereunto set her hand and seal the day and year first above written.

In Presence of

Margaret B. Crockwell (signature)
Margaret B. Crockwell
[Seals]

State of New York
County of WARREN } ss. On this 13th day of August
Nineteen Hundred and Eighty-One
before me, the subscriber, personally appeared

MARGARET B. CROCKWELL

to me personally known and known to me to be the same person described in and who executed the within Instrument, and she acknowledged to me that she executed the same.

Henry J. Pontiff (signature)

State of New York
County of } ss. On this
before me, the subscriber, personally appeared

to me personally known and known to me to be the same person described in and who executed the within Instrument, and he acknowledged to me that he executed the same.



QUIT CLAIM

MARGARET B. CROCKWELL
COUNTIES OF WARREN AND WASHINGTON,
AS JURISTES FOR
ADIRONDACK COMMUNITY
COLLEGE

Dated 1981

RECORDED

AUG 27 9 55 AM '81
PAGE 462 AND EXAMINE
WARREN COUNTY, NEW YORK

JAFFRY, PONTIFF, STEWART, RHODES & JUDGE
ATTORNEYS AT LAW
TEN HAWLEM STREET - P. O. BOX 380
GLENS FALLS, N. Y. 12801

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: CLERK OF THE BOARD

DATE: MAY 1, 2025

- (a) Purpose of Request:
**To amend Resolution No. 18 of 2025 - making appointments to
Warren-Washington Counties Industrial Development Agency and Civic
Development Corporation**

- (b) Details:
**Replace Nathan Etu with Kevin Mahony effective May 13, 2025 (see attached draft
resolution and bio for Kevin Mahoney)**

- (c) Previous Resolution Number:
R018/2025

- (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

Warren County Board of Supervisors

RESOLUTION NO. OF 2025

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

AMENDING RESOLUTION NO. 18 OF 2025, APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION, TO REPLACE A MEMBER DUE TO A RESIGNATION

RESOLVED, that Resolution No. 18 of 2025, which made appointments to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation, is hereby amended to appoint Kevin Mahoney to serve in replacement of Nathan Etu, who has resigned, and be it further

RESOLVED, that Mr. Mahoney be, and hereby is, appointed to serve at the pleasure of the appointing authority beginning on May 13, 2025 and continuing for the remainder of the year 2025, upon the adoption of a similar resolution by the County of Washington, and be it further

RESOLVED, that all other appointments made by Resolution No. 18 of 2025 shall remain in full force and effect.

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: CLERK OF THE BOARD

DATE: MAY 1, 2025

- (a) Purpose of Request:
To amend Resolution No. 371 of 2024, Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes
- (b) Details:
Update is necessary to include updated reporting information.
- (c) Previous Resolution Number:
R371 2024
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
N/A

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2025

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

AMENDING RESOLUTION NO. 371 OF 2024; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES

RESOLVED, that Resolution No. 371 of 2024 be, and hereby is, amended accordingly regarding the standard workday and time reporting resolution for all elected and appointed officials in Warren County government as set forth in "Schedule A" attached, is hereby approved by the Warren County Board of Supervisors.

APPOINTED OFFICIALS									
Dailey, Jeff	3 rd Deputy Fire Coord.	XXXX	XXXXXXXXXX	6	10.01.23 - 12.31.25	N	2.51		
Dickinson, Jeremy	Fire Investigator Helper	XXXX	XXXXXXXXXX	6	04.26.24 - 12.31.25	N	.74		
Jones, Richard	Fire Investigator	XXXX	XXXXXXXXXX	6	04.26.24 - 12.31.25	N	2.18		
Mellon, Patrick	EMS Coordinator	XXXX	XXXXXXXXXX	6	01.01.24 - 12.31.25	N	9.47		
Stone, Scott	2 nd Deputy EMS Coord.	XXXX	XXXXXXXXXX	6	01.01.24 - 12.31.25	N	1.11		
Thomas, Timothy	Fire Investigator	XXXX	XXXXXXXXXX	6	05.02.24 - 12.31.25	N	.53		

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Information Technology

DATE: April 2025

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

(b) Details:

Human Resources	A.1435 220.1	\$10,000
Buildings and Grounds	A.1620 220.1	\$4,000
UpYonda	A.7111 220.1	\$2,400
County Clerk	A.1410 220.1	\$6,000

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

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

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

* as listed in budget and LOGOS

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

DEPARTMENT NAME: Probation

DATE: April 22, 2025

- (a) Title of Requested Position: Probation Officer Trainee #3
- (b) Annual **Base** Salary (and Grade if Applicable): \$57,270 Grade 16
- (c) Effective Date for New Position*: ASAP
**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):
 We desire to create position in A.3144 Probation-Day Reporting, remove funding from current Probation Officer Position, keep title in code unfunded and use funding for POT position.
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
 A.3144 110 Probation-Day Reporting Salaries-Regular-\$57,270
- (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 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 [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:

PROBATION OFFICER 1 TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer 1, Probation Officer (Other Language), or Probation Officer (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer 1 Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and, under close and ongoing supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer 1 Trainee participates in a traineeship for a Probation Officer 1 (Other language) or a Probation Officer 1 (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer 1 Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer 1 or specified parenthetical without further examination. A Probation Officer 1 Trainee is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and develops goals and objectives to ensure the successful completion of the training program;
- Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;
- Under the direct supervision of a probation professional, conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;
- Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior;
- Coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;
- Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;
- Under the direct supervision of a probation professional, prepares a final case report once a case is closed;
- Under the direct supervision of a probation professional, prepares violation reports;
- Under the direct supervision of a probation professional, prepares case/supervision plans and explains conditions of sentence/disposition to probationers;
- Under the direct supervision of a probation professional, monitors probationer's compliance with conditions of probation;
- Under the direct supervision of a probation professional, performs drug/alcohol screenings, and collects DNA samples from probationers;
- May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
- May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;
- May testify in court or at violation hearings;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of interviewing and investigative techniques and practices related to probation work;

Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts;

Working knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;

Working knowledge of effective assessment, case planning and management;

Working knowledge of special offender populations such as domestic violence offenders, sex offender, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;

Working knowledge of juvenile and adult risk and needs assessment instruments;

Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;

Working knowledge of tools used to monitor compliance with condition of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices;

Working knowledge of the powers of a Peace Officer;

Working knowledge of the geography of the jurisdiction employed in;

Working knowledge of factors related to crime and delinquency;

Working knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of social sciences, including sociology, psychology and demography;

Working knowledge of community resources;

Working knowledge of employment, training and treatment options available to probationers;

Working knowledge of firearm safety; Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to administer drug, alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgements under stressful conditions;

Ability to safely and effectively use a firearm if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

SPECIAL REQUIREMENT: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: *Social Science* includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: April 21, 2025

- (a) **Title of Requested Position:** Patrol Officer #2-C (*Contingent Position*)
- (b) **Annual Base Salary (and Grade of Applicable):** \$56,111
- (c) **Effective Date for New Position:***
 *Please do not backdate unless the purpose is to correct an error.
 June 1, 2025
- (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.3110 110 General Sheriff's Law Enforcement - Salaries - Regular
- (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:
 Law Enforcement Salaries - Regular has sufficient funding for temporary positions
- (g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No
*(Approval is necessary **BEFORE** bringing the request to Committee)* HR Director Initial _____
- (h) **Has 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:

PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing public safety services by patrolling the County in a patrol cruiser or on foot, and providing for the investigation of violations of law and the apprehension of criminals. Employees in this class are responsible for the efficient performance of routine patrol duties in a specified zone of the County during a designated shift or, on a temporary assignment basis, to various other special events and details of the Sheriff's Office. Details may consist of assignment to special enforcement units, including Marine, ATV, Scuba, Snowmobile and Traffic Safety. Incumbents are required to carry firearms. Incumbents must be able to apply modern police methods and practices to patrol and investigation duties. Work is performed under the general supervision of a Patrol Sergeant with considerable independent responsibility allowed for exercise of sound judgment in normal work situations and emergencies. A Patrol Officer also does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols assigned areas of the County to prevent crime, responds to calls for assistance from the public, prevent crime and investigate suspicious or criminal activities;

Operates radar speed equipment to enforce the NYS Vehicle and Traffic Law;

Responds to complaint calls, such as family disturbances, burglaries, trespassers, fights, etc., and takes action regarding resolution of the problem, which may include arrest and the pursuit of law violators;

Makes arrests and issues tickets for violations of the law to prevent crime, protect life and property, and enforce applicable laws;

Operates breath test equipment to determine the blood alcohol concentration of persons suspected of operating a motor vehicle while their ability is impaired by the consumption of alcohol;

Conducts investigations into reports of missing and lost persons, stolen cars and property, and a variety of other violations of law;

Assists the investigation of homicides, rapes, robberies and other major crimes;

Renders assistance to other law enforcement agencies as requested;

Transports prisoners in their custody pursuant to law arrest;

Executes civil and criminal process, including arrest warrants, civil evictions, and criminal summonses.

Maintains order in crowds and during special events, parades, funerals, and other mass gathering events;

Prepares a variety of records and reports regarding patrol activity;

Works under the immediate supervision of a Patrol Sergeant.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern principles and practices of criminal investigations;

Understanding of what constitutes and how to safeguard and process evidence;

Working knowledge of the NYS Criminal Procedure Law, the NYS Penal Law, and other New York statutes that relate to criminal investigations, arrests and prosecutions;

Good knowledge of the geography of Warren County, New York;

Ability to write reports with clarity, suitable content and proper use of the English language, as well as have good knowledge of terminology encountered in police work;

Ability to work with people under stress; Good powers of observation;

Ability to deal courteously yet firmly with the public;

Good working knowledge of the Sheriff's Office Law Enforcement Division Operations Manual;

Physical condition commensurate with the demands of the position;

Thorough knowledge of the use of weapons and their capabilities.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency or comparable diploma as provided under the NYS Civil Service Law.

SPECIAL REQUIREMENT: Eligibility for appropriate driver's license issued by the NYS Department of Motor Vehicles at the time of application; possession of a NYS Driver's License at the time of appointment.

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: April 22, 2025

- (a) Purpose of Request: Annual request authorizing temporary positions for various youth employment programs and authorizing adult training slots for the Program Year 2025 which begins on July 1, 2025 and ends on June 30, 2026.

- (b) Details: To establish training slots for the upcoming program year and cover related expenses for them and the 2025 Summer Youth Employment Program, Youth Work Experience, and Youth Mentorship Program in accordance with the rules and regulations governing the respective programs and services.

- (c) Previous Resolution Number: 170 of 2024

**Temporary Positions/Training Slots
Program Year 2025**

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/ WAGES
Title I – Adult (7/1/25 – 6/30/26)			
Up to 100 training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WIOA policies. *
Title I – Dislocated Workers (7/1/25 – 6/30/26)			
Up to 100 training slots	N/A	WIOA-D/W	See below*
Trade Act Programs (7/1/25 – 6/30/26)			
Training slots (assigned per DOL)	Aides	Trade Act	See below*
Title I - Youth Employment Programs (7/1/25 – 6/30/26)			
Up to 20 training slots	N/A	WIOA-Youth	See below**
Up to 20 Jobs - in school youth	Aides	WIOA-Youth	See below**
Up to 50 Jobs – out of school youth	Aides	WIOA-Youth	See below***
Summer TANF (7/1/25 – 9/30/26)			
Up to 50 Youth Jobs	Aides	Summer TANF	See below**
One (1) Summer Job Coach	Job Coach	Summer TANF/WIOA Youth	See below****

* Plus tuitions, books and related training fees, testing/certification/licensing fees, child care, on-line training licenses, transportation and mileage payments, needs related payments, trade act, job search/relocation allowances and other financial payments made to or on behalf of program participants consistent with the job training plan, federal trade act or applicable WIOA and WDB approved policies. Subject to availability of funds and if not eligible for WIOA funding then other allocated funding for the department can be used for these positions per their respective guidelines.

** \$15.50/hr. for public/non-profit sector worksites. \$17.50 for eligible college interns.

*** \$15.50/hr. for public/non-profit sector worksites with one performance increase of \$1.00/hr. as approved by the Department of Workforce Development. May also pay up to entry level wage rate for individual private sector worksite placements. \$17.50 for eligible college interns.

**** The Summer Job Coach supports the youth with disabilities working in the Summer Youth Employment Program and it is a temporary summer position. It was previously funded by ARPA and is now funded fully by TANF and WIOA-Youth. The hourly rate is \$20.99.

Note: References to above funding streams (adult, etc.) will be inclusive of all types of funds allocated including WIOA allocations, Warren County allocations, Trade Act funds or other similar funding made available to the county by the NYS Dept. of Labor for workforce related activities; or other grants awarded to Warren County Workforce Development.

Note: Wages subject to adjustment as needed to comply with minimum wage requirements or other regulations

Warren County Board of Supervisors

RESOLUTION NO. 170 OF 2024

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

AUTHORIZING TEMPORARY POSITIONS WITHIN THE WARREN COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT

WHEREAS, the Personnel, Administration & Higher Education Committee has approved the request by the Warren County Department of Workforce Development to establish temporary training slots for the upcoming 2024 Summer Youth Employment Program which begins on July 1, 2024 and ends on June 30, 2025, now, therefore it is

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the creation of the following temporary positions of employment and training under the Workforce Innovation and Opportunity Act (WIOA) and Summer Temporary Assistance to Needy Families (TANF) Program, within the Warren County Department of Workforce Development as set forth on Schedule "A" attached hereto, and be it further

RESOLVED, that the period for said positions, shall begin on July 1, 2024, pending receipt of funding from the Federal and State Government, and shall automatically terminate on June 30, 2025, or upon termination of Federal and State funding for the above-mentioned Programs, or upon the disbursement of all funds received by the County Treasurer for such Programs, whichever occurs first.

RESOLUTION NO. 170 OF 2024

PAGE 2 OF 2

SCHEDULE "A"**Temporary Positions/Training Slots
7/1/24 - 6/30/25**

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/ WAGES
Title I – Adult (7/1/24 - 6/30/25)			
60 Training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WDB policies. *
Title I - Dislocated Workers (7/1/24 - 6/30/25)			
75 Training Slots	N/A	WIOA-DW	See below*
Trade Act Programs (7/1/24 - 6/30/25)			
Training Slots (per DOL)	Aides	Trade Act	See below*
Title I - Youth Employment Programs (7/1/24 - 6/30/25)			
10 Training slots	N/A	WIOA-Youth	See below*
10 Jobs - in school youth	Aides	WIOA-Youth	See below**
30 Jobs – out of school youth	Aides	WIOA-Youth	See below***
Summer TANF (6/20/24 - 9/30/24)			
50 Jobs	Aides	Summer TANF	See below**

*Plus tuitions, books and related training fees, testing/certification/licensing fees, child care, on-line training licenses, transportation and mileage payments, needs related payments, trade act, job search/relocation allowances and other financial payments made to or on behalf of program participants consistent with the job training plan, federal trade act or applicable WIOA and WDB approved policies. Subject to availability of funds and if not eligible for WIOA funding then other allocated funding for the department can be used for these positions per their respective guidelines.

**\$15.00/hr. for public/non profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

***\$15.00/hr. for public/non profit sector worksites with one performance increase of \$1.00/hr. as approved by the Department of Workforce Development. May also pay up to entry level wage rate for individual private sector worksite placements.

Note: Wages subject to adjustment as needed to comply with minimum wage requirements.

Note: References to above funding streams (adult, etc.) will be inclusive of all types of funds allocated including basic formula funds, incentive funds, supplemental funds, Trade Act funds or other similar funding made available to the County by the NYS Dept. of Labor for workforce related activities or other grants awarded.

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

DEPARTMENT NAME: County Clerk

DATE: 4/17/2025

(a) Title of Requested Position: MV License Registration Clerk - Temp

(b) Annual **Base** Salary (and Grade if Applicable):(c) Effective Date for New Position*: 5/11/2025 ~~5/11/2025~~ 5/13/2025
**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):(e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1410 130 - Salaries - Part-time - \$10,000(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 (NBS) for JF
4/17/25(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 TMD for JF
4/17/25(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:

MOTOR VEHICLE LICENSE REGISTRATION CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of the application and a variety of supporting documents. The incumbent checks documents for accuracy and completeness of information, proof of age, conviction record and other required information. The incumbent processes documents by means of a teleprocessing device and related peripheral equipment. Motor Vehicle Clerks work under general supervision on standard assignments in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and processes applications for all types of motor vehicle licenses and registrations;
 Determines acceptability of supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required in accordance with vehicle and traffic law;
 Enters data into computer and checks resulting document for accuracy;
 Uses computer to search records to answer customers' questions, as appropriate;
 Computes, receives and accounts for licenses and registration fees;
 Conducts vision, road sign, and written tests;
 Receives, counts, and stores license plates, tabs, forms and other supplies;
 Compiles receipts, expenditures and reports for submission to the State Department of Motor Vehicles;
 Directs applicants in the proper completion of forms and provides routine information;
 Schedules road tests;
 Collects, counts and records motor vehicle fees, makes change in all denominations;
 Performs office clerical work as necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

Good knowledge of pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;
 Good knowledge of modern office terminology, procedures, equipment and business English;
 Ability to communicate effectively both orally and in writing;
 Ability to deal effectively with the public;
 Ability to organize and maintain accurate records and files;
 Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
 Ability to perform close, detail work involving considerable visual effort and concentration;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

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: 5/1/25

(a) Purpose of Request: **Adopting the Warren County Fiscal Approval Authority Management Policy**

(b) Details:

The Risk & Safety Committee approved the proposed Fiscal Approval Authority Management Policy at the April 8, 2025 meeting after identifying the absence of a Board of Supervisors approved policy which establishes financial management approval authority for departmental fiscal operations. The proposed policy will enhance purchasing accountability across the County and ensure financial compliance with the New York State General Municipal Law, County's purchasing policy, and generally accepted accounting and auditing principles.

(c) Previous Resolution Number: N/A

(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

Fiscal Approval Authority Management Policy

A. PURPOSE:

The purpose of this policy is to establish financial management approval authority for the County's departmental fiscal operations to enhance accountability and ensure fiscal compliance with the purchasing of County product and services in accordance with New York State General Municipal Law, the County Purchasing Policy, and generally accepted accounting and auditing principles.

B. DEFINITIONS:

County Ethics Legislation: Local Law No. 2 of 2022 entitled "A Local Law Amending and updating Local Law No. 6 of 2021," "A Local Law Amending and Updating Local Law No. 5 of 2021," "A Local Law Amending and Updating Local Law No. 6 of 2014," Warren County Ethics and Disclosure Law."

County Purchasing Policy: The policy approved by the County Board of Supervisors which governs the procurement of all goods and services in accordance with New York State General Municipal Law, and generally accepted accounting and auditing principles

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

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

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

Employer: The County of Warren ("County").

Invoice Batch: A group of invoices processed together to streamline billing and payment processes.

Journal Transfer: A request to move funds between established financial accounts.

New World Fiscal Program: A financial and administrative management software program used by the County for funding accounting, budgeting and fiscal management.

New World Approval Authority: Authority granted to Department Head and Department Head Designee to initiate and approve purchase orders; vouchers and invoice batches; and journal transfers in accordance with County fiscal budgetary standards.

Purchase Order: A request for the purchase of a good or service outlining the details including agreed upon pricing, quantities and qualities.

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

C. PROCEDURES:

1. County purchasing shall be governed by the fiscal requirements of New York State General Municipal Laws and the New York State Comptroller's recommendations for fiscal operations for government.
2. Department Heads shall be fiscally responsible for the annual revenues and expenditures granted to them via the County budget process.
3. Only Department Heads and their Department Head Designees may approve departmental expenses including goods and/or services in accordance with federal and state regulatory requirements, the County's Purchasing Policy and generally accepted accounting and auditing principles.
4. A Department Head's request to assign a Department Head Designee under their supervision with New World Fiscal Approval Authority for expenditures, budgeting and fiscal management must be made in writing in advance to the County Treasurer's Office and County Auditor.
5. An employee given the authority to approve departmental fiscal operations may not approve their own expenditures and that of any other employee outlined within the County's Ethics legislation that may give rise to violations of the County's Ethics laws.
6. Department Heads shall maintain executive authority for the County Budget approval process including journal transfer requests and the purchase of goods and services outlined within the County Purchasing Policy.
7. In the absence of a Department Head or Department Head Designee, the County Administrator or their Designee shall have the authority to approve purchases and expenditures for that department.

D. POLICY VIOLATIONS:

Department Heads shall be responsible for their adherence to this policy and any employees given the authority to approve expenditures on their behalf. Violations of the protocols established by this policy may result in the non-payment of department expenditures.

E. EFFECTIVE DATE:

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