

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

OCTOBER 2, 2025

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

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
  
- IV. Action Agenda
  - 1) **SUNY Adirondack representatives to provide and update on the College.**
  - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
    - A) Review of report on tracking of vacancies filled.
    - B) Request to authorize an extension of the contract for service with Ascentis (formerly Novatime Technology, Inc.) for a term commencing January 1, 2026 and terminating December 31, 2026.
    - C) Review of 2026 Budget request.
  - 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
    - A) Request to authorize payments to the CDTA for the County's share of NYSDOT Statewide Mass Transportation Operating Assistance (STOA) Program funding.
    - B) Request for a transfer of funds in the amount of \$44,098.36 from Budget Code A.1990 469, *Contingent Account, Other Payments/Contributions*, to Budget Code A.5630 470, *CDTA, Contract*, to cover the 1<sup>st</sup> and 2<sup>nd</sup> quarter NYSDOT STOA local share cost payments to CDTA, as well as the anticipated 3<sup>rd</sup> and 4<sup>th</sup> quarter payments, for 2025.
    - C) Review of 2026 Budget request.
  - 4) **Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director):**
    - A) Request to appropriate \$3,200 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.
    - B) Review of 2026 Budget request.
  - 5) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci): Sheriff (James LaFarr, Sheriff) -**

Request to amend the Table of Organization and Salary Schedule to create the new contingent position of Communication Officer #1-C, *Annual Salary \$57,486*, effective November 1, 2025.
  - 6) **Referral from the Health Services Committee (Chaired by Supervisor Strainer): Health Services (Ginelle Jones, Director, Public Health/Patient Services) -**

Request to amend the Table of Organization and Salary Schedule to reclassify the position of Principle Clerk, *Grade 7, Base Annual Salary \$55,675*, to Senior Account Clerk #4, *Grade 7, Base Annual Salary \$55,675*, effective retroactive to September 22, 2025.
  - 7) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

**Action Agenda/New Business Items:**

    - A) Request for resolution to approve and adopt "Warren County Policy for New York State Department of Transportation Title VI Plan" under the Federal Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities. The proposed policy sets forth how Warren County accomplishes nondiscrimination in the delivery of its federally assisted programs, services, and activities with regard to the Department of Transportation (DOT) funding it receives.
    - B) Request to approve entering into contract with West Publishing Corporation for law library research system which includes the Department of Social Services attorneys, and joins the agreement approved through committee for the District Attorney's Office and Public Defender's Office, for a three year term with two additional years subject to future Board approval, with the monthly fees to be prorated between each department based on attorney head count.
    - C) Request for transfer of funds in the amount of \$14,500 Budget Code A.1420 110, *Salaries Regular*, to Budget Code A.1420 130, *Salaries Part Time*, to fund title of Casualty and Property Risk Manager through fiscal year 2025.

**CONTINUED**

**Discussion Items:**

- D) Insurance Reserve Payment Report as of August 31, 2025: Report enclosed.
- E) Review of 2026 Budget Request: Budget Enclosed.
- F) Board of Ethics Resignations and Next Steps.
- G) Personnel Matters: Request for a motion to enter an executive session, per Public Officers Law §105(1)(f), to engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning filed Harassment and Discrimination Reports during August 2025, per Resolution 427 of 2024.
- H) Litigation Update: 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:
1. Lawsuits Without Insurance Coverage:
    - a) Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021. Plaintiff died April 2025. Plaintiff's brother appointed administrator for Plaintiff's estate; Court conference held 9/15/2025 to fix schedule to complete remaining depositions and complete discovery.
    - b) 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 completed August 26, 2025.
    - c) 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 fully submitted on May 15, 2025. Awaiting Court Decision and Order.
    - d) 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 14<sup>th</sup> 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 a single matter following court conference. No new activity.
    - e) 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.
  2. Lawsuits Covered by Insurance:
    - a) 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.
    - b) 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. Further depositions of County witnesses scheduled for July. Depositions ongoing.
    - c) 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; Summary judgment motions filed May 16, 2025; Pretrial conference: 9/4/2025; Trial Date: 10/10/2025 through 10/31/2025.
    - d) 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.
    - e) Nicholas Oudekerk (Pro Se) v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.

***CONTINUED***

- 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.
- f) 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 completed. Depositions for two Sheriff deputies completed. Third-party depositions pending.
- g) 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.
- h) Daniel S. Murray v. County of Warren, NDNY 9:25-cv-00622, filed May 16, 2025. Date of Loss: March 2025. Lawsuit alleged medical indifference, per Eighth Amendment to US Constitution for failure to timely replace lost hearing aids, and violations of the Americans with Disabilities Act and Rehabilitation Act. Initial appearances pending. Claim was tendered to Primecare by contractual agreement for defense and indemnification.
- i) Kristi Truesdell v. Gregory Canale, at al, NDNY 1:24-cv-01309, filed October 25, 2024 and Second Circuit Court of Appeals Case No. 25-2031. The lawsuit was filed by this *pro se* plaintiff claiming an inability to pay the filing fees required and alleging that members of the Public Defender's Office violated her legal rights under 42 U.S.C. 1983 discriminating against her by failing to appoint counsel for her in a Family Court matter involving her parents. The District Court completed a *sua sponte* review of the complaint and dismissed all claims against the named County employees working for the Public Defender's Office. When Plaintiff filed a notice of appeal, the County was notified of the appeal, the matter was submitted to the County's insurance carrier, and legal counsel was assigned by Travelers. Plaintiff must perfect her appeal by filing the documents required by the Federal Court of Appeals.
3. Notice of Claims & Administrative Complaints:
- a) 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.
- b) 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.
- c) Notice of Claim served January 24, 2025. Tyson Poulos alleges malicious prosecution and denial of right to fair trial, to include negligent hiring, supervision, retention and training of various employees of the County and its departments.
- d) Notice of Claim served June 12, 2025. Ryan Brower, an incarcerated person at the Warren County Correctional Facility, alleges unlawful release of medical records in violation of HIPAA. Claim was tendered to Primecare by contractual agreement for defense and indemnification.
- e) Notice of Claim served July 9, 2025. Eric Larkin, an incarcerated person at the Warren County Correctional Facility, alleges negligence claims regarding medical treatment received during his stay at the county jail. Claim was tendered to Primecare by contractual agreement for defense and indemnification.
- f) Notice of Claim served July 21, 2025. Estate of Dylan Calabrese claims the wrongful death of decedent was caused by the negligence of the County of Warren and Town of Queensbury on April 24, 2025 when decedent was operating a motorcycle on Quaker Road traveling eastbound. Decedent approached the intersection of Lafayette Street in the Town of Queensbury and proceeded into the intersection. The notice of claim alleges that decedent's motorcycle was struck by the vehicle operated by Roger Burdo who was traveling westbound on Quaker Road and executing a left hand turn onto Lafayette Street.
- g) Notice of Claim, served July 21, 2025. Darcy L. Williams claims ongoing civil rights violations, ADA noncompliance, Family Court retaliation, disability discrimination, DSS misconduct and other unclassified causes of harm to her and her children related to conduct by the Department of Social Services, Warren County Sheriff's Office and Family Court of the State of New York-Warren County.

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h) Notice of Claim served September 10, 2025. Brian K. Bagley claims an unlawful seizure and wrongful conversion of property along with the arbitrary euthanasia of his companion animal on July 2025. Claim was reported to Travelers for coverage and was closed due to no observed County liability.

**V. Pending Items:**

No Items this Month.

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

**VII. Motion to adjourn**

2025 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
10/10/2024	Veteran's Services	Veteran's Benefits Counselor (2690)	Cooke	RS	\$ 48,790.00	\$ 47,404.00	4/7/2025	Harris	\$59,168.00	\$ 11,764.00	\$ 10,378.00
10/10/2024	Real Property	GIS Tax Map Technician (2768)	Tilly	RS	\$ 57,962.00	\$ 57,962.00	4/1/2025	Hill	\$59,701.00	\$ 1,739.00	\$ 1,739.00
11/1/2024	Social Services	Community Services Worker # 4 PT (2830)	N/A	N	N/A	\$ 46,004.00	5/5/2025	Bromley	\$23,692.00	\$ (22,312.00)	\$ -
11/7/2024	DPW	MEO (L) # 17 (1250)	Livingston	PR	\$ 49,545.00	\$ 44,418.00	2/10/2025	Hammond	\$45,751.00	\$ 1,333.00	\$ (3,794.00)
11/8/2024	DPW	MEO (L) # 5 (1264)	Stockman	PR	\$ 43,187.00	\$ 44,418.00	4/7/2025	Mitchell	\$55,066.00	\$ 10,648.00	\$ 11,879.00
11/19/2024	Social Services	Support Investigator # 1 (1740)	Granger	O	\$ 55,855.00	\$ 46,004.00	3/3/2025	Collins	\$47,384.00	\$ 1,380.00	\$ (8,471.00)
12/2/2024	Social Services	Caseworker # 9 (1653)	York	RS	\$ 55,602.00	\$ 55,602.00	1/28/2025	Terry	\$57,270.00	\$ 1,668.00	\$ 1,668.00
12/20/2024	Social Services	Support Investigator # 5 (1739)	Johnson	PR	\$ 47,363.00	\$ 47,384.00	3/3/2025	Havill	\$47,384.00	\$ -	\$ 21.00
12/23/2024	Probation	Probation Officer Trainee # 1 (2384)	N/A	N	N/A	\$ 55,602.00	2/3/2025	McKinney	\$65,766.00	\$ 10,164.00	\$ -
1/6/2025	Social Services	Principal Account Clerk (1688)	Mammone	PR	\$ 61,566.00	\$ 50,497.00	vacant				
1/6/2025	Social Services	Sr. Caseworker # 3 (1681)	Mckinney	O	\$ 69,976.00	\$ 60,920.00	2/3/2025	Norton	\$69,976.00	\$ 9,056.00	\$ -
1/7/2025	Health Services	PHN # 15 (1553)	Murphy	RT	\$ 84,070.00	\$ 67,659.00	vacant				
1/10/2025	Probation	Senior Probation Officer # 4 (2387)	Gheen	RT	\$ 78,496.00	\$ 64,527.00	2/4/2025	Carrow	\$74,137.00	\$ 9,610.00	\$ (4,359.00)
1/24/2025	Public Defender	Coordinating Attorney - PD (2588)	Komon	PR	\$ 113,616.00	\$ 104,408.00	1/27/2025	Nichols	\$104,408.00	\$ -	\$ (9,208.00)
1/27/2025	Social Services	Caseworker # 35 (2408)	Davis	PR	\$ 59,754.00	\$ 57,270.00	2/10/2025	Smith	\$57,270.00	\$ -	\$ (2,484.00)
1/28/2025	Public Defender	5th Assistant Public Defender (1078)	Leahy	RS	\$ 92,613.00	\$ 95,391.00	2/10/2025	Terwilliger	\$95,391.00	\$ -	\$ 2,778.00
2/12/2025	County Clerk	Legal Record Clerk (1123)	Duers	O	\$ 47,130.00	\$ 45,751.00	7/7/2025	Woodard	\$45,751.00	\$ -	\$ (1,379.00)
2/12/2025	Social Services	Principal SWE # 3 (2222)	Whitted	O	\$ 68,589.00	\$ 55,800.00	3/4/2025	Rowland	\$67,089.00	\$ 11,289.00	\$ (1,500.00)
2/12/2025	DPW	MEO (L) # 3 (1249)	Monroe	PR	\$ 45,751.00	\$ 45,751.00	2/18/2025	Frasier	\$45,751.00	\$ -	\$ -
2/12/2025	Office for the Aging	Services Assistant OFA # 1 (2653)	McCarthy	RT	\$ 52,486.00	\$ 45,751.00	4/14/2025	Wilkins	\$45,751.00	\$ -	\$ (6,735.00)
2/18/2025	Veteran's Services	Van Driver # 4 Per Diem (2481)	Nolin	RS	18.5091/hr	18.5091/hr	5/5/2025	Wilson	18.5091/hr	\$ -	\$ -
2/21/2025	DPW	MEO (M) # 24 (2209)	Secor	RS	\$ 48,826.00	\$ 48,826.00	3/3/2025	Russell	\$48,826.00	\$ -	\$ -
2/21/2025	DPW	MEO (M) # 26 (2420)	Kennedy	PR	\$ 48,882.00	\$ 48,826.00	3/3/2025	Allison	\$48,826.00	\$ -	\$ (56.00)
2/25/2025	Board of Elections	Deputy Commissioner of Elections # 1 (1138)	Hubbard	PR	\$ 61,008.00	\$ 61,008.00	2/24/2025	Clesceri	\$61,008.00	\$ -	\$ -
2/25/2025	Health Services	Principal Account Clerk (1539)	Cote	RT	\$ 63,066.00	\$ 50,497.00	3/17/2025	Shrestha	\$51,954.00	\$ 1,457.00	\$ (11,112.00)
2/25/2025	County Clerk	MV License Registration Clerk # 10 (1117)	Sacco	RS	\$ 48,065.00	\$ 47,384.00	4/14/2025	Walker	\$47,384.00	\$ -	\$ (681.00)
2/26/2025	DPW	Administrative Assistant # 2 (1152)	Molinari	RT	\$ 59,031.00	\$ 47,384.00	3/18/2025	Mahoney	\$47,384.00	\$ -	\$ (11,647.00)
2/26/2025	DPW	Cleaner # 6 (2143)	Goucher	RS	\$ 39,743.00	\$ 38,499.00	3/4/2025	Duval	\$38,499.00	\$ -	\$ (1,244.00)
2/28/2025	Workforce Development	E&T Coordinator (2614)	Yannaci	RS	\$ 48,065.00	\$ 47,384.00	3/10/2025	Milner	\$47,384.00	\$ -	\$ (681.00)
2/28/2025	Workforce Development	E&T Counselor II # 2 (2697)	Galeno	RS	\$ 55,013.00	\$ 51,890.00	4/28/2025	Lee	\$51,890.00	\$ -	\$ (3,123.00)
3/3/2025	Probation	Probation Officer Trainee # 2 (2400)	Mallory	PR	\$ 43,968.00	\$ 57,270.00	3/24/2025	Cozzens	\$58,844.00	\$ 1,574.00	\$ 14,876.00
3/4/2025	Social Services	Caseworker # 18 (1678)	Hayes	RS	\$ 59,754.00	\$ 57,270.00	4/14/2025	Derway	\$59,754.00	\$ 2,484.00	\$ -
3/4/2025	Social Services	Sr Caseworker # 4 (1657)	Norton	PR	\$ 69,976.00	\$ 60,920.00	2/3/2025	Davis	\$63,535.00	\$ 2,615.00	\$ (6,441.00)
3/5/2025	Social Services	Senior SWE # 8 (1701)	Rowland	PR	\$ 61,856.00	\$ 51,192.00	5/5/2025	Oswald	\$61,856.00	\$ 10,664.00	\$ -
3/5/2025	Social Services	Senior SWE # 6 (1728)	Connell	PR	\$ 58,760.00	\$ 51,192.00	9/22/2025	Kelley	\$58,760.00	\$ 7,568.00	\$ -
3/5/2025	Social Services	Principal SWE # 2 (2599)	Groff	RT	\$ 67,589.00	\$ 55,800.00	6/16/2025	Connell	\$64,075.00	\$ 8,275.00	\$ (3,514.00)
3/7/2025	Social Services	Caseworker # 39 (2616)	Cozzens	RS	\$ 58,844.00	\$ 57,270.00	4/21/2025	Paravella	\$57,270.00	\$ -	\$ (1,574.00)
3/11/2025	Countryside	Institutional Aide # 8 (1866)	Rosson	RS	\$ 41,036.00	\$ 39,190.00	3/17/2025	Lyng	\$39,190.00	\$ -	\$ (1,846.00)
3/11/2025	Social Services	Social Services Attorney (1684)	Cross	RS	\$ 103,149.00	\$ 94,385.00	4/28/2025	Leahy	\$103,149.00	\$ 8,764.00	\$ -
3/14/2025	Veteran's Services	Office Specialist (2425)	Harris	O	\$ 55,678.00	\$ 45,751.00	6/16/2025	Aprile	\$45,751.00	\$ -	\$ (9,927.00)
3/19/2025	Health Services	Senior Account Clerk # 1 (1538)	Shrestha	PR	\$ 47,124.00	\$ 45,751.00	vacant			\$ -	\$ -
3/19/2025	Public Defender	6th Assistant Public Defender (2380)	Nicols	PR	\$ 94,835.00	\$ 94,835.00	3/24/2025	White	\$102,073.00	\$ 7,238.00	\$ 7,238.00
3/25/2025	Board of Elections	Sr. Clerk/Election Mgmt Tech # 1 (2751)	Clesceri	PR	\$ 52,219.00	\$ 52,219.00	5/5/2025	Biddiscombe	\$52,219.00	\$ -	\$ -
3/28/2025	Social Services	Caseworker # 32 (1661)	Derway	O	\$ 59,754.00	\$ 57,270.00	4/14/2025	Stofa	\$57,270.00	\$ -	\$ (2,484.00)
4/2/2025	DPW	Senior Building Maintenance Worker (2772)	Chervinski	RS	\$ 48,826.00	\$ 48,826.00	4/8/2025	Bocchi	\$48,826.00	\$ -	\$ -
4/3/2025	Social Services	Caseworker # 23 (1672)	Campbell	RS	\$ 57,270.00	\$ 57,270.00	5/5/2025	Mackey	\$57,270.00	\$ -	\$ -
4/15/2025	Social Services	Caseworker # 31 (1677)	Hendrie	RS	\$ 57,270.00	\$ 57,270.00	6/2/2025	Clickner	\$52,270.00	\$ (5,000.00)	\$ (5,000.00)
4/22/2025	DPW	Building Maintenance Worker # 12 (1191)	Trask	RS	\$ 45,751.00	\$ 45,751.00	4/28/2025	Clark	\$45,751.00	\$ -	\$ -
4/21/2025	County Clerk	Legal Recording Clerk (1119)	Slater	RS	\$ 47,827.00	\$ 45,751.00	vacant			\$ -	\$ -
4/21/2025	Social Services	Sr. Caseworker # 6 (2267)	Cummings	RS	\$ 72,898.00	\$ 60,920.00	5/19/2025	Watkins	\$73,398.00	\$ 12,478.00	\$ 500.00
4/22/2025	DPW	MEO (L) # 16 (1260)	McGrath	RS	\$ 55,748.00	\$ 48,826.00	6/2/2025	Seigfried	\$48,826.00	\$ -	\$ (6,922.00)
4/23/2025	Purchasing	Purchasing Assistant (2276)	Biddiscombe	RS	\$ 46,431.00	\$ 45,751.00	6/23/2025	Allen	\$45,751.00	\$ -	\$ (680.00)
4/24/2025	DPW	MEO (M) # 4 (1254)	Carpenter	O	\$ 58,130.00	\$ 51,890.00	4/28/2025	Mitchell	\$58,130.00	\$ 6,240.00	\$ -
5/6/2025	Countryside	Cleaner ( 1881)	Burgess	RS	\$ 38,499.00	\$ 38,499.00	5/13/2025	Evans	\$38,499.00	\$ -	\$ -

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)



## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Human Resources**

**DATE: 09/26/2025**

- (a) Purpose of Contract Change: **To authorize an extension of a contract for service with Ascentis (formerly Novatime Technology, Inc.)**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **R. 489 of 2024**
- (c) Name of Contractor: **Ascentis**
- (d) Address of Contractor: **P.O Box 7410949, Chicago, IL 60674**
- (e) Contractor's Contact Person and Telephone Number: **Tim Domaas, Office: (407) 501-6709 x4022**
- (f) Commencement Date of Extension: **1/1/26**
- (g) Termination Date of Extension: **12/31/26**
- (h) 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. **\$2.42 per employee per month**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.1435.470 Human Resources- Contract**

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





*Total First Year Fees are due net 15 days, or as aligned with your original and initially set payment schedule, whichever comes first, from the date that this Order Form is executed by Client. Late fees may apply to overdue accounts. These Fees do not include applicable sales taxes or hardware delivery. Data Exports require payment in advance.*

*By signing below, Client agrees that the terms of its existing Agreement with Ascentis, a UKG Company, including its existing billing method, renewal and renewal term, and payment method, shall apply to the products or services referenced on this Order Form. Upon signature by Client and submission to Ascentis, this Order Form shall become legally binding unless this Order Form is rejected by Ascentis or UKG for any of the following reasons: (1) Ascentis believes that the signatory below does not have the authority to bind Client to this Order Form, (2) changes have been made to this Order Form (other than completion of the signature block), or (3) the requested signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are not cancelable before the Subscription End Date. Client has accepted and caused this Order Form to be executed by its duly authorized representative as of the Effective Date set forth above.*

**Client Legal Name:** Warren County

**Printed Name:**

**Signature:**

**Title:**

**Date:**

## 2026 Human Resources Budget Summary

### Significant Changes (\$1,000 +)

- .426 – Subscriptions: + \$2,500  
IT provided information for department costs for Microsoft Office 365 licensing
- .470 – Contract: - \$24,000  
Timekeeping software expenses to be paid out of Treasurer’s office in 2026
- .860 – Hospitalization: + \$9,943 (after August 2025 budget amendment)  
10% estimated increase in health insurance costs
- .862 – HRA: - \$1,500  
No department employees currently enrolled in HRA eligible health plan

### Accomplishments and Initiatives

#### Accomplishments:

- Office move including the creation of a reception area to better protect confidential information, and a new seating arrangement to promote cross-training.
- Requested three civil service resolutions which were passed by the NYS Civil Service Commission. Waiting on two additional resolutions to make it to the agenda (requests were made in April 2025). As part of the resolutions that were approved ten County titles were added to the NY HELPS program and are now considered non-competitive. Additional resolutions will be sent up in August.
- Negotiation and implementation of Alliance and PBA contracts. Requires the calculation and entry of all grades/steps for all years of the contract in New World.
- We worked with County Admin, County Attorney and IT to create and implement a New Policy and Training tracking on Vinyl. We will now use an online application to have all new hires and existing employees complete their required policy acknowledgements and trainings.
- We created and released a guide for appointing authorities for the towns and schools for which we administer civil service

#### Initiatives:

- Preparation and participation in the statewide Civil Service Transformation. We were advised at the June NYSAPCSO Conference that effective July 2026, Civil Service testing as we know it will no longer exist. We will be transitioning to more training and experience examinations for most entry level positions (other than uniformed services), with promotional exams being held in regional computer testing centers. Information can be found at <https://www.cs.ny.gov/transformation/>.
- Town EMS – hold T&E exam for Lake George EMS and develop/hold physical agility exam for paid EMS. Working with Lake George and Warren County Emergency Services to create a process for Warren County.
- Implementation of new timekeeping system working with the Treasurer’s office to ensure accurate accrual setup and calculation.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Human Resources  
 BUDGET ACCOUNT CODE: A.1435

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$304,049.67	\$376,424.00	\$376,424.00	\$376,424.00
200's EQUIPMENT	\$1,688.99	\$0.00	\$13,000.00	\$0.00
400's CONTRACTUAL	\$64,830.74	\$87,700.00	\$87,700.00	\$64,950.00
800's EMPLOYEE BENEFITS	\$95,545.04	\$129,299.00	\$129,299.00	\$169,464.00
<b>TOTALS</b>	<b>\$466,114.44</b>	<b>\$593,423.00</b>	<b>\$606,423.00</b>	<b>\$610,838.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$3,748.78	\$9,000.00	\$9,000.00	\$9,000.00

SIGNED:   
 DEPARTMENT HEAD

TITLE: Director of HR

DATE: 8/26/25

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Human Resources - American Rescue Plan Act (ARPA)  
 BUDGET ACCOUNT CODE: A.1435 4999

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
<b>TOTALS</b>				<b>\$0.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

*[Signature]*  
 DEPARTMENT HEAD

TITLE:

Director of HR

DATE:

8/26/25

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department <b>1435 - Human Resources</b>						
<i>Intergovernmental Charges</i>						
2220	Civil Service Fees	3,717.50	9,000.00	9,000.00	4,720.00	9,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$3,717.50</u>	<u>\$9,000.00</u>	<u>\$9,000.00</u>	<u>\$4,720.00</u>	<u>\$9,000.00</u>
<i>Miscellaneous &amp; Local Source</i>						
2770	Other Unclassified Revenue	31.28	.00	.00	.00	.00
	<i>Miscellaneous &amp; Local Source Totals</i>	<u>\$31.28</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<b>Department 1435 - Human Resources Totals</b>	<u>\$3,748.78</u>	<u>\$9,000.00</u>	<u>\$9,000.00</u>	<u>\$4,720.00</u>	<u>\$9,000.00</u>
	<b>REVENUE TOTALS</b>	<u>\$3,748.78</u>	<u>\$9,000.00</u>	<u>\$9,000.00</u>	<u>\$4,720.00</u>	<u>\$9,000.00</u>
<b>EXPENSE</b>						
Department <b>1435 - Human Resources</b>						
<i>Personal Services</i>						
110	Salaries - Regular	248,656.25	309,260.00	309,260.00	176,041.40	309,260.00
120	Salaries - Overtime	2,533.16	1,500.00	1,500.00	1,099.30	1,500.00
130	Salaries - Part Time	52,860.26	65,664.00	65,664.00	34,314.44	65,664.00
	<i>Personal Services Totals</i>	<u>\$304,049.67</u>	<u>\$376,424.00</u>	<u>\$376,424.00</u>	<u>\$211,455.14</u>	<u>\$376,424.00</u>
<i>Equipment</i>						
210	Furniture/Furnishings	1,688.99	.00	.00	.00	.00
220.1	Office Equipment - Reserve	.00	.00	13,000.00	10,566.63	.00
	<i>Equipment Totals</i>	<u>\$1,688.99</u>	<u>\$0.00</u>	<u>\$13,000.00</u>	<u>\$10,566.63</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	2,201.05	2,400.00	2,400.00	1,232.86	2,600.00
422	Repair/Maint-Equipment	175.00	600.00	600.00	.00	.00
423	Telephone	1,560.57	2,500.00	2,500.00	718.56	2,500.00
424	Postage	603.79	1,000.00	1,000.00	551.65	1,000.00
426	Subscriptions	.00	.00	.00	.00	2,500.00
427	Memberships & Dues	519.00	850.00	850.00	100.00	850.00
428	Data Processing & Internet Fees	492.00	750.00	750.00	450.00	500.00
435	Medical Fees	1,880.00	8,000.00	8,000.00	450.00	8,000.00
436	Advertising Fees	44.57	2,500.00	2,500.00	94.55	2,500.00
439	Misc Fees & Expenses	5,955.00	12,500.00	12,448.00	60.00	11,000.00
444	Travel/Education/Conference	959.00	1,600.00	1,652.00	1,652.00	2,500.00
470	Contract	50,440.76	55,000.00	55,000.00	28,208.65	31,000.00
	<i>Contractual Expense Totals</i>	<u>\$64,830.74</u>	<u>\$87,700.00</u>	<u>\$87,700.00</u>	<u>\$33,518.27</u>	<u>\$64,950.00</u>

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1435 - Human Resources						
Comments:						
	Account	Level	Comment			
	439	Departmental Request	Includes CS testing fees we pay to NYS and expenses for ADA requests			
	470	Departmental Request	EAP \$1.89/ee/m*2m + \$1.93/ee/m*10m= \$17,700 M&S admin fees for HRA/FSA - 145ee*\$4.50*12m= \$7830 Highmark HRA admin fees - \$350/m=\$4,200			
<i>Employee Benefits</i>						
810	Retirement	35,463.51	46,348.00	46,348.00	25,859.05	52,743.00
830	Social Security	18,245.92	23,338.00	23,338.00	12,375.48	23,338.00
831	Medicare Contribution	4,267.20	5,458.00	5,458.00	2,894.24	5,458.00
860	Hospitalization	19,263.58	25,223.00	26,723.00	30,808.28	58,666.00
865	Dental Insurance	329.66	408.00	408.00	236.02	408.00
<i>Employee Benefits Totals</i>		\$77,569.87	\$100,775.00	\$102,275.00	\$72,173.07	\$140,613.00
<i>Other Benefits</i>						
840	Workmen's Compensation	881.00	1,835.00	1,835.00	1,832.00	1,465.00
861	Retirees Hospitalization	15,942.79	25,189.00	25,189.00	14,522.83	27,386.00
862	Health Insurance Cost Reimbursement	1,151.38	1,500.00	.00	.00	.00
<i>Other Benefits Totals</i>		\$17,975.17	\$28,524.00	\$27,024.00	\$16,354.83	\$28,851.00
Department 1435 - Human Resources Totals		\$466,114.44	\$593,423.00	\$606,423.00	\$344,067.94	\$610,838.00
EXPENSE TOTALS		\$466,114.44	\$593,423.00	\$606,423.00	\$344,067.94	\$610,838.00
<b>Fund A - General Totals</b>						
REVENUE TOTALS		\$3,748.78	\$9,000.00	\$9,000.00	\$4,720.00	\$9,000.00
EXPENSE TOTALS		\$466,114.44	\$593,423.00	\$606,423.00	\$344,067.94	\$610,838.00
<b>Fund A - General Totals</b>		<b>(\$462,365.66)</b>	<b>(\$584,423.00)</b>	<b>(\$597,423.00)</b>	<b>(\$339,347.94)</b>	<b>(\$601,838.00)</b>
Net Grand Totals						
REVENUE GRAND TOTALS		\$3,748.78	\$9,000.00	\$9,000.00	\$4,720.00	\$9,000.00
EXPENSE GRAND TOTALS		\$466,114.44	\$593,423.00	\$606,423.00	\$344,067.94	\$610,838.00
<b>Net Grand Totals</b>		<b>(\$462,365.66)</b>	<b>(\$584,423.00)</b>	<b>(\$597,423.00)</b>	<b>(\$339,347.94)</b>	<b>(\$601,838.00)</b>

## 2026 Salary Schedule (Position Budgeting)

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13587	Baker, Neil	Human Resources Coordinator	\$67,534.00	Full Time	Out of UnitFT	7/19/2021
	N/A / \$32.47	N/A / \$32.47				
12524	Figuroa, Jacqueline	Director of Human Resources	\$123,318.00	Full Time	Appointed F/T	5/12/2014
	N/A / \$67.76	N/A / \$67.76				
13495	Hoffman, Candice	Human Resources Assistant	\$55,756.00	Full Time	Out of UnitFT	12/14/2020
	N/A / \$26.81	N/A / \$26.81				
13979	Jones, Katie	Civil Service Assistant	\$39,164.00	Part Time	Out of UnitPT	8/5/2024
	N/A / \$25.10	N/A / \$25.10				
13134	Palmer, Kimberly	Civil Service Assistant - Temp	\$17,500.00	Temporary	Per Diem	7/3/2023
	N/A / \$25.1052	N/A / \$25.1052				
13426	Plumley, Kandace	Civil Service Specialist	\$62,652.00	Full Time	Out of UnitFT	2/24/2020
	N/A / \$30.12	N/A / \$30.12				
		HR Overtime	\$1,500.00			
	N/A / \$0.00	N/A / \$0.00				
		Test Administrator	\$9,000.00			
	N/A / \$8.65	N/A / \$8.65				
		<b>8</b>	<b>\$376,424.00</b>			

**2026 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Human Resources

BUDGET CODE: A.1435.110

TITLE OF POSITION: Civil Service Coordinator (create new title)


**FOR NEW POSITIONS**Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): \$68,760 - OOU G-11, I-3 requested

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Civil Service Specialist (\$62,652 – OOU G-10, I-1)

Is this a mandated position? If so, please explain: n/a

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**Human Resource Director has approved the above title/classification (if required above) when initialed : **FOR OTHER PERSONNEL REQUESTS** (Change in Employee Status FT/PT/Temp/Per.Diem)

Description of Change: Click or tap here to enter text.

Justification for Request: Click or tap here to enter text.

Projected change in Salary Dollars: \$6,108

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

## CIVIL SERVICE COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position coordinates and oversees the administration of Civil Service Law and Warren County Civil Service Rules for all civil divisions that fall within the jurisdiction of the County. Duties include oversight of exam and eligible list management as well as other assigned areas of recruitment, classification, employee transactions, records maintenance, and related functions. This work involves considerable contact with the public, agency officials, departments, civil divisions and employees. Work is performed under general supervision of a higher-level administrator with wide leeway for exercising independent judgment. Supervision may be exercised over subordinate staff. Weekend work is required. Performs related duties as required.

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

Liaison to County departments, municipalities, city, college and special districts including providing information and training on Civil Service Law, rules and regulations, policy and procedure and general human resource operating process;

Coordinates, oversees and participates in all aspects of civil service examination and eligible list management programs for the County, schools, towns, villages and special districts;

Administers and/or participates in all aspects of assigned program areas which may include civil service transaction processes, payroll certification processes and other related functions;

Reviews applications for examinations against adopted minimum qualifications in accordance with state law and local rules;

Administers Civil Service examinations and follows established procedures to ensure an objective testing process;

Participates in the maintenance of classification plans, including development of new and revised position specifications, job analysis, and the preparation of amendments to County Civil Service Rules;

Assists in the development, update and implementation of new processes and procedures relating to candidate recruitment, position classification or other assigned areas;

Makes recommendations for new methods and procedures for more efficient operation of the department;

Gathers, interprets and prepares financial and personnel data for studies, reports and recommendations;

Assists in the preparation of annual budget requests as it relates to Civil Service rules, regulations and position classification and departmental staffing needs;

Assists in the formulation and implementation of personnel policies and procedures;

May assist with Human Resources transactions;

Uses various computer applications, or other automated systems in performing work assignments;

Performs related office functions necessary to meet the needs of the department.

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

Thorough knowledge of New York State Civil Service Law and Warren County Civil Service Rules and Regulations;

Thorough knowledge of principles and procedures of civil service administration;

Ability to effectively plan and organize work;

Skill in decision-making and problem solving to resolve issues in a timely manner;

Ability to develop effective working relationship with employees and the public;

Ability to analyze complex employee relations issues and formulate realistic solutions;

Ability to communicate effectively, both orally and in writing;

Uses computer applications or other automated systems such as spreadsheets, database software, word processing, calendar, email in performing assignments;

Tact, courtesy, integrity, initiative, resourcefulness, confidentiality.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree and two (2) years of full-time paid experience, or its part-time equivalent, in the field of human resource administration, civil service administration, business administration, public administration or closely related field; or
- B) Associate's degree and four (4) years of full-time paid experience, or its part-time equivalent, in the field of human resource administration, civil service administration, business administration, public administration or closely related field.

**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: OCTOBER 2, 2025**

- (a) Purpose of Request:  
**To authorizing payments to the CDTA for the County's share of NYSDOT  
Statewide Mass Transportation Operating Assistance (STOA) Program funding**
- (b) Details:  
**NYSDOT provides quarterly payments under the STOA program to the CDTA;  
the County is responsible for a 2.21% local share in association with these  
payments.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and  
Amount:  
**A.5630 470 - CDTA, Contract**

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

\* as listed in budget and LOGOS



**Department of  
Transportation**

**KATHY HOCHUL**

Governor

**MARIE THERESE DOMINGUEZ**

Commissioner

**JANET HO**

Assistant Commissioner

Finance & Integrated Modal Services

Aug 7, 2025

Kevin B. Geraghty, Chairman  
Warren County Board of Supervisors  
Warren County Municipal Center  
1340 U.S. 9  
Lake George, New York 12845

Dear Chairman Geraghty:

I am pleased to inform you that the New York State Department of Transportation has recently processed a quarterly payment under the Statewide Mass Transportation Operating Assistance (STOA) program. The attached document details the amount reimbursed to Capital District Transportation Authority (CDTA) and the statutorily required local match amount. Pursuant to Section 18-b of Transportation Law, local match payment is required within fifteen days of receipt of the identified payment.

Should you have any questions regarding these payments, please contact me at (518) 457-8335 or [publictransportation@dot.ny.gov](mailto:publictransportation@dot.ny.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Cross".

Bryan Cross, Deputy Director  
Public Transportation Bureau  
Office of Integrated Modal Services

## Attachment 1

## Local match requirement for Warren County

Time Period	Total Quarterly Payment to CDTA	Percent Share	Quarterly Amount Due at this time
April 2025 through June 2025	\$498,850	2.21%	\$11,024.59

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

110 Watervliet Avenue  
Albany, NY 12206

Phone: 518-437-8340  
Fax: 518-433-8347  
E-mail: Eileen@cdta.org



**Invoice**

Invoice # 1  
Date: August 27, 2025

Bill To: Warren County Municipal Center  
ATTN: ACCOUNTS PAYABLE  
1340 U.S. 9  
Lake Gorge, New York 12845

Date	PRODUCT	QTY	UNIT PRICE	TOTAL	Balance
8/27/2025	January 2024 - March 2024	1	\$11,024.59	\$11,024.59	\$11,024.59
8/27/2025	April 2024-June 2024	1	\$11,024.59	\$11,024.59	\$11,024.59
8/27/2025	July 2024-September 2024	1	\$11,024.59	\$11,024.59	\$11,024.59
8/27/2025	October 2024-December 2024	1	\$11,024.59	\$11,024.59	\$11,024.59
				<b>Total due</b>	<b>\$44,098.36</b>

Reminder: Please include the invoice number on your check.

Terms: Balance due in 30 days.

REMITTANCE	
Invoice #	1
Date:	August 27, 2025
Amount Due:	\$ 44,098.36

**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: 10/02/2025

<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	CDTA, Contract	\$44,098.36

Please state reason for transfer request:

Funding to pay 1st and 2nd quarter NYSDOT STOA local share costs to CDTA and cover the anticipated costs for the 3rd and 4th quarters of 2025

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

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

110 Watervliet Avenue  
Albany, NY 12206

Phone: 518-437-8340  
Fax: 518-433-8347  
E-mail: Eileen@cdta.org



**Invoice**

Invoice # 2  
Date: August 27, 2025

Bill To: Warren County Municipal Center  
ATTN: ACCOUNTS PAYABLE  
1340 U.S. 9  
Lake Gorge, New York 12845

Date	PRODUCT	QTY	UNIT PRICE	TOTAL	Balance
8/27/2025	January 2025 - March 2025	1	\$11,024.59	\$11,024.59	\$11,024.59
8/27/2025	April 2025-June 2025	1	\$11,024.59	\$11,024.59	\$11,024.59
				<b>Total due</b>	<b>\$22,049.18</b>

Reminder: Please include the Invoice number on your check.

Terms: Balance due in 30 days.

REMITTANCE	
Invoice #2	
Date:	August 27, 2025
Amount Due:	\$ 22,049.18

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

## A.1010 - Legislative Board

- .426, Subscriptions - Increased by \$426.00  
*\$150 Zoom subscription - not budgeted in past, transferred \$\$ to cover  
\$276 Post Star Subscription - price increase for 2026*
- .428, Data Processing & Internet Fees Decreased by \$304  
*Moved this to A.1040, Clerk of the Board Budget Code*
- .436, Advertising Fees Decreased by \$500.00  
*Budget reduction*
- .440, Contract Decreased by \$2,000  
*Lakes to Locks funding removed - as per email, organization is not seeking funding  
for 2026 as they are either reorganizing or disbanding*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Legislative Board  
 BUDGET ACCOUNT CODE: A.1010

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$426,697.51	\$549,366.00	\$549,366.00	\$549,366.00
200's EQUIPMENT	\$2,465.86	\$0.00	\$2,519.48	\$0.00
400's CONTRACTUAL	\$499,283.44	\$468,136.00	\$469,602.75	\$465,422.00
800's EMPLOYEE BENEFITS	\$115,194.53	\$145,812.00	\$136,992.00	\$161,368.00
<b>TOTALS</b>	<b>\$1,043,641.34</b>	<b>\$1,163,314.00</b>	<b>\$1,158,480.23</b>	<b>\$1,176,156.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$36,173,680.29	\$0.00	\$38,786,654.00	\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Clerk of the Board  
 DATE: 8/20/2025

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>1010 - Legislative Board</b>						
<i>Personal Services</i>						
130	Salaries - Part Time	426,697.51	549,366.00	549,366.00	338,072.80	549,366.00
	<i>Personal Services Totals</i>	<b>\$426,697.51</b>	<b>\$549,366.00</b>	<b>\$549,366.00</b>	<b>\$338,072.80</b>	<b>\$549,366.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	2,278.29	.00	1,972.46	986.23	.00
220	Office Equipment	187.57	.00	547.02	.00	.00
	<i>Equipment Totals</i>	<b>\$2,465.86</b>	<b>\$0.00</b>	<b>\$2,519.48</b>	<b>\$986.23</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	6,629.80	5,000.00	5,000.00	3,590.54	5,000.00
417	Water/Sewer/Taxes	230,827.50	209,831.00	209,831.00	104,515.50	209,831.00
424	Postage	708.89	700.00	700.00	292.37	700.00
425	Reproduction Expenses	728.34	650.00	697.50	697.50	650.00
426	Subscriptions	239.90	265.00	410.00	336.12	426.00
427	Memberships & Dues	1,314.00	1,315.00	1,315.00	1,315.00	1,315.00
428	Data Processing & Internet Fees	755.78	375.00	524.90	524.90	.00
436	Advertising Fees	1,968.62	1,500.00	1,099.14	208.19	1,000.00
437	Consulting Fees	13,705.92	.00	.00	.00	.00
439	Misc Fees & Expenses	234.97	.00	.00	.00	.00
444	Travel/Education/Conference	10,360.60	15,000.00	13,525.21	6,723.75	15,000.00
445	Foods	415.34	.00	.00	.00	.00
470	Contract	231,393.78	233,500.00	236,500.00	189,295.30	231,500.00
	<i>Contractual Expense Totals</i>	<b>\$499,283.44</b>	<b>\$468,136.00</b>	<b>\$469,602.75</b>	<b>\$307,499.17</b>	<b>\$465,422.00</b>

Comments

Account

Level

Comment

470

Departmental Request

City of Glens Falls: \$99,000  
 Adirondack North Country Assoc.: \$3,000  
 Warren County Historical Society: \$3,500  
 Invasive Species (Glen Lake): \$25,000  
 Lake George Park Comm.: \$100,000  
 Warren County Conservation Council: \$1,000

*Employee Benefits*

810	Retirement	38,040.11	45,555.00	43,155.00	27,624.84	48,093.00
830	Social Security	25,746.65	34,071.00	34,071.00	20,349.18	34,051.00
831	Medicare Contribution	6,021.52	7,973.00	7,973.00	4,759.05	7,973.00
860	Hospitalization	30,184.99	39,222.00	32,922.00	25,079.95	51,361.00

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1010 - Legislative Board						
<i>Employee Benefits</i>						
865	Dental Insurance	582.04	696.00	576.00	436.64	816.00
	<i>Employee Benefits Totals</i>	<u>\$100,575.31</u>	<u>\$127,517.00</u>	<u>\$118,697.00</u>	<u>\$78,249.66</u>	<u>\$142,294.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	3,149.00	3,138.00	3,138.00	3,138.00	2,475.00
861	Retirees Hospitalization	10,598.00	14,407.00	14,407.00	8,404.76	15,849.00
862	Health Insurance Cost Reimbursement	872.22	750.00	750.00	511.64	750.00
	<i>Other Benefits Totals</i>	<u>\$14,619.22</u>	<u>\$18,295.00</u>	<u>\$18,295.00</u>	<u>\$12,054.40</u>	<u>\$19,074.00</u>
	Department 1010 - Legislative Board Totals	<u>\$1,043,641.34</u>	<u>\$1,163,314.00</u>	<u>\$1,158,480.23</u>	<u>\$736,862.26</u>	<u>\$1,176,156.00</u>
	EXPENSE TOTALS	<u>\$1,043,641.34</u>	<u>\$1,163,314.00</u>	<u>\$1,158,480.23</u>	<u>\$736,862.26</u>	<u>\$1,176,156.00</u>
	Fund A - General Totals					
	REVENUE TOTALS	\$36,173,680.29	\$0.00	\$38,786,654.00	\$38,817,195.74	\$0.00
	EXPENSE TOTALS	\$1,043,641.34	\$1,163,314.00	\$1,158,480.23	\$736,862.26	\$1,176,156.00
	Fund A - General Totals	<u>\$35,130,038.95</u>	<u>(\$1,163,314.00)</u>	<u>\$37,628,173.77</u>	<u>\$38,080,333.48</u>	<u>(\$1,176,156.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$36,173,680.29	\$0.00	\$38,786,654.00	\$38,817,195.74	\$0.00
	EXPENSE GRAND TOTALS	\$1,043,641.34	\$1,163,314.00	\$1,158,480.23	\$736,862.26	\$1,176,156.00
	Net Grand Totals	<u>\$35,130,038.95</u>	<u>(\$1,163,314.00)</u>	<u>\$37,628,173.77</u>	<u>\$38,080,333.48</u>	<u>(\$1,176,156.00)</u>

2026 Salary Schedule (Position Budgeting)  
Legislative Board

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13873	Bean, Kevin	Supervisor #4	\$26,250.00	Elected	Elected/PT	1/1/2024
	N/A / \$16.83	N/A / \$16.83				
13412	Bruno, Daniel	Supervisor #3	\$26,250.00	Elected	Elected/PT	1/1/2020
	N/A / \$16.83	N/A / \$16.83				
11727	Conover, Ronald	Supervisor #18	\$26,250.00	Elected	Elected/PT	1/1/2010
	N/A / \$16.83	N/A / \$16.83				
13916	Crocitto Jr, Vincent	Supervisor #1	\$26,250.00	Elected	Elected/PT	4/9/2024
	N/A / \$25.24	N/A / \$25.24				
13140	Diamond, John	Supervisor #14	\$26,250.00	Elected	Elected/PT	1/1/2018
	N/A / \$16.83	N/A / \$16.83				
13152	Driscoll, Bennet	Supervisor #9	\$26,250.00	Elected	Elected/PT	1/9/2018
	N/A / \$16.83	N/A / \$16.83				
13839	Etu, Nathan	Supervisor #17	\$26,250.00	Elected	Elected/PT	8/7/2023
	N/A / \$16.83	N/A / \$16.83				
13627	Geraci, Michael	Supervisor #8	\$26,250.00	Elected	Elected/PT	1/1/2022
	N/A / \$16.83	N/A / \$16.83				
11038	Geraghty, Kevin	Supervisor #16	\$26,250.00	Elected	Elected/PT	1/1/2006
	N/A / \$16.83	N/A / \$16.83				
13870	Gilligan, Haley	Supervisor #19	\$26,250.00	Elected	Elected/PT	1/1/2024
	N/A / \$16.83	N/A / \$16.83				
9040	Maday, John	Supervisor #6	\$26,250.00	Elected	Elected/PT	1/1/2024
	N/A / \$16.83	N/A / \$16.83				
13142	Magowan, William	Supervisor #2	\$26,250.00	Elected	Elected/PT	1/1/2018
	N/A / \$25.24	N/A / \$25.24				
11037	Merlino, Eugene	Supervisor #15	\$26,250.00	Elected	Elected/PT	1/1/2006
	N/A / \$16.83	N/A / \$16.83				

13872	Patchett, Joshua	Supervisor #5	\$26,250.00	Elected	Elected/PT	1/1/2024
	N/A / \$16.83	N/A / \$16.83				
13439	Runyon, Debra	Supervisor #10	\$26,250.00	Elected	Elected/PT	1/1/2022
	N/A / \$16.83	N/A / \$16.83				
11401	Strainer, David	Supervisor #20	\$26,250.00	Elected	Elected/PT	1/1/2024
	N/A / \$16.83	N/A / \$16.83				
12479	Strough, John	Supervisor #13	\$26,250.00	Elected	Elected/PT	1/1/2014
	N/A / \$16.83	N/A / \$16.83				
10562	Thomas, Frank	Supervisor #12	\$26,250.00	Elected	Elected/PT	5/20/2003
	N/A / \$16.83	N/A / \$16.83				
13871	Turner, Nancy	Supervisor #11	\$26,250.00	Elected	Elected/PT	1/1/2024
	N/A / \$16.83	N/A / \$16.83				
13143	Wild, Michael	Supervisor #7	\$26,250.00	Elected	Elected/PT	1/1/2018
	N/A / \$16.83	N/A / \$16.83				
		Chair of the Board	\$24,366.00			
	N/A / \$15.62	N/A / \$15.62				
		<b>21</b>	<b>\$549,366.00</b>			

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1040 - Clerk of the Board

- |  |  |
|--|--|
| .426, Subscriptions -                      | Increased by \$1,440.00<br><i>Microsoft 360 fee</i>                        |
| .428, Data Processing & -<br>Internet Fees | Increased by \$304.00<br><i>Moved from A.1010 Legislative Board budget</i> |

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

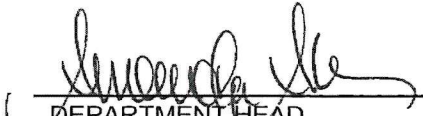
**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Clerk-Legislative Board  
 BUDGET ACCOUNT CODE: A.1040

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$338,509.26	\$346,003.00	\$346,003.00	\$346,003.00
200's EQUIPMENT	\$749.06			\$0.00
400's CONTRACTUAL	\$421.99	\$1,100.00	\$1,100.00	\$2,844.00
800's EMPLOYEE BENEFITS	\$130,365.23	\$148,783.00	\$148,783.00	\$159,651.00
<b>TOTALS</b>	<b>\$470,045.54</b>	<b>\$495,886.00</b>	<b>\$495,886.00</b>	<b>\$508,498.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Clerk of the Board  
 DATE: 8/16/2025

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1040 - Clerk-Legislative Board						
Personal Services						
110	Salaries - Regular	338,509.26	346,003.00	346,003.00	186,600.87	346,003.00
	<i>Personal Services Totals</i>	<u>\$338,509.26</u>	<u>\$346,003.00</u>	<u>\$346,003.00</u>	<u>\$186,600.87</u>	<u>\$346,003.00</u>
<i>Equipment</i>						
220.1	Office Equipment - Reserve	749.06	.00	.00	.00	.00
	<i>Equipment Totals</i>	<u>\$749.06</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	17.16	300.00	300.00	.00	300.00
423	Telephone	304.83	500.00	500.00	149.77	500.00
426	Subscriptions	.00	.00	.00	.00	1,440.00
427	Memberships & Dues	100.00	300.00	300.00	300.00	300.00
428	Data Processing & Internet Fees	.00	.00	.00	.00	304.00
	<i>Contractual Expense Totals</i>	<u>\$421.99</u>	<u>\$1,100.00</u>	<u>\$1,100.00</u>	<u>\$449.77</u>	<u>\$2,844.00</u>
<i>Employee Benefits</i>						
810	Retirement	44,674.25	54,060.00	54,060.00	27,958.19	59,079.00
830	Social Security	19,562.09	21,451.00	21,451.00	10,748.03	21,451.00
831	Medicare Contribution	4,575.04	5,017.00	5,017.00	2,513.63	5,017.00
860	Hospitalization	50,721.59	54,718.00	54,718.00	29,463.70	60,190.00
865	Dental Insurance	1,104.48	1,104.00	1,104.00	594.72	1,104.00
	<i>Employee Benefits Totals</i>	<u>\$120,637.45</u>	<u>\$136,350.00</u>	<u>\$136,350.00</u>	<u>\$71,278.27</u>	<u>\$146,841.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	1,109.00	1,046.00	1,046.00	1,046.00	825.00
861	Retirees Hospitalization	8,618.78	11,387.00	11,387.00	5,308.78	11,985.00
	<i>Other Benefits Totals</i>	<u>\$9,727.78</u>	<u>\$12,433.00</u>	<u>\$12,433.00</u>	<u>\$6,354.78</u>	<u>\$12,810.00</u>
Department 1040 - Clerk-Legislative Board Totals		<u>\$470,045.54</u>	<u>\$495,886.00</u>	<u>\$495,886.00</u>	<u>\$264,683.69</u>	<u>\$508,498.00</u>

2026 Salary Schedule (Position Budgeting)  
Clerk of the Legislative Board

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11101	Allen, Amanda	Clerk of the Board	\$104,536.00	Full Time	Appointed F/T	5/22/2006
	N/A / \$57.44	N/A / \$57.44				
12875	Lovelace, Leslie	Legislative Office Specialist #4	\$53,652.00	Full Time	Out of UnitFT	6/1/2015
	N/A / \$25.79	N/A / \$25.79				
12431	Hogan, Samantha	2nd Deputy Clerk of the Board	\$64,410.00	Full Time	Appointed F/T	9/23/2013
	N/A / \$35.39	N/A / \$35.39				
	Vacant	Secretary to the Clerk of Board	\$53,652.00	Full Time	Out of UnitFT	1/19/2016
	N/A / \$25.79	N/A / \$25.79				
11462	McLenithan, Sarah	Deputy Clerk of the Board	\$69,753.00	Full Time	Appointed F/T	4/29/2013
	N/A / \$38.33	N/A / \$38.33				
		<b>5</b>	<b>\$346,003.00</b>			

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1180 - Justices & Constables

NO CHANGE - *carried over adopted 2025 budget figures*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

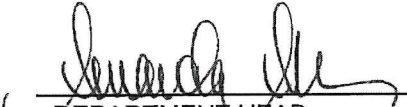
**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Justices & Constables

BUDGET ACCOUNT CODE: A.1180

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$2,300.00	\$1,680.00	\$1,680.00	\$1,680.00
<b>TOTALS</b>	<b>\$2,300.00</b>	<b>\$1,680.00</b>	<b>\$1,680.00</b>	<b>\$1,680.00</b>

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Clerk of the Board  
 DATE: 8/16/2025

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1180 - Justices & Constables					
	Contractual Expense					
440	Legal/Transcript Fees	2,300.00	1,680.00	1,680.00	370.00	1,680.00
	<i>Contractual Expense Totals</i>	<u>\$2,300.00</u>	<u>\$1,680.00</u>	<u>\$1,680.00</u>	<u>\$370.00</u>	<u>\$1,680.00</u>
	Department 1180 - Justices & Constables Totals	<u>\$2,300.00</u>	<u>\$1,680.00</u>	<u>\$1,680.00</u>	<u>\$370.00</u>	<u>\$1,680.00</u>

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1185 - Medical Examiners & Coroners

- .427, Memberships & Dues - Increase of \$110  
*Added funding to cover cost of one Coroner's membership fee for the NYS Association of County Coroners & Medical Examiners (only one coroner has routinely submitted for reimbursement of this expense)*
- .435, Medical Fees - Increase of \$80,000  
*Increased funding for medical exams as suggested by the Budget Officer - this code is typically short and we return to request additional funding throughout the year - increase is based on average spent in prior years.*
- .444, Travel/Education/ - Increase of \$500  
Conference  
*Added funding for yearly NYSACCME conference fee (only one coroner has routinely submitted for reimbursement of this expense)*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Medical Examiner & Coroners  
 BUDGET ACCOUNT CODE: A.1185

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$57,914.74	\$59,651.00	\$59,651.00	\$59,651.00
400's CONTRACTUAL	\$278,123.01	\$200,000.00	\$200,000.00	\$280,610.00
800's EMPLOYEE BENEFITS	\$11,662.36	\$12,399.00	\$12,399.00	\$9,460.00
<b>TOTALS</b>	<b>\$347,700.11</b>	<b>\$272,050.00</b>	<b>\$272,050.00</b>	<b>\$349,721.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Clerk of the Board  
 DATE: 8/18/25

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1185 - Medical Examiner & Coroners						
Personal Services						
130	Salaries - Part Time	57,914.74	59,651.00	59,651.00	36,708.16	59,651.00
	<i>Personal Services Totals</i>	<u>\$57,914.74</u>	<u>\$59,651.00</u>	<u>\$59,651.00</u>	<u>\$36,708.16</u>	<u>\$59,651.00</u>
<i>Contractual Expense</i>						
410	Supplies	.00	.00	680.00	.00	.00
424	Postage	226.75	.00	.00	.00	.00
427	Memberships & Dues	.00	.00	110.00	110.00	110.00
435	Medical Fees	277,896.26	200,000.00	198,775.00	151,151.08	280,000.00
444	Travel/Education/Conference	.00	.00	435.00	435.00	500.00
	<i>Contractual Expense Totals</i>	<u>\$278,123.01</u>	<u>\$200,000.00</u>	<u>\$200,000.00</u>	<u>\$151,696.08</u>	<u>\$280,610.00</u>
<i>Employee Benefits</i>						
810	Retirement	7,231.89	7,836.00	7,836.00	4,709.70	4,897.00
830	Social Security	3,590.70	3,699.00	3,699.00	2,275.91	3,699.00
831	Medicare Contribution	839.77	864.00	864.00	532.25	864.00
	<i>Employee Benefits Totals</i>	<u>\$11,662.36</u>	<u>\$12,399.00</u>	<u>\$12,399.00</u>	<u>\$7,517.86</u>	<u>\$9,460.00</u>
	Department 1185 - Medical Examiner & Coroners Totals	<u>\$347,700.11</u>	<u>\$272,050.00</u>	<u>\$272,050.00</u>	<u>\$195,922.10</u>	<u>\$349,721.00</u>

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 5630 - CDTA					
	Contractual Expense					
470	Contract	.00	.00	45,000.00	.00	45,000.00
	<i>Contractual Expense Totals</i>	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
	Department 5630 - CDTA Totals	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
	EXPENSE TOTALS	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	Fund A - General Totals	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	EXPENSE TOTALS	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	Fund A - General Totals	(\$347,700.11)	(\$272,050.00)	(\$317,050.00)	(\$195,922.10)	(\$394,721.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	Net Grand Totals	(\$347,700.11)	(\$272,050.00)	(\$317,050.00)	(\$195,922.10)	(\$394,721.00)

2026 Salary Schedule (Position Budgeting)  
Medical Exam & Coroners

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8234	Bachman, Paul	Coroners Physician	\$16,815.00	Elected	Elected/PT	11/16/1990
	N/A / \$10.78	N/A / \$10.78				
13278	Goedert, Connie	Coroner #1	\$10,709.00	Elected	Elected/PT	1/1/2019
	N/A / \$6.86	N/A / \$6.86				
13419	Keil, Lynn	Coroner #3	\$10,709.00	Elected	Elected/PT	1/17/2020
	N/A / \$6.86	N/A / \$6.86				
10184	Murphy, Timothy	Coroner #4	\$10,709.00	Elected	Elected/PT	7/14/2000
	N/A / \$6.86	N/A / \$6.86				
		Coroner #2	\$10,709.00			
	N/A / \$6.86	N/A / \$6.86				
		<b>5</b>	<b>\$59,651.00</b>			

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1340 - Budget Officer

This budget is all salary/benefits - no changes requested by Clerk

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

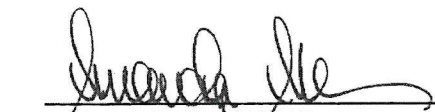
**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Budget Officer

BUDGET ACCOUNT CODE: A.1340

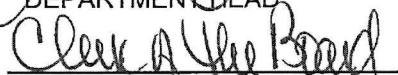
OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$13,846.08	\$15,450.00	\$15,450.00	\$15,450.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$8,765.57	\$1,182.00	\$10,002.00	\$1,182.00
<b>TOTALS</b>	<b>\$22,611.65</b>	<b>\$16,632.00</b>	<b>\$25,452.00</b>	<b>\$16,632.00</b>

SIGNED:

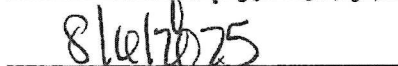


DEPARTMENT HEAD

TITLE:



DATE:



Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1340 - Budget Officer						
Personal Services						
130	Salaries - Part Time	13,846.08	15,450.00	15,450.00	8,319.22	15,450.00
	<i>Personal Services Totals</i>	<b>\$13,846.08</b>	<b>\$15,450.00</b>	<b>\$15,450.00</b>	<b>\$8,319.22</b>	<b>\$15,450.00</b>
<i>Employee Benefits</i>						
810	Retirement	1,584.71	.00	2,400.00	1,545.06	.00
830	Social Security	724.93	958.00	958.00	444.41	958.00
831	Medicare Contribution	169.49	224.00	224.00	103.91	224.00
860	Hospitalization	6,172.20	.00	6,300.00	3,320.94	.00
865	Dental Insurance	114.24	.00	120.00	57.54	.00
	<i>Employee Benefits Totals</i>	<b>\$8,765.57</b>	<b>\$1,182.00</b>	<b>\$10,002.00</b>	<b>\$5,471.86</b>	<b>\$1,182.00</b>
	Department 1340 - Budget Officer Totals	<b>\$22,611.65</b>	<b>\$16,632.00</b>	<b>\$25,452.00</b>	<b>\$13,791.08</b>	<b>\$16,632.00</b>

2026 Salary Schedule (Position Budgeting)  
Budget Officer

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
		Budget Officer	\$15,450.00			
	N/A / \$9.90	N/A / \$9.90				
		<b>1</b>	<b>\$15,450.00</b>			

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1910 - Unallocated Insurance

.418, Ins.-General Liability - Increase of \$8,506.00

*Figure provided by Self-Insurance; 2026 increase*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Unallocated Insurance

BUDGET ACCOUNT CODE: A.1910

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$246,535.49	\$265,271.00	\$233,474.78	\$273,777.00
<b>TOTALS</b>	<b>\$246,535.49</b>	<b>\$265,271.00</b>	<b>\$233,474.78</b>	<b>\$273,777.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

  
 DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/10/2025

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1910 - Unallocated Insurance					
	Contractual Expense					
418	Ins-General Liability	246,535.49	265,271.00	233,474.78	233,474.78	273,777.00
	<i>Contractual Expense Totals</i>	<u>\$246,535.49</u>	<u>\$265,271.00</u>	<u>\$233,474.78</u>	<u>\$233,474.78</u>	<u>\$273,777.00</u>
	Department 1910 - Unallocated Insurance Totals	<u>\$246,535.49</u>	<u>\$265,271.00</u>	<u>\$233,474.78</u>	<u>\$233,474.78</u>	<u>\$273,777.00</u>

Budget Breakdown Line of Coverage	2026 Estimates at 8/1/2025	apportionment means	BOS	Sheriff	HS
General Liability	\$ 150,000.00	% co budget	\$ 64,000.86	\$ 24,563.75	\$ 7,809.65
Healthcare ProfLiab.	\$ 53,273.04	% budget			\$ 42,372.83
Healthcare GL(incl w/ Prof)	\$ -	% budget			\$ -
Property	\$ 130,777.50	% prop sched		\$ 43,976.49	
Inland Marine	\$ 21,067.50	% equip sched	\$ 5,474.76	\$ 3,112.82	
Crime (3 year 2023-2025 installments)	\$ 7,211.40	all BOS	\$ 7,211.40		
LDC Crime	\$ 327.50	all BOS	\$ 327.50		
Auto Liability	\$ 158,980.00	per auto, flat		\$ 44,611.73	\$ 6,488.98
Auto PD	\$ 52,246.25	per auto, flat		\$ 17,179.28	\$ 1,948.17
Law Enforcement	\$ 114,726.25	all WCSD		\$ 114,726.25	
Boiler & Machinery	\$ 13,140.00	% B&M sched		\$ 4,418.58	
Umbrella	\$ 44,481.25	% co budget	\$ 18,728.09	\$ 7,187.90	\$ 2,285.28
Public Officials	\$ 100,083.75	all BOS	\$ 100,083.75		
OCP (NYS Dept State)	\$ 937.50	all BOS	\$ 937.50		
OCP (Highway work permit)	\$ 937.50	all DPW			
Pollution (3 yr 2025-2027 pay all in 2025)	\$ -	% poll sched		\$ -	
Airport Liability	\$ 23,762.20	all Airport			
Employers Liability	\$ -	all SIF			
Excess Work Comp	\$ 165,131.40	all SIF			
Difference in conditions	\$ -	% prop sched		\$ -	
NFIP	\$ -	all BOS	\$ -		
Privacy & Security (Cyber Liability)	\$ 43,013.05	all BOS	\$ 43,013.05		
Service Fee	\$ 34,000.00	all BOS	\$ 34,000.00		
<b>2026 Estimated Totals</b>	<b>\$ 1,114,096.09</b>		<b>\$ 273,776.92</b>	<b>\$ 259,776.80</b>	<b>\$ 60,904.90</b>

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.1920 - Municipal Assoc. Dues

.427, Memberships & Dues - Increase of \$370.00

*Figure provided by NYSAC; 2026 dues increase*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS


REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Municipal Assoc. Dues

BUDGET ACCOUNT CODE: A.1920

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$0.00	\$12,318.00	\$12,318.00	\$12,688.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$12,318.00</b>	<b>\$12,318.00</b>	<b>\$12,688.00</b>

SIGNED:



DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/6/2025

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1920 - Municipal Assoc. Dues					
	Contractual Expense					
427	Memberships & Dues	.00	12,318.00	12,318.00	12,318.00	12,688.00
	<i>Contractual Expense Totals</i>	<b>\$0.00</b>	<b>\$12,318.00</b>	<b>\$12,318.00</b>	<b>\$12,318.00</b>	<b>\$12,688.00</b>
	Department 1920 - Municipal Assoc. Dues Totals	<b>\$0.00</b>	<b>\$12,318.00</b>	<b>\$12,318.00</b>	<b>\$12,318.00</b>	<b>\$12,688.00</b>

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.5630 - CDTA

*This is a new budget code created in 2025 to cover the cost of the County's 2.21% local share costs related to NYSDOT Statewide Mass Transportation Operating Assistance (STOA) program funding provided to the CDTA*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: CDTA  
BUDGET ACCOUNT CODE: A.5630

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
400's CONTRACTUAL		\$0.00	\$45,000.00	\$45,000.00
<b>TOTALS</b>		<b>\$0.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>

SIGNED:

  
DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/20/25

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 5630 - CDTA					
	Contractual Expense					
470	Contract	.00	.00	45,000.00	.00	45,000.00
	<i>Contractual Expense Totals</i>	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
	Department 5630 - CDTA Totals	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
	EXPENSE TOTALS	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	Fund A - General Totals	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	EXPENSE TOTALS	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	Fund A - General Totals	(\$347,700.11)	(\$272,050.00)	(\$317,050.00)	(\$195,922.10)	(\$394,721.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$347,700.11	\$272,050.00	\$317,050.00	\$195,922.10	\$394,721.00
	Net Grand Totals	(\$347,700.11)	(\$272,050.00)	(\$317,050.00)	(\$195,922.10)	(\$394,721.00)

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.7410 - Southern Adirondack Library

NO CHANGE TO .400 LINE - *carried over adopted 2025 budget figures*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS


**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Southern Adir. Library  
BUDGET ACCOUNT CODE: A.7410

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
<b>TOTALS</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Clerk of the Board  
 DATE: 8/16/2025

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 7410 - Southern Adir. Library						
<i>Contractual Expense</i>						
469	Other Payments/Contributions	55,000.00	55,000.00	55,000.00	.00	55,000.00
	<i>Contractual Expense Totals</i>	<u>\$55,000.00</u>	<u>\$55,000.00</u>	<u>\$55,000.00</u>	<u>\$0.00</u>	<u>\$55,000.00</u>
	Department 7410 - Southern Adir. Library Totals	<u>\$55,000.00</u>	<u>\$55,000.00</u>	<u>\$55,000.00</u>	<u>\$0.00</u>	<u>\$55,000.00</u>

SUMMARY OF 2026 BUDGET INCREASES/DECREASES  
REQUESTED BY CLERK OF THE BOARD

A.8026 - A.P.A. Local Government Review Board

NO CHANGE TO .400 LINE - *carried over adopted 2025 budget figures*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

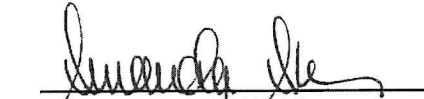
**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: A.P.A. Local Gov't Rev. Bd.

BUDGET ACCOUNT CODE: A.8026

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
<b>TOTALS</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>

SIGNED:   
 DEPARTMENT HEAD

TITLE: Clerk of the Board

DATE: 8/16/2025

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 8026 - A.P.A. Local Gov't Rev. Bd.					
	Contractual Expense					
470	Contract	7,500.00	7,500.00	7,500.00	.00	7,500.00
	<i>Contractual Expense Totals</i>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$0.00</u>	<u>\$7,500.00</u>
	Department 8026 - A.P.A. Local Gov't Rev. Bd. Totals	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$0.00</u>	<u>\$7,500.00</u>
	EXPENSE TOTALS	<u>\$2,195,334.13</u>	<u>\$2,289,651.00</u>	<u>\$2,261,841.01</u>	<u>\$1,322,751.70</u>	<u>\$2,323,652.00</u>
	Fund A - General Totals	<u>\$2,195,334.13</u>	<u>\$2,289,651.00</u>	<u>\$2,261,841.01</u>	<u>\$1,322,751.70</u>	<u>\$2,323,652.00</u>
	EXPENSE TOTALS	<u>\$2,195,334.13</u>	<u>\$2,289,651.00</u>	<u>\$2,261,841.01</u>	<u>\$1,322,751.70</u>	<u>\$2,323,652.00</u>
	Fund A - General Totals	<u>(\$2,195,334.13)</u>	<u>(\$2,289,651.00)</u>	<u>(\$2,261,841.01)</u>	<u>(\$1,322,751.70)</u>	<u>(\$2,323,652.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	<u>\$2,195,334.13</u>	<u>\$2,289,651.00</u>	<u>\$2,261,841.01</u>	<u>\$1,322,751.70</u>	<u>\$2,323,652.00</u>
	Net Grand Totals	<u>(\$2,195,334.13)</u>	<u>(\$2,289,651.00)</u>	<u>(\$2,261,841.01)</u>	<u>(\$1,322,751.70)</u>	<u>(\$2,323,652.00)</u>

**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: September 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:

<b>OES</b>	<b>A.3640 220.1</b>	<b>\$2,000</b>
<b>County Clerk</b>	<b>A.1410 220.1</b>	<b>\$1,200</b>

(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

Warren County, NY

**Budget Worksheet Report**

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	<b>REVENUE</b>					
	Department 1680 - Information Technology					
	<i>Intergovernmental Charges</i>					
2228	Information Tech. Fees	115,892.00	110,000.00	110,000.00	67,900.36	265,000.00
	<i>Intergovernmental Charges Totals</i>	\$115,892.00	\$110,000.00	\$110,000.00	\$67,900.36	\$265,000.00
	Department 1680 - Information Technology Totals	\$115,892.00	\$110,000.00	\$110,000.00	\$67,900.36	\$265,000.00

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
REVENUE						
	Department 1681 - Telecommunications					
	Intergovernmental Charges					
2227	Telecommunications	30,890.52	20,000.00	20,000.00	15,198.75	20,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$30,890.52</u>	<u>\$20,000.00</u>	<u>\$20,000.00</u>	<u>\$15,198.75</u>	<u>\$20,000.00</u>
	Department 1681 - Telecommunications Totals	<u>\$30,890.52</u>	<u>\$20,000.00</u>	<u>\$20,000.00</u>	<u>\$15,198.75</u>	<u>\$20,000.00</u>
	<b>REVENUE TOTALS</b>	<b>\$146,782.52</b>	<b>\$130,000.00</b>	<b>\$130,000.00</b>	<b>\$83,099.11</b>	<b>\$285,000.00</b>

Warren County, NY

## Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
Personal Services						
110	Salaries - Regular	722,802.31	746,047.00	746,047.00	440,549.61	740,484.00
120	Salaries - Overtime	4,172.79	4,000.00	4,000.00	2,605.71	4,000.00
<i>Personal Services Totals</i>		<u>\$726,975.10</u>	<u>\$750,047.00</u>	<u>\$750,047.00</u>	<u>\$443,155.32</u>	<u>\$744,484.00</u>
Equipment						
220	Office Equipment	3,335.55	.00	1,000.00	848.08	.00
220.1	Office Equipment - Reserve	39,441.14	.00	46,000.00	33,513.84	.00
<i>Equipment Totals</i>		<u>\$42,776.69</u>	<u>\$0.00</u>	<u>\$47,000.00</u>	<u>\$34,361.92</u>	<u>\$0.00</u>
Contractual Expense						
410	Supplies	2,988.95	2,500.00	2,500.00	2,184.55	2,500.00
422	Repair/Maint-Equipment	9,191.06	5,000.00	4,000.00	130.40	5,000.00
423	Telephone	1,223.90	1,500.00	1,500.00	657.72	1,500.00
424	Postage	11.29	30.00	30.00	2.09	30.00
426	Subscriptions	113,068.53	155,000.00	155,000.00	64,943.64	315,000.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	29,703.94	34,000.00	34,000.00	19,567.99	34,000.00
444	Travel/Education/Conference	100.00	500.00	500.00	100.00	500.00
470	Contract	6,900.00	12,900.00	12,900.00	9,862.50	12,000.00
<i>Contractual Expense Totals</i>		<u>\$163,237.67</u>	<u>\$211,480.00</u>	<u>\$210,480.00</u>	<u>\$97,498.89</u>	<u>\$370,580.00</u>

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
	Comments					
	Account	Level	Comment			
	426	Departmental Request	O365 \$150,000 Accessibe \$1,500 Alpha Anywhere \$12,000 Atera \$20,000 Barracuda SPAM Filter \$4,000 Cisco DUO \$10,000 IT Glue \$5,000 KnowBe4 \$19,000 MailArchiva \$1,700 Netwrix \$27,000 NO-IP \$60 PaloAlto \$12,000 Solarwinds FTP \$900 TrendMicro \$800 Veeam Backup \$6,600 Vinyl \$28,000 Vinyl AI \$10,000 Wasabi \$8,000			
<hr/>						
<i>Employee Benefits</i>						
810	Retirement	103,380.99	126,919.00	126,919.00	72,601.57	132,387.00
830	Social Security	41,845.48	46,502.00	46,502.00	25,730.38	46,157.00
831	Medicare Contribution	9,786.43	10,875.00	10,875.00	6,017.58	10,795.00
860	Hospitalization	127,270.81	137,298.00	137,298.00	76,539.43	133,088.00
865	Dental Insurance	2,055.60	2,088.00	2,088.00	1,015.84	1,632.00
	<i>Employee Benefits Totals</i>	<b>\$284,339.31</b>	<b>\$323,682.00</b>	<b>\$323,682.00</b>	<b>\$181,904.80</b>	<b>\$324,059.00</b>
<hr/>						
<i>Other Benefits</i>						
840	Workmen's Compensation	3,444.00	3,825.00	3,825.00	3,825.00	2,998.00
861	Retirees Hospitalization	2,716.26	3,897.00	3,897.00	1,121.61	2,116.00
862	Health Insurance Cost Reimbursement	862.01	1,500.00	1,500.00	750.00	1,500.00
	<i>Other Benefits Totals</i>	<b>\$7,022.27</b>	<b>\$9,222.00</b>	<b>\$9,222.00</b>	<b>\$5,696.61</b>	<b>\$6,614.00</b>
<hr/>						
Department 1680 - Information Technology Totals		<b>\$1,224,351.04</b>	<b>\$1,294,431.00</b>	<b>\$1,340,431.00</b>	<b>\$762,617.54</b>	<b>\$1,445,737.00</b>

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
Department 1681 - Telecommunications						
<i>Personal Services</i>						
110	Salaries - Regular	89,407.63	91,388.00	91,388.00	55,535.58	91,388.00
120	Salaries - Overtime	68.46	450.00	625.00	537.34	450.00
<i>Personal Services Totals</i>		<u>\$89,476.09</u>	<u>\$91,838.00</u>	<u>\$92,013.00</u>	<u>\$56,072.92</u>	<u>\$91,838.00</u>
<i>Equipment</i>						
220	Office Equipment	.00	.00	81.00	81.00	.00
220.1	Office Equipment - Reserve	131,006.14	.00	19,395.96	19,395.96	.00
<i>Equipment Totals</i>		<u>\$131,006.14</u>	<u>\$0.00</u>	<u>\$19,476.96</u>	<u>\$19,476.96</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	199.53	.00	25.00	20.44	200.00
423	Telephone	23,205.92	22,000.00	21,719.00	12,206.43	22,000.00
<i>Contractual Expense Totals</i>		<u>\$23,405.45</u>	<u>\$22,000.00</u>	<u>\$21,744.00</u>	<u>\$12,226.87</u>	<u>\$22,200.00</u>
<i>Employee Benefits</i>						
810	Retirement	14,284.14	17,357.00	17,357.00	10,475.53	18,705.00
830	Social Security	5,102.89	5,694.00	5,694.00	3,177.49	5,694.00
831	Medicare Contribution	1,193.41	1,332.00	1,332.00	743.13	1,332.00
860	Hospitalization	21,898.43	23,624.00	23,624.00	14,363.17	25,320.00
865	Dental Insurance	288.08	288.00	288.00	177.28	288.00
<i>Employee Benefits Totals</i>		<u>\$42,766.95</u>	<u>\$48,295.00</u>	<u>\$48,295.00</u>	<u>\$28,936.60</u>	<u>\$51,339.00</u>
Department 1681 - Telecommunications Totals		<u>\$286,654.63</u>	<u>\$162,133.00</u>	<u>\$181,528.96</u>	<u>\$116,713.35</u>	<u>\$165,377.00</u>
<b>EXPENSE TOTALS</b>		<u>\$1,511,005.67</u>	<u>\$1,456,564.00</u>	<u>\$1,521,959.96</u>	<u>\$879,330.89</u>	<u>\$1,611,114.00</u>
Fund A - General Totals						
<b>REVENUE TOTALS</b>		<u>\$146,782.52</u>	<u>\$130,000.00</u>	<u>\$130,000.00</u>	<u>\$83,099.11</u>	<u>\$285,000.00</u>
<b>EXPENSE TOTALS</b>		<u>\$1,511,005.67</u>	<u>\$1,456,564.00</u>	<u>\$1,521,959.96</u>	<u>\$879,330.89</u>	<u>\$1,611,114.00</u>
Fund A - General Totals		<u>(\$1,364,223.15)</u>	<u>(\$1,326,564.00)</u>	<u>(\$1,391,959.96)</u>	<u>(\$796,231.78)</u>	<u>(\$1,326,114.00)</u>
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		<u>\$146,782.52</u>	<u>\$130,000.00</u>	<u>\$130,000.00</u>	<u>\$83,099.11</u>	<u>\$285,000.00</u>
<b>EXPENSE GRAND TOTALS</b>		<u>\$1,511,005.67</u>	<u>\$1,456,564.00</u>	<u>\$1,521,959.96</u>	<u>\$879,330.89</u>	<u>\$1,611,114.00</u>
Net Grand Totals		<u>(\$1,364,223.15)</u>	<u>(\$1,326,564.00)</u>	<u>(\$1,391,959.96)</u>	<u>(\$796,231.78)</u>	<u>(\$1,326,114.00)</u>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Information Technology  
 BUDGET ACCOUNT CODE: A.1680

<b>OBJECT CODES</b>	<b>2024 EXPENDITURES</b>	<b>2025 ADOPTED</b>	<b>2025 AMENDED</b>	<b>2026 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$726,975.10	\$750,047.00	\$750,047.00	\$744,484.00
200's EQUIPMENT	\$42,776.69	\$0.00	\$47,000.00	\$0.00
400's CONTRACTUAL	\$163,237.67	\$211,480.00	\$210,480.00	\$370,580.00
800's EMPLOYEE BENEFITS	\$291,361.58	\$332,904.00	\$332,904.00	\$330,673.00
<b>TOTALS</b>	<b>\$1,224,351.04</b>	<b>\$1,294,431.00</b>	<b>\$1,340,431.00</b>	<b>\$1,445,737.00</b>

<b>2024 REVENUES</b>	<b>2025 ADOPTED REVENUES</b>	<b>2025 AMENDED REVENUES</b>	<b>2026 DEPARTMENT REQUESTS</b>
\$115,892.00	\$110,000.00	\$110,000.00	\$265,000.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

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

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Information Technology - American Rescue Plan Act (ARPA)  
 BUDGET ACCOUNT CODE: A.1680 4999

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT	\$0.00			\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS				\$0.00
<b>TOTALS</b>	<b>\$0.00</b>			<b>\$0.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

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

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Telecommunications  
 BUDGET ACCOUNT CODE: A.1681

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$89,476.09	\$91,838.00	\$92,013.00	\$91,838.00
200's EQUIPMENT	\$131,006.14	\$0.00	\$19,476.96	\$0.00
400's CONTRACTUAL	\$23,405.45	\$22,000.00	\$21,744.00	\$22,200.00
800's EMPLOYEE BENEFITS	\$42,766.95	\$48,295.00	\$48,295.00	\$51,339.00
<b>TOTALS</b>	<b>\$286,654.63</b>	<b>\$162,133.00</b>	<b>\$181,528.96</b>	<b>\$165,377.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$30,890.52	\$20,000.00	\$20,000.00	\$20,000.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

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

## 2026 Budget Recap – Significant Changes

### **O365 (Office 365, use of Word, Excel, Outlook)**

Microsoft licensing has changed from licensing a device once every few years to licensing per user annually. This new licensing model has been around for several years, and we have avoided it as long as possible. This is causing a significant increase of about \$145,000 this year and will continue every year. Although this is a pain point this year, it is important to note that our neighboring counties went to the new licensing model about 10 years ago. We have saved a significant amount of money over the last 10 years.

### **2026 Initiatives**

#### Cyber Security

We have focused the last few years on tightening our cyber security position and continue to do so. The constant increase in the number of different ways county departments use technology requires IT to evaluate how we do things on a regular basis and adapt to change as needed.

#### Infrastructure Maintenance

With changes in technology, IT has been adding physical infrastructure as needed to meet demand. These changes have negated the need for prior infrastructure. As such, aged infrastructure that is no longer used must be removed to keep a clean environment that is easier to maintain, troubleshoot and expand as needed. Specifically, with replacement of the phone system in 2025, there is significant infrastructure maintenance needed.

#### Staffing

IT needs are increasing every year so having proper staff can't be under-stated. When staffing, there are three types of individuals: Qualified, Experienced Qualified, and Experienced Qualified with Institutional Knowledge. The latter is the most important and hardest to get. A major goal for 2026 is to increase the Institutional Knowledge of our staff. We have been working on documentation, so institutional knowledge is available. The focus is now on getting less experienced staff in more direct roles to help embed that institutional knowledge.

## **RESOLUTION REQUEST FORM NO. 11**

### **Request to Create New Position**

**DEPARTMENT NAME:** Sheriff

**DATE:** September 23, 2025

(a) **Title of Requested Position:** Communication Officer #1-C (*Contingent Position*)

(b) **Annual Base Salary (and Grade of Applicable):** \$57,486

(c) **Effective Date for New Position:\***

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

November 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.3020 110 General Sheriff's 911 Center - 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:**

The salary for a 1<sup>st</sup> year Communication Officer is significantly less than that of a senior officer

(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 AF

(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:**

**COMMUNICATION OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for staffing the telecommunications console in the Sheriff's Office on an assigned shift in receiving and transmitting messages and requested information to road Patrol Officers, other law enforcement, emergency medical and fire fighting agencies and performing related communications activities involving operation of telephone, teletype and two-way radios. Incumbents learn accepted agency radio procedures and terminology on the job. Employees in this class must be able to function calmly in emergencies and take appropriate action in an efficient manner. An incumbent does related work as required.

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

Operates two-way radio equipment to direct road patrol cars, fire units and/or EMS units to the scene of crimes, citizen complaints, fire and EMS calls or other emergencies;  
Answers incoming telephone/911 calls and provides information or receives complaints from the public;  
Directs activities of Patrol Officers on road patrol by setting priorities of assignment based on information received at headquarters;  
Operates teletype system to obtain and relay information about motor vehicles, suspected law violators, missing persons, etc.;  
Monitors police, fire and EMS frequencies continuously to be aware of occurrences which may require involvement of police and emergency vehicles;  
May provide instructions for first aid to callers requesting emergency medical services.

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

Good knowledge of telephone, teletype and two-way radio equipment operating procedures and terminology;  
Good knowledge of the geography and municipalities of the county;  
Working knowledge of computers and familiarity with computer keyboards;  
Working knowledge of modern principles and practices of law enforcement;  
Ability to remain calm in emergency situations;  
Ability to understand and execute several complex oral and written directions simultaneously;  
Ability to maintain records and prepare reports;  
Ability to express oneself clearly by radio, on the telephone or in person;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency or comparable diploma.

**RESOLUTION REQUEST FORM NO. 14****Request to Reclassify Position**DEPARTMENT NAME: **Health Services**DATE: **September 23, 2025**

- (a) Title of Reclassified Position: **Senior Account Clerk #4**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. **\$55,675; Grade 7**)
- (c) Title and Employee Number of Position to be Deleted: **Principal Clerk; Employee # 11846**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. **\$55,675; Grade 7/ Employee Number #11846**)
- (e) Effective Date:\* **9/22/2025**  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.4054.110 / PH/Educ Physically Handicapped Children; \$55,675**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.  
**Yes**

## SENIOR ACCOUNT CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position independently performs moderately difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

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

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance; Tracks, audits and/or monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares complex financial and statistical summary reports;

Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;

Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;

Contacts clients, vendors and other agencies to obtain additional information;

Provides information orally or in writing in response to inquiries on status of accounts;

Conducts correspondence on matters where policies and procedures are well defined;

Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;

Performs complex payroll transactions or may prepare payroll and related reports;

May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;

May assist in preparation of figures and reports for use in budget preparation;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments; Performs related work as required.

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

Good knowledge of modern methods of keeping and reviewing financial accounts and records;

Good knowledge of modern office terminology, procedures and equipment;

Ability to make complex arithmetic computations accurately; Speed;

Ability to organize and maintain accurate records and files;

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

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively, both orally and in writing;

Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to analyze data and prepare and maintain detailed records and reports.

**MINIMUM QUALIFICATIONS:**

Graduation from high school diploma or possession of a high school equivalence diploma and:

- A) Associate's Degree or higher in accounting, business or closely related field; or
- B) Two (2) years of experience maintaining financial accounts and records.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

**PRINCIPAL CLERK**

**GENERAL STATEMENT OF DUTIES:** Plans, assigns and supervises the clerical work of a large or complex unit and/or independently performs the more difficult and responsible clerical functions; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly important clerical work involving responsibility for the frequent exercise of independent judgment in planning and managing complex clerical activities and independently performing the more responsible and complex functions. The work is performed in accordance with general instructions regarding objectives, policies and procedures. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment if recommendations are made. Supervision of subordinate employees is very often a function of employees in this class.

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

Plans, assigns and reviews clerical work and instructs employees in the details of specialized clerical work;  
 Revises and develops improved work procedures and methods and installs those approved by superiors;  
 Receives and reviews complaints and assigns necessary follow-up action;  
 Assists superiors in the preparation of budget information, collection of data, compiling of statistics and solution of personnel problems;  
 Maintains complex activity control records, schedules work loads and flow and coordinates the work with that of other units;  
 Maintains complex indexing, coding and filing systems;  
 Supervises and participates in the maintenance of routine financial and stock control records not requiring specialized account keeping training.

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

Thorough knowledge of office terminology, procedures and equipment;  
 Thorough knowledge of business arithmetic and English;  
 Thorough knowledge of the policies, laws and regulations relating to the program of the particular agency;  
 Working knowledge of modern office machines and ability to apply it to recurring work problems;  
 Ability to plan, assign and supervise the work of clerical assistants;  
 Ability to understand and carry out complex oral and written directions;  
 Ability to prepare correspondence and reports;  
 Ability to deal effectively with the public;  
 Good judgment in solving complex clerical problems;  
 Initiative and resourcefulness, tact and courtesy, integrity;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school and four (4) years of progressively responsible clerical experience. If required for the position, possession of a valid New York State driver's license at time of appointment

WC: Amended, 10.10.08

JC: Competitive

Format Update 2022

**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:** 10/2/25

(a) Purpose of Request: **Adopting the Warren County NYS DOT Title VI Plan**

(b) Details:

**The Risk & Safety Committee approved the proposed Policy for NYS DOT Title VI Plan after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws. The proposed policy will provide uniform and consistent standards for the Title VI Plan**

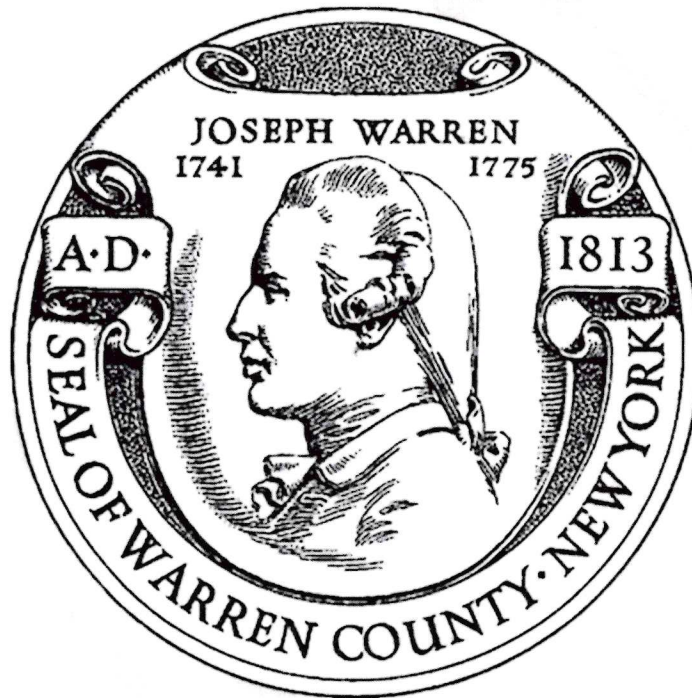
(c) Previous Resolution Number: N/A

(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

# WARREN COUNTY NYS DOT TITLE VI PLAN



Date Adopted: Month, Day, Year.

\_\_\_\_\_  
Kevin Geraghty, Chairman  
Warren County Board of Supervisors

Date \_\_\_\_\_

## INTRODUCTION

Warren County is a recipient of federal funds from the New York State Department of Transportation (NYSDOT) and is required to comply with the requirements of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities. This Plan describes how Warren County accomplishes nondiscrimination in the delivery of its federally assisted programs, services, and activities with regard to the Department of Transportation (DOT) funding it receives. The Plan includes the structure of Warren County's NYSDOT Title VI Program as well as the policies, procedures, and practices Warren County uses to comply with nondiscrimination requirements for NYSDOT projects. The Plan is intended to be a living document, regularly monitored, and updated by Warren County to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into Warren County's NYSDOT Title VI Program Implementation Plan is encouraged to contact Warren County's Title VI Coordinator, the Warren County Attorney, by calling (518) 761-6463, by emailing at [countyattorney@warrencountyny.gov](mailto:countyattorney@warrencountyny.gov), or by mail at the Warren County Attorney's Office, 1340 State Route 9, Lake George, New York 12845.

The foundation of Warren County's NYSDOT Title VI Program is the uncompromising belief that no person on the grounds of race, color, and national origin will be discriminated against under any program administered by Warren County. Title VI prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Programs that receive Federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality or timeliness of program services, aids or benefits that they provide or the manner in which they provide them. This prohibition applies to intentional discrimination as well as to procedures, criteria or methods of administration that appear neutral but have a discriminatory effect on individuals because of their race, color, or national origin. Policies and practices that have such an effect shall be eliminated unless a recipient can show that they were necessary to achieve a legitimate nondiscriminatory objective. Even if there is such a reason the practice cannot continue if there are alternatives that would achieve the same objectives but that would exclude fewer minorities. Persons with limited English proficiency shall be afforded a meaningful opportunity to participate in programs that receive Federal funds. Policies and practices may not deny or have the effect of denying persons with limited English proficiency equal access to Federally funded programs for which such persons qualify.

## AUTHORITIES

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. See, 23 CFR 200.9; 49 CFR 21.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "program or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contracts, whether or not such programs and activities are federally assisted. See, Public Law 100-259 [S.557] March 22, 1988.

Additional citations include Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3; EO 13166.

## TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is Warren County's policy to prevent and eliminate discrimination in all of its operations and services as well as all aspects of employment. All departments, divisions, and offices will plan, develop and implement their programs and activities so that no person is subjected to unlawful discrimination based on race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status.

This policy fully incorporates throughout all of Warren County's operations the requirements of applicable State and Federal laws and executive orders to prohibit any discriminatory practices, procedures and policies. All public officials, officers, department heads, administrators, managers, supervisors, and employees (hereafter, "Warren County Personnel") are directed to comply with these laws and orders. All Warren County Personnel shall assist in the prevention and elimination of any discriminatory practices and are encouraged to report allegations of discrimination.

Warren County will publish this policy and make available this policy to all organizations and entities doing business with Warren County. Any complaints involving allegations of discrimination should be sent to the Title VI Coordinator, the Warren County Attorney by calling (518) 761-6463, by emailing at [countyattorney@warrencountyny.gov](mailto:countyattorney@warrencountyny.gov), or by mail at the Warren County Attorney's Office, 1340 State Route 9, Lake George, New York 12845.

\_\_\_\_\_  
Kevin Geraghty, Chairman  
Board of Supervisors

\_\_\_\_\_  
Date

## **I. TITLE VI STANDARD DOT ASSURANCES**

Warren County is committed to comply with Title VI of the Civil Rights Act of 1964, as amended, and Warren County's policy to ensure equal opportunity and to prevent and eliminate discrimination. A copy of Warren County's Title VI Standard DOT Assurances Statement is attached as Attachment "1" as it pertains to this NYSDOT Title VI Plan.

## **II. LIMITED ENGLISH PROFICIENCY STRATEGIES**

Title VI and its implementing regulations require FTA DOT sub-recipients take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are Limited English Proficient (hereafter, "LEP") by developing a LEP plan.

LEP populations are people for whom English is not their primary language or who have a limited ability to speak, understand, read, or write English. LEP populations include both people who report to the U.S. Bureau of Census that they do not speak English well and people who report that they do not speak English at all. A copy of Warren County's NYSDOT Title VI LEP plan is attached as Attachment "2" as it pertains to this NYSDOT Title VI Plan.

## **III. PUBLIC PARTICIPATION PLAN**

All applicants for FTA financial assistance are required to ensure that their programs, policies, and activities comply with Title VI of the Civil Rights Act of 1964. In order to comply with Title VI, Warren County shall develop and submit a Public Participation Plan which includes information about outreach efforts to engage minority and LEP populations.

The goal of the Public Participant Plan is to offer early, often, and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. A copy of Warren County's Public Participation Plan is attached as Attachment "3" as it pertains to this NYSDOT Title VI Plan.

## **IV. ENVIRONMENTAL JUSTICE PLAN**

Environmental justice is the unfair treatment and meaningful involvement of all people, regardless of race, ethnicity, income, national origin, or educational level with respect to development, implementation and enforcement of environmental laws, regulations, and policies. A copy of Warren County's Environmental Justice Plan is attached as Attachment "4" as it pertains to this NYSDOT Title VI Plan.

## **V. TITLE VI NOTICE TO THE PUBLIC**

Warren County hereby gives public notice that it is Warren County's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Warren County receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discrimination practice under Title VI has a right to file a formal complaint with Warren County. Any such complaint must be in writing and filed

with the Warren County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from Warren County at no cost to the complainant on our website at <https://www.warrencountyny.gov/> or by calling (518) 761-6463. A complaint may also be filed directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Avenue, SE Washington, DC 20590.

## VI. ORGANIZATION AND STAFFING

It is the collective responsibility of the Warren County Board of Supervisors, elected officials, departments heads, staff, contractors, sub-recipients and public in general to create and foster an environment of equality. Discrimination is strictly prohibited by law.

- A. **Warren County Board of Supervisors**: Consistent with applicable laws, rules, regulations, Executive/Emergency Orders, the Warren County Board of Supervisors shall be responsible for the achievement of equal opportunity in Warren County operations.
- B. **Warren County Administrator**: The County Administrator is charged with oversight responsibility for ensuring non-elected department heads are in compliance with Title VI requirements; distribution of the Title VI plan to Warren County departments; and publication of the Title VI plan on the Warren County website and as otherwise required pursuant to 28 CFR 42.405.
- C. **Department Heads and Elected Officials**: All department heads and/or elected officials within Warren County are charged with the oversight responsibility for ensuring department and staff compliance with Title VI requirements, including but not limited to distribution of this NYSDOT Title VI Plan to employees.
- D. **Risk and Safety Committee**: The County Risk and Safety Committee shall be responsible for: assisting the County Attorney's Office in the investigation of complaints; annual review and updates to Warren County's NYSDOT Title VI Plan and policies; and planning, developing, monitoring, and enforcing standards for compliance in Warren County's programs, services and benefits.
- E. **Warren County Attorney**: The Warren County Attorney is designated as the Title VI Coordinator who is responsible for naming an investigator to investigate complaints submitted under this policy; providing leadership, direction and policy to ensure compliance with Title VI of the Civil Rights Act of 1964. The Title VI Coordinator has easy access to the Chairman of the Warren County Board of Supervisors. The contact information for the Title VI Coordinated is as follows:

Warren County Attorney  
Warren County Attorney's Office  
1340 State Route 9  
Lake George, New York 12845  
Telephone: (518) 761-6463  
Email: [countyattorney@warrencountyny.gov](mailto:countyattorney@warrencountyny.gov)

## VII. PROGRAM AREA REVIEWS

Each year Warren County shall outline specific NYSDOT Title VI aspects of program areas for conducting annual compliance reviews. These aspects shall include a) public outreach and participation, b) data collection d) Limited English Proficiency, and e) training. Program areas shall be required to document their compliance through a desk audit review that includes an evaluation of how they implement Federal Title VI requirements.

Warren County may also schedule teleconferences and webinars for educational and training purposes and perform site visits to ensure program areas are compliant with all Federal requirements. Annual compliance reviews shall examine, at a minimum, program areas that have direct engagement with the public as they pertain to this Warren County NYSDOT Title VI Plan.

### A. Procedures

Warren County has developed program specific questions to help Warren County better understand the respective efforts towards compliance for its NYSDOT Title VI Plan.

The program area review process shall require program areas to respond to survey questions pertaining to their program's activities. Steps in the review process shall include the following:

1. An instructional email with survey shall be sent to the program area's Department Head. The email shall include a time to submit the survey and who to contact for questions.
2. The Department Head shall be required to complete the survey for their program area and submit it to the County's Title VI Coordinator.
3. The Title VI Coordinator shall submit the completed surveys to the County's Risk and Safety Committee for review and remediation as needed.
4. The County's Risk and Safety Committee shall provide a report of annual NYSDOT Title VI recommendations and remediation to the County Title VI Coordinator for report to the County's BOS.
5. Reports may include findings, recommendations, and corrective action plans to address Title VI, and LEP deficiencies, thereby improving Title VI compliance.

If there is a finding or recommendation for a corrective action plan, the Risk and Safety Committee in coordination with the Title VI Coordinator shall monitor the implementation of corrective action plans.

### B. Data Collection and Analysis

Data collection and utilization practices shall be examined during program area reviews as needed on an ongoing basis, but not less than annually. Examining data collection and utilization practices shall allow the County to better understand the populations served, demographics, spoken languages, and how proposed changes to transportation will impact the minority and underserved communities for its NYSDOT Title VI Plan and its funding.

The County shall work with its NYSDOT Title VI Plan program areas to determine if its program areas are capturing the necessary information to fully support the requirements of its NYSDOT Title VI Plan program area decisions and to ensure that its plan functions are being performed in a fair and equitable manner.

### **VIII. TITLE VI TRAINING**

Warren County shall provide annual training on Warren County's NYSDOT Title VI Plan for employees that interact with members of the public as it pertains to this NYSDOT Title VI Plan. Title VI compliance information shall be disseminated to all new employees at the time of hire through the new hire orientation process as needed. This training Title VI Plan and its compliance programming shall be provided to all County employees responsible for transportation and public works projects funded by the NYSDOT. All contractors and subcontractors providing work for Warren County shall be required to follow the Title VI/LEP guidelines outlined within this NYSDOT Title VI Plan.

### **IX. TITLE VI COMPLAINT PROCEDURES**

These procedures shall work towards covering complaints filed in accordance with Title VI of the Civil Rights Act of 1964 as amended, section 504 of the Rehabilitation Act of 1973, and the Civil Restoration Act of 1987, relating to any transportation or Public Works program and their activity administered by Warren County, as well as to its sub-recipients, consultants, and contractors. These procedures shall apply to complaints filed against a program or activity funded by either the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA") or the Federal Aviation Administration ("FAA"). Intimidation or retaliation of any kind is prohibited per 49 CFR, Part 21.11(e). The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

These procedures are part of an administrative process, which does not provide for remedies that include punitive damages or compensatory renumeration for the complainant. The County shall make every effort to obtain an early resolution of complaints at the lowest managerial/administrative level possible. The option of information mediation meeting(s) between the affected parties and the investigator may be used for resolution of the complaint. Initial interviews with the complainant and the response will request information regarding specifically requested relief and settlement opportunities.

Any person who believes that they or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities prohibited under this NYSDOT Title VI Plan based upon race, color, sex, age, national origin or disability may file a written complaint with Warren County with the specifics previously stated.

#### **A. Time Limit for Filing:**

A formal written complaint must be filed within one hundred eighty (180) days after: (1) the date of the alleged act of discrimination; (2) the date when the person became aware of the alleged discrimination; or (3) there has been continuing instances of discriminatory conduct, the latest of which is within the last one hundred eighty (180) days as it pertains to this NYSDOT Title VI Plan.

#### **B. Form of Complaints:**

A formal complaint must meet the following requirements:

1. The complaint must be written and signed by the person or their representative and include the complainant's name, address, and telephone number.
2. The complaint must include a detailed description of the issues, detailed information about the alleged discrimination, date(s) and location(s) of all alleged discrimination, names and job titles of witnesses or those individuals perceived as parties in alleged incident(s) of discrimination as it pertains to this NYSDOT Title VI Plan.
3. If a complainant cannot submit a written complaint due to the nature of their disability, a complainant may be received by telephone, which will be written down by Warren County and provided back to the complainant for review before processing.
4. A Warren County NYSDOT Title VI Grievance Form is published to assist a complainant in satisfying the requirements of this policy as attached hereto as Attachment "5."
5. Questions as to form and submission can be made by contacting the Warren County Attorney at (518) 761-6463.

**C. Submission of a Complaint:**

All NYSDOT Title VI complaints outlined within this Plan must be submitted by mail, fax or email to:

The Warren County Attorney  
Warren County Attorney's Office  
1340 State Route 9  
Lake George, New York 12845  
Email: [countyattorney@warrencountyny.gov](mailto:countyattorney@warrencountyny.gov)  
Fax: (518) 761-6377

**D. Acceptance of a Complaint will be Determined by:**

1. Whether the complaint is timely filed;
2. Whether the allegations involve a covered basis such as race, color, national origin, gender, disability or retaliation as it relates to this NYSDOT Title VI Plan;
3. Whether the allegations involve a program or activity of a Federal-aid recipient as it relates to this NYSDOT Title VI Plan; and
4. The complainant(s) acceptance of reasonable resolution based on the Department's administrative authority as it relates to this NYSDOT Title VI Plan.

**E. Dismissal of a Complaint:**

1. The complainant requests the withdrawal of the complaint;
2. The complainant fails to respond to repeated requests for additional information needed to process the complaint; or
3. The complainant cannot be located after reasonable attempts.

**F. Procedure:**

1. Warren County has sole authority for accepting complaints as they may relate to this NYSDOT Title VI Plan for investigation. Once Warren County decides to proceed with an investigation, the complainant and the respondent shall be notified in writing of Warren County's determination to accept the complaint within ten (10) calendar days. The

- complaint as it relates to this NYSDOT Title VI Plan will receive a case number and be logged into Warren County's records identifying its basis, alleged harm, the race, color, national origin and gender of the complainants.
2. In cases where Warren County assumes investigation of the complaint, Warren County will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days from the date of Warren County's written notification of acceptance of the complaint to furnish their response to the allegations.
  3. Within forty (40) calendar days of Warren County's acceptance of the complaint, the County Attorney shall submit the complaint to the County Risk and Safety Committee who shall investigate and prepare an advisory investigative report for Warren County's Title VI Coordinator and the Chairman of the Warren County Board of Supervisors. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition. Both the Title VI Coordinator and Chairman of the Personnel, Administration and Higher Education Committee shall have ten (10) calendar days to review the report and provide comments.
  4. The County Attorney as the County's Title VI Coordinator shall have ten (10) calendar days to provide a final report to the Warren County Board of Supervisors to discuss the report and make any recommendations or modifications before the report's release to the corresponding USDOT modality (FHWA, FTA, FAA).
  5. Warren County's final investigative report and a copy of the complaint may be forwarded to either NYSDOT, FHWA, FTA, or FAA.
  6. Warren County will notify the parties of its preliminary findings which may be subject to the corresponding USDOT modality's concurrence.
  7. The corresponding USDOT modality may issue the final decision to Warren County based on the investigative report.

#### **X. AMERICANS WITH DISABILITIES ACT TRANSITION PLAN**

The Americans with Disabilities Act (also referred to as "ADA") Transition NYSDOT Title VI Plan reflects the County's long-term commitment to ADA compliance and details the stages of Warren County's NYSDOT Title VI Plan and timeline for: (1) evaluating accessibility by identifying any structural barriers associated with public facilities; (2) identifying accommodations and/or modifications that can be provided to make programs and services accessible; and (3) prioritizing the remediation of any deficiencies and formulating a budget and schedule for those improvements. A copy of Warren County's NYSDOT Title VI ADA Transition Plan is attached as Attachment "6."

**ATTACHMENT 1  
WARREN COUNTY TITLE VI/ NON-DISCRIMINATION ASSURANCES**

Warren County (also referred to as the "Recipient"), hereby agrees that, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (hereafter, "DOT"), through the New York State Department of Transportation (hereafter, "NYSDOT"), is subject to and will comply with the following:

**Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

**General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the County hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the County receives Federal financial assistance from DOT, including the Federal Highway Administration."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the County, so long as any portion of the program is Federally assisted.

### Specific Assurances

More specifically, and without limiting the above general Assurance, the County agrees with and gives the following Assurances with respect to its Federally assisted Transportation Program:

1. The County that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The County will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Transportation Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

***"The County of Warren in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."***

3. The County will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The County will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to the County.
5. That where the County receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the County receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the County will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the County with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the County for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the County, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the County retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other Departments, sub- Departments, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The County agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Warren County also agrees to comply (and require any sub-Departments, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Warren County access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the USDOT. You must keep records, reports, and submit the material for review upon request to the USDOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Warren County gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the Departments by the U.S. Department of Transportation under the NEW YORK State Department of Transportation. This ASSURANCE is binding on New York, other Departments, sub- Departments, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the Transportation Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the County.

Date: \_\_\_\_\_  
 Kevin Geraghty, Chairman  
 Board of Supervisors

By: \_\_\_\_\_

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter, "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor, including consultants, will comply with the Acts and the Regulations to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal Highway Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **New York State Department of Transportation** may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will act with respect to any subcontract or procurement as the Recipient or the **New York State Department of Transportation** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**APPENDIX B**  
**CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that Warren County will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code of Regulations, the Regulations for the Administration of the Federal-Aid Transportation Program, and the policies and procedures prescribed by the FTA or FHWA of the U.S. Department of Transportation in accordance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey Warren County all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

**(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto Warren County and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on Warren County, its successors and assigns.

Warren County, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed and \* (2) that Warren County will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the County will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction.

**APPENDIX C**  
**CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR**  
**IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Warren County pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the County of Warren will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the County of Warren will have the right to enter or re-enter the lands and facilities thereon, and the above-described lands and facilities will there upon revert to and vest in and become the absolute property of the County of Warren and its assigns.

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**APPENDIX D**  
**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY**  
**ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Warren County pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that ( 1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the County of Warren will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued. \*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the County of Warren will there upon revert to and vest in and become the absolute property of the County of Warren and its assigns. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E COUNTY CONTRACT ATTACHMENT TO ALL CONTRACTS

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 47123 ), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); and
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

## ATTACHMENT 2 LIMITED ENGLISH PROFICIENCY PLAN

### INTRODUCTION

This *Limited English Proficiency Plan* (also referred to as, the “Plan” or the “LEP Plan”) has been prepared to address Warren County’s responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency (also referred to as, “LEP”). The Plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which states that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, states that differing treatment based upon a person’s inability to speak, read, write or understands English is a type of national origin discrimination which is covered under Title VI. It directs each agency (e.g., FHWA) to publish guidance for its respective recipients (e.g., NYSDOT) clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds and extends to its sub-recipients.

### PLAN SUMMARY

Warren County has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with LEP who wish to access services provided. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and notification to LEP persons regarding the availability of assistance.

In order to prepare this plan, Warren County used the Federal Highway Administration (also referred to as “FHWA”) Four-Factors LEP analysis:

1. The number or proportion of LEP persons in the service area who may be served by Warren County;
  2. The frequency with which LEP persons come in contact with Warren County services;
  3. The nature and importance of services provided by Warren County to LEP populations;
  4. The interpretation services available to Warren County and overall cost to provide LEP assistance.
- A summary of the results of the four-factor analysis is found in the following section.

### MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons in the service area who may be served or are likely to require Warren County services:

Warren County has reviewed the American Community Survey 5-Year Estimates for New York State and determined that:

- a. 3,026 individuals over the age of 5 in Warren County’s service area comprising of 4.9% of the population speak a language other than English;
- b. Of those, 888 individuals have limited English proficiency; that is, they speak English less than “very well” or “not at all.” This is only 1.4% of the overall population in the service area;
2. The frequency with which LEP persons come in contact with Warren County services:
  - a. Warren County staff have very little contact with LEP persons.

3. The nature and importance of services provided by Warren County to the LEP population:
  - a. There is a very low concentration of LEP individuals in the geographic service area for Warren County. The overwhelming majority of the population, 95.1%, speaks only English. Accordingly, few social service or professional and leadership organizations exist within Warren County's geographic area because a sizeable LEP population does not exist. Warren County staff is most likely to encounter LEP individuals through office visits, phone conversations, notifications from Department staff regarding public issues and concerns and at public meetings.
4. The resources available to Warren County, and overall cost to provide LEP assistance:
  - a. Warren County reviewed its resource capability for LEP assistance and inventoried its documents to determine those suitable for translation; and
  - b. Warren County contacted local citizens and organizations willing to provide voluntary language translation and interpretation services if needed within a reasonable time period. Other language interpretation options include the use of bilingual or multilingual staff and fee-based professional interpretation and translation services.

## **LANGUAGE ASSISTANCE**

A person who does not speak English as her primary language and who has a limited ability to read, write, speak or understand English may be a LEP person and may be eligible for language assistance services from Warren County. Language assistance can include interpretation (oral or spoken transfer of a message from one language into another language) and translation (written transfer of a message or text from one language to another).

How Warren County staff can identify a LEP person in need of language assistance:

1. Post notices of the LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons can understand;
2. Provide Warren County staff with language identification cards to assist in identifying the language interpretation services needed if the occasion arises;
3. Periodically survey Warren County staff regarding their interaction with LEP persons during the previous period (e.g., quarterly, semi-annually, and annually); and
4. Greet participants at the Warren County sponsored informational meeting or event. Conversational interaction with participants can help determine LEP needs for current and future events.

## **LANGUAGE ASSISTANCE MEASURES**

Although there is a very low percentage of LEP individuals in Warren County 's service area, (i.e., persons who speak English less than "very well" or "not at all",) Warren County will take the following actions:

1. Warren County staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English; and
2. Warren County will provide the following resources to accommodate LEP persons:
  - a. Volunteer Spanish language interpreters will be provided within a reasonable period; and
  - b. Language interpretation services for all other languages will be accessed through a professional interpretation service.

## **STAFF TRAINING**

Warren County will provide staff with appropriate training that may include one or more of the following topics:

1. Title VI Policy and LEP responsibilities;
2. Description of language assistance services offered to the public;
3. How to correctly access service provider language interpretation services;
4. Documentation of language assistance requests; and
5. Handling of Title VI/LEP complaints.

All contractors or subcontractors performing work for Warren County are required to follow the Title VI/LEP guidelines.

## **TRANSLATION OF DOCUMENTS**

Warren County weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of document translations, the likelihood of frequent changes in documents and other relevant factors, Warren County has determined that it is an unreasonable burden to translate documents at this time. However, Warren County will pursue free or low-cost alternatives to address LEP needs.

Due to the very small LEP population, Warren County does not have a formal outreach procedure in place as of 2025. Translation resources have been identified and are limited in this region. However, if the need arises to conduct outreach to LEP individuals, Warren County will, in addition to the above, examine the following options:

1. When staff prepares documents or schedules public meetings whose audience is expected to include LEP individuals, Warren County will provide meeting notices, flyers, and agendas in the appropriate non-English language(s); and
2. Warren County will assess requests for the translation of documents based on the potential effect to the LEP population.

## **MONITORING**

Monitoring and Updating the LEP Plan – Warren County will update the LEP Plan as required. The Plan will be revised when recent data from the U.S. Census and the American Community Survey is available, or when it is clear that higher concentrations of LEP individuals are present in Warren County's service area. Updates to the LEP Plan will include the following:

1. The number of documented LEP contacts encountered annually;
2. How the needs of LEP persons have been addressed;
3. Determination of the current LEP population in the service area (census data, surveys, information from community-based organizations, and other sources);
4. Determination as to whether the need for translation/interpretation services has changed;
5. Determination of the effectiveness of language assistance efforts;
6. Determination of the adequacy of Warren County's financial resources to fund language assistance resources;
7. Determination of Warren County's compliance with the LEP Plan; and
8. Determination of Warren County's processing of LEP complaints.

**DISSEMINATION OF WARREN COUNTY'S LEP PLAN**

Warren County will disseminate the LEP plan as follows:

1. Post signs in Warren County's public areas informing LEP persons of the LEP Plan and how to access language services;
2. Notify LEP persons of the availability, upon request, of documents in other languages. Notifications should be placed on agendas and public notices and in the language that LEP persons can understand;
3. Post the LEP Plan and the procedures to access language services on Warren County's website;
4. Prepare and post press release in non-English languages as necessary; and
5. Distribute copies of press releases to advocacy groups and other organizations serving LEP populations.

## ATTACHMENT 3 WARREN COUNTY PUBLIC PARTICIPATION PLAN

### INTRODUCTION

The Public Participation Plan (hereafter, "PPP") is designed to provide an explanation of the steps that Warren County will take in outreach efforts to the general public prior to making decisions on significant issues affecting Warren County's public transportation system. The purpose of the PPP is to offer early, often, and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

Public participation shall take place prior to major public transportation decisions that generally consist of proposed actions that may have a profound impact on access to public transportation. Even when major public transportation decisions are not being considered, there will be an opportunity for the general public to contact Warren County officials to ask questions or express concerns or ideas for consideration. Warren County public participation goal is to encourage citizens to participate in the public process. Public participation provides a feeling of being valued and promotes transparency.

### PUBLIC PARTICIPATION PRACTICES AND TECHNIQUES

1. Accessibility to public meetings and hearings:
  - a. All Warren County meetings and hearings are held in locations accessible to persons with disabilities;
  - b. All Warren County meetings and hearings are broadcasted online for public viewing;
  - c. Warren County can provide accommodations upon request by notifying the Clerk of the Warren County Board of Supervisors at least 48 hours in advance of the meeting or hearing;
  - d. Scheduling of consistent meeting times and at least one evening time to expand public participation;
  - e. Welcoming public discussion and comment at public meetings and hearings.
2. Opportunity to provide written comments:
  - a. Comments can be provided to the Clerk of the Board of Supervisors and read on the record at a public meeting or hearing;
  - b. Written comments can be made directly on Warren County social media and online platforms.
3. Use of social media and online platforms:
  - a. Warren County maintains a website with updated content, interactive surveys and comment opportunity;
  - b. Warren County maintains social media platforms with updated content, interactive surveys and comment opportunity; and
  - c. Warren County utilizes tourism-related media to reach a larger audience.
4. Use of the local media:
  - a. New releases;
  - b. Local reporters and news briefings on site;
  - c. Engagement in opinion pieces and commentary;
  - d. Ability to purchase display ads; and
  - e. Public service announcements on radio and TV.
5. Use of community and minority media outlets to announce participation opportunities.
6. Translation capabilities to LEP populations upon request.

## **ATTACHMENT 4 WARREN COUNTY ENVIRONMENTAL JUSTICE PLAN**

Environmental justice is the unfair treatment and meaningful involvement of all people, regardless of race, ethnicity, income, national origin, or educational level with respect to development, implementation and enforcement of environmental laws, regulations, and policies. No population is forced to bear a disproportionate burden of the negative human health and environmental impacts, including social and economic effects, resulting from transportation decisions, programs and policies made, implemented and enforced at the Federal, State, local or tribal level.

### **GUIDING PRINCIPLES**

Warren County ensures the following three environmental justice principles will be considered in its planning activities:

1. Avoiding, minimizing, or mitigating disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income population;
2. Ensuring the full and fair participation by all potentially affected communities in the transportation decision-making process; and
3. Preventing the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

### **COMPLIANCE WITH GUIDING PRINCIPLES**

To ensure compliance with the guiding principles, Warren County will:

1. Continuously monitor all programs, policies, and activities to ensure that disproportionately high and adverse effects on minority populations and low-income populations are avoided, minimized, or mitigated;
2. Actively administer and monitor its operations and decision-making to assure that nondiscrimination and the prevention of disproportionately high and adverse effects are an integral part of its programs, policies, and activities;
3. Train staff to identify and report incidences of observed service denial or reduction of any capacity in the day to day activities of all Warren County departments;
4. Make efforts to ensure services are equally available to all populations regardless of race, age, socioeconomic status, ethnicity, national origin, or education level; and
5. Immediately investigate and rectify any complaints received from the public as they relate to the denial or reduction in services received.



## ATTACHMENT 6 WARREN COUNTY ADA TRANSITION PLAN

### I. INTRODUCTION

ADA regulations prohibit discrimination against individuals on the basis of disability and require state and local governments to make their programs and services accessible to persons with disabilities. These requirements focus on providing accessibility by addressing and eliminating structural barriers associated with public facilities.

As detailed below, Warren County has made a significant and long-term commitment to improving the accessibility of its public facilities. The purpose of this Plan is to ensure that Warren County identifies prohibited structural barriers to its public facilities, and, where structurally feasible, schedules and implements ADA-required improvements in order to remove those barriers.

### II. ADA TRANSITION PLAN

This ADA Transition Plan for Warren County reflects the Warren County Board of Supervisors' long-term commitment to ADA compliance and details the stages of County planning and the associated timeline for: (1) evaluating accessibility by identifying any structural barriers associated with public facilities; (2) identifying accommodations and/or modifications that can be provided to make programs and services accessible; and (3) prioritizing the remediation of any deficiencies and formulating a budget and schedule for those improvements.

The ADA Transition Plan for Warren County (hereafter, "the Plan") will be revised and updated as each of the steps for the Plan are completed. The Warren County Risk and Safety Committee is authorized to approve future revisions and updates to the Plan as deemed appropriate by a majority vote of the committee members.

### III. THREE STEPS FOR ADA TRANSITION PLAN

The ADA requires that a Transition Plan include each of the following components:

1. Identification of physical barriers in a public entity's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
2. Identification of the methods to be used to remove any barriers limiting accessibility; and
3. A schedule for completion of the necessary steps to achieve accessibility in public facilities.

#### STEP 1: IDENTIFICATION OF PHYSICAL BARRIERS IN COUNTY'S FACILITIES

The first phase of the ADA Transition Plan is to evaluate Warren County's public facilities for accessibility. The department head or their designee from the Department of Public Works, Planning Department, and the County Attorney's Office, as well as the co-chairs for the Warren County Risk and Safety Committee, will coordinate their experience and their resources to conduct accessibility evaluations of the following types of facilities:

- Sidewalks, crosswalks, and curb ramps;
- Publicly accessible buildings;
- Parking lots serving publicly accessible buildings.

For each facility evaluated, a Survey of Warren County Public Facilities (“the Survey”) will be completed. Any deficiencies, suggested improvements, and observations relating to structural feasibility of improvements will be noted and recorded on the Survey. An Inventory of Public Facilities (“the Inventory”) will also be created, and will serve as the central database for identified structural barriers, suggested improvements, and comments relating to structural feasibility of improvements.

### 1. Evaluation of Sidewalks, Crosswalks, and Curb Ramps

The Survey will contain the following ratings to assess the condition of each Warren County sidewalk, crosswalk, and curb ramp:

Rating 1 – Not Applicable: A facility not considered to require accessibility, for example, limited-access highways.

Rating 2 – Not Accessible: Significant discontinuity such as steps, no ramps, more than 100 feet of unpaved walkway, heaving, vertical displacement, other severe distress, flooding, etc.

Rating 3 – Partially Accessible: Not designed to current standards, problems with geometry of sidewalks, ramps and landings, no detectable warnings, handrails, etc.

Rating 4 – Accessible: May need additional improvements, for example circuitous routes, insufficient width, etc.

Rating 5 – Fully Accessible: Designed to current standards, but reasonable accommodations may still be required for individual cases.

### 2. Evaluation of Parking Lots and Publicly Accessible Buildings

For the evaluation of publicly accessible buildings and the parking lots serving those buildings, the Survey will incorporate relevant portions of the ADA Checklist for Existing Facilities (based on the 2010 ADA Standards for Accessible Design), produced by the Institute for Human Centered Design.

### 3. Schedule for Completion of Step 1

Warren County department head or their designee from the Department of Public Works, Planning Department and County Attorney’s Office, as well as the co-chairs for the Warren County Risk and Safety Committee shall coordinate over the next several months to evaluate public buildings, parking lots, sidewalks, crosswalks, and curb ramps. Numerous facilities will be subject to this evaluation, and consequently this will be a substantial undertaking for the reviewing officials. The evaluations will be scheduled so as to evaluate outdoor facilities prior to the winter months (to avoid snow cover that may impede a thorough review), with any remaining evaluations of outdoor facilities to be completed within a five (5) year compliance period. Evaluations of indoor facilities will continue during the winter months. Therefore, it is estimated that Step 1 shall be completed by December 30, 2025.

## STEP 2: IDENTIFICATION OF METHODS TO REMOVE BARRIERS

The second phase of the Plan is to develop a method to remove barriers. This includes identification of the nature of needed improvements and a determination regarding structural feasibility of improvements under the ADA standards, and prioritization of necessary improvements. Once the necessary improvements have been identified and prioritized, this information, along with a list of any improvements determined to be physically unfeasible, will be presented at a public meeting of the Warren County's Risk and Safety Committee for approval and public notice of the dates and agendas for any such meeting shall be posted on Warren

County's website. This will provide the general public with an opportunity to participate in the formulation of the Plan.

#### 1. Nature of Improvements and Structural Feasibility

The nature of necessary improvements will be determined during Step 1 – the accessibility evaluation of Warren County facilities – and will be incorporated into the Plan after completion of Step 1. Any improvements that Warren County officials determine are not structurally feasible, based on ADA regulations, will also be incorporated into the Plan.

#### 2. Priority of Improvements

##### A. Sidewalks; Crosswalks; Curb Ramps:

With respect to sidewalks, crosswalks and curb ramps, the primary focus of the Plan is to address all ADA noncompliant facilities, defined as those locations that have a rating of "2" and "3" on the scale discussed above. The priority of improvements to these facilities will be as follows: i. Those serving publicly accessible Warren County facilities; ii. Those serving commercial and employment centers; and iii. Those serving other areas.

##### B. Parking Lots and Publicly Accessible Buildings:

The priority of improvements to parking lots and publicly accessible spaces in Warren County buildings will be based on the severity of the accessibility barrier and the frequency of public presence at the facility. Notably, the general assessment of the Warren County Building and Code Enforcement Officer is that Warren County facilities where public meetings take place are in substantial compliance with the ADA. All new construction or renovations to existing facilities have complied with ADA standards. As such, the Warren County does not expect that its publicly accessible buildings and parking lots will require major structural improvements.

#### STEP 3: SCHEDULE FOR COMPLETION OF NECESSARY IMPROVEMENTS

Once the Inventory of Public Facilities has been completed and approved by the Risk and Safety Committee, and necessary improvements have been prioritized as provided above, Warren County will formulate an estimated budget for the improvements. The schedule for improvements will depend heavily upon the number and severity of the deficiencies identified during the accessibility evaluation and the costs associated with the improvements. Warren County however, reiterates its commitment to making its public facilities accessible to all persons, regardless of disability. The Plan will outline a specific schedule for improvements after Completion of Step 2, and this schedule will reflect Warren County's commitment to ADA compliance.

#### IV. ASSIGNMENT OF WARREN COUNTY ADA COORDINATOR

The Warren County ADA Coordinator shall be the Warren County Attorney:

Lawrence Elmen, Esq., ADA Coordinator  
 Warren County Attorney's Office  
 Warren County Municipal Center  
 1340 State Route 9, Lake George, NY 12845  
 Telephone Number: 518.761.6463  
 Email Address: elmenl@warrencountyny.gov

**RESOLUTION REQUEST FORM NO. 3****Request for New Contract****DEPARTMENT NAME: County Attorney****DATE: 10/2/25**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Law Library Research System**
- (c) Name of Contractor: **West Publishing Corporation, a Thomson Reuters Enterprise Centre, GmbH**
- (d) Address of Contractor: **610 Opperman Drive, Eagan, MN 55123**
- (e) Contractor's Contact Person and Telephone Number: **651-687-8000**
- (f) Has or will the Contract be provided, if so, please attach: **James Hanggi**
- (g) Commencement Date of Contract: **January 1, 2026**
- (h) Termination Date of Contract: **January 31, 2029, with the option for one (1) additional two (2) year term subject to future Board approval**
- (i) Payment Provisions: i) lump sum amount  
 ii) hourly rate amount  
 iii) total amount not to exceed  
**\$15.30 per user/per month (1/1/26 - 1/31/27)**  
**\$127.20 per user/per month (2/1/27 - 1/31/28)**  
**\$139.92 per user/per month (2/1/28 - 1/31/29)**  
**\$146.92 per user/per month (2/1/29 - 1/31/30)**  
**\$154.27 per user/per month (2/1/30 - 1/31/31)**  
 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: A.1420 426 County Attorney, Subscriptions**

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

\*as listed in budget and LOGOS

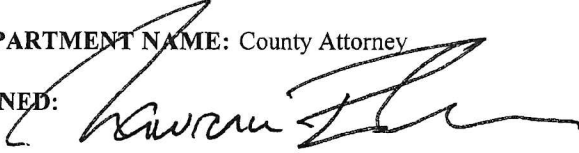
**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

DEPARTMENT NAME: County Attorney

SIGNED:



DATE: 10/2/25

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 110	Salaries-Regular	A.1420 130	Salaries - Part Time	\$ 14,500.00

**Please state reason for transfers requested:** To cover salary of Property & Casualty Risk Manager to the end of the year

**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.**

2025 Warren County Insurance Reserve Expenditures  
(as of August 31, 2025)

Claimant	Date of Incident	Location of Incident	Description of Incident	Responsible Dept	Amount of Damages	Insurance Reserve Withdrawal Request Date	County Check Number	County Account Number	Check Cut Date	Status	Sheriff Reserve Fund Balance	DPW Reserve Fund Balance
Waite, Ryan	2/28/2025	N/A	NYS Police Report NY2500169041: Park Avenue Extension, Hadley. DPW employee Ruland backed into parked vehicle owned by Waite	Public Works	\$1,109.10	25.04.04	305496	A1420-1265	25.04.16	Closed		\$23,890.90
Schuler, Donald	3/2/2025	14 Bayridge Drive, Queensbury	WCISO Incident Report 2025-03852: Front door damaged. Wrong response door for warrant.	Sheriff	\$1,500.00	25.04.08	305571	A1420-1265	25.04.21	Closed	\$23,500.00	
Frontier Communications	3/7/2025	57 Murray Road and Lanfear Road, Stony Creek	County DPW employees excavating at site caused damage to 25 PAIR Frontier Line at location. No calls to DIG SAFE before excavation.	Public Works	\$792.29	25.03.31	305332	A1420-1265	25.04.16	Closed		\$23,098.61
Project Resources Group d/b/a Charter Communications	5/5/2025	393 Old Stage Road, Lake Luzerne	County DPW employee excavating at site caused damage to Charter Communications underground conduit	Public Works	\$259.61	25.07.16	307406	A1420-1265	25.07.21	Closed		\$22,839.00
County DHS; Vaccine Loss	5/10/2025	Medication Room County Administration DHS Offices	DHS refridgerator failed. Emergency protocols followed for Vaccine Excursion, Storage and Handling, but vaccines and medications lost	Public Health	\$4,227.05	25.07.8	Transfer from Reserve to Public Health	A1420-1265	BOS Res No. 300 of 2025 (passed 8/15/2025)	Closed		
SLIC Fiber	6/6/2025	Garnet Lake Road	WCDPW employee cutting tree on Garnet Lake Road and tree fell onto power lines causing damage	Public Works	\$1,020.54	25.08.28	308587	A1420-1265		Open (as of 8/31/2025)		\$21,818.46
Tyrell, Michael	6/18/2025	Warrensburg Fish Hatchery	Employee alleges multiple workplace harassment issues of a sexual nature. Employee has significant ongoing attendance issues and FMLA cases. Referred to EAP by County HR. County Attorney has closed investigative file of a confidential nature.	Public Works	\$3,600.00	25.07.08	308097	A1420-1265	25.08.25	Closed		\$18,218.46

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Law (County Attorney)  
 BUDGET ACCOUNT CODE: A.1420

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$573,985.67	\$662,727.00	\$662,727.00	\$661,704.00
200's EQUIPMENT	\$917.66			\$0.00
400's CONTRACTUAL	\$114,740.03	\$107,185.00	\$159,930.97	\$193,160.00
800's EMPLOYEE BENEFITS	\$173,422.81	\$210,847.00	\$210,847.00	\$214,065.00
<b>TOTALS</b>	<b>\$863,066.17</b>	<b>\$980,759.00</b>	<b>\$1,033,504.97</b>	<b>\$1,068,929.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$66,492.67	\$91,298.00	\$101,543.12	\$100,000.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: County Attorney  
 DATE: August 14, 2025

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Law (County Attorney) - American Rescue Plan Act (ARPA)  
 BUDGET ACCOUNT CODE: A.1420 4999

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
200's EQUIPMENT	\$0.00			\$0.00
<b>TOTALS</b>	<b>\$0.00</b>			<b>\$0.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: County Attorney  
 DATE: August 14, 2025

Warren County, NY

## Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund <b>A - General</b>						
REVENUE						
Department <b>1420 - Law (County Attorney)</b>						
<i>Departmental Income</i>						
1265	Attorney Fees	66,492.67	.00	.00	.00	.00
1265.01	Attorney Fees - Foreclosure	.00	91,298.00	101,543.12	72,922.43	100,000.00
<i>Departmental Income Totals</i>		\$66,492.67	\$91,298.00	\$101,543.12	\$72,922.43	\$100,000.00
<i>State Aid</i>						
3319	Raise the Age	.00	.00	.00	.00	.00
<i>State Aid Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Federal Aid</i>						
4960	Emergency Disaster Assist	.00	.00	.00	.00	.00
<i>Federal Aid Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sale of Property And Compensation for Loss</i>						
2655	Minor Sales, Other	.00	.00	.00	.00	.00
2680	Insurance Recoveries	.00	.00	.00	.00	.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Department <b>4999 - American Rescue Plan Act (ARPA)</b>						
<i>Federal Aid</i>						
4090	Coronavirus Local Fiscal Recovery Fund (CLFRF)	.00	.00	.00	.00	.00
<i>Federal Aid Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Department <b>4999 - American Rescue Plan Act (ARPA) Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department <b>1420 - Law (County Attorney) Totals</b>		\$66,492.67	\$91,298.00	\$101,543.12	\$72,922.43	\$100,000.00
REVENUE TOTALS		\$66,492.67	\$91,298.00	\$101,543.12	\$72,922.43	\$100,000.00
EXPENSE						
Department <b>1420 - Law (County Attorney)</b>						
<i>Personal Services</i>						
110	Salaries - Regular	559,206.60	626,990.00	626,990.00	303,686.33	625,967.00
120	Salaries - Overtime	.00	.00	.00	.00	.00
130	Salaries - Part Time	14,779.07	35,737.00	35,737.00	24,694.94	35,737.00
140	Salaries - Sick Leave Incentive	.00	.00	.00	.00	.00
<i>Personal Services Totals</i>		\$573,985.67	\$662,727.00	\$662,727.00	\$328,381.27	\$661,704.00
<i>Equipment</i>						
210	Furniture/Furnishings	902.88	.00	.00	.00	.00

Warren County, NY

**Budget Worksheet Report**

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1420 - Law (County Attorney)						
<i>Equipment</i>						
220	Office Equipment	14.78	.00	.00	.00	.00
220.1	Office Equipment - Reserve	.00	.00	.00	.00	.00
260	Other Equipment	.00	.00	.00	.00	.00
<i>Equipment Totals</i>		<b>\$917.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	4,116.78	5,000.00	5,000.00	1,452.77	4,000.00
419	Settlements	.00	.00	.00	.00	.00
421	Equipment Rental	.00	.00	.00	.00	.00
422	Repair/Maint-Equipment	.00	.00	.00	.00	.00
423	Telephone	1,287.63	360.00	360.00	141.57	360.00
424	Postage	7,812.89	2,000.00	2,000.00	249.35	1,000.00
425	Reproduction Expenses	.00	.00	.00	.00	.00
426	Subscriptions	11,451.45	15,000.00	15,000.00	10,825.88	20,000.00
427	Memberships & Dues	679.00	700.00	700.00	568.00	1,000.00
428	Data Processing & Internet Fees	492.00	525.00	525.00	450.00	500.00
436	Advertising Fees	2,956.78	3,200.00	4,600.00	4,547.03	5,000.00
437	Consulting Fees	.00	.00	.00	.00	.00
439	Misc Fees & Expenses	9.42	100.00	100.00	.00	100.00
440	Legal/Transcript Fees	75,863.75	55,000.00	94,611.50	46,993.79	121,600.00
440.1	Service of Process	460.80	1,000.00	1,000.00	470.00	1,000.00
440.2	Transcription Fees	5,582.95	6,000.00	6,000.00	3,090.00	6,000.00
444	Travel/Education/Conference	4,026.58	5,000.00	5,000.00	2,611.17	4,250.00
470	Contract	.00	13,300.00	25,034.47	25,034.47	28,350.00
<i>Contractual Expense Totals</i>		<b>\$114,740.03</b>	<b>\$107,185.00</b>	<b>\$159,930.97</b>	<b>\$96,434.03</b>	<b>\$193,160.00</b>

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>1420 - Law (County Attorney)</b>						
Comments						
	<i>Account</i>		<i>Level</i>	<i>Comment</i>		
	426		Departmental Request	LexisNexis Adobe Zoom Clio Pacer Law Books Microsoft 365		
	440		Departmental Request	Bartlett Pontiff - \$51,600 for labor counsel Legal Fees - \$50,000 (contingency expense) Labor - \$20,000 (contingency expense)		
	440.2		Departmental Request	Up to two Section 75 hearing transcripts (contingency expense)		
	470		Departmental Request	NYSID for tax foreclosure services (Term 1/1/26 - 12/31/26)		
<i>Employee Benefits</i>						
810	Retirement	62,089.32	84,844.00	84,844.00	37,301.93	85,759.00
830	Social Security	34,116.32	40,841.00	40,841.00	19,498.40	41,026.00
831	Medicare Contribution	7,978.83	9,609.00	9,609.00	4,560.09	9,594.00
860	Hospitalization	61,725.23	67,260.00	66,260.00	32,045.01	68,169.00
865	Dental Insurance	936.52	936.00	936.00	484.86	936.00
<i>Employee Benefits Totals</i>		\$166,846.22	\$203,490.00	\$202,490.00	\$93,890.29	\$205,484.00
<i>Other Benefits</i>						
840	Workmen's Compensation	2,573.00	2,710.00	2,710.00	2,710.00	2,100.00
850	Unemployment Insurance	.00	.00	.00	.00	.00
855	Disability	.00	.00	.00	.00	.00
861	Retirees Hospitalization	2,949.08	3,897.00	3,897.00	2,243.22	4,231.00
862	Health Insurance Cost Reimbursement	1,054.51	750.00	1,750.00	1,503.92	2,250.00
<i>Other Benefits Totals</i>		\$6,576.59	\$7,357.00	\$8,357.00	\$6,457.14	\$8,581.00
Sub Department <b>4999 - American Rescue Plan Act (ARPA)</b>						
<i>Equipment</i>						
220	Office Equipment	.00	.00	.00	.00	.00
<i>Equipment Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Warren County, NY

# Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department 1420 - Law (County Attorney)						
Sub Department 4999 - American Rescue Plan Act (ARPA)						
Sub Department	4999 - American Rescue Plan Act (ARPA) Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department	1420 - Law (County Attorney) Totals	\$863,066.17	\$980,759.00	\$1,033,504.97	\$525,162.73	\$1,068,929.00
	EXPENSE TOTALS	\$863,066.17	\$980,759.00	\$1,033,504.97	\$525,162.73	\$1,068,929.00
Fund A - General Totals						
	REVENUE TOTALS	\$66,492.67	\$91,298.00	\$101,543.12	\$72,922.43	\$100,000.00
	EXPENSE TOTALS	\$863,066.17	\$980,759.00	\$1,033,504.97	\$525,162.73	\$1,068,929.00
Fund A - General Totals		(\$796,573.50)	(\$889,461.00)	(\$931,961.85)	(\$452,240.30)	(\$968,929.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$66,492.67	\$91,298.00	\$101,543.12	\$72,922.43	\$100,000.00
	EXPENSE GRAND TOTALS	\$863,066.17	\$980,759.00	\$1,033,504.97	\$525,162.73	\$1,068,929.00
Net Grand Totals		(\$796,573.50)	(\$889,461.00)	(\$931,961.85)	(\$452,240.30)	(\$968,929.00)

2026 Salary Schedule (Position Budgeting)  
County Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13705	Briggs, Christopher	3rd Assistant County Attorney	\$91,998.00	Full Time	Appointed F/T	9/12/2022
	N/A / \$50.55	N/A / \$50.55				
13251	Dickey, Ryan	1st Assistant County Attorney	\$116,000.00	Full Time	Appointed F/T	8/13/2018
	N/A / \$63.74	N/A / \$63.74				
13609	Elmen, Lawrence	County Attorney	\$172,612.00	Full Time	Appointed F/T	11/8/2021
	N/A / \$94.84	N/A / \$94.84				
13976	Rivers, Marilyn	Property & Casualty Risk Manager	\$35,737.00	Part Time	Out of UnitPT	7/24/2024
	N/A / \$34.36	N/A / \$34.36				
13614	Slemmer, Mary	Secretary to the County Attorney	\$61,881.00	Full Time	Out of UnitFT	11/15/2021
	N/A / \$29.75	N/A / \$29.75				
13263	Turcotte, Amy	Legal Office Coordinator	\$71,602.00	Full Time	Out of UnitFT	9/10/2018
	N/A / \$34.42	N/A / \$34.42				
		2nd Assistant County Attorney	\$111,874.00			
	N/A / \$61.47	N/A / \$61.47				
		Legal Assistant #2	\$0.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>8</b>	<b>\$661,704.00</b>			

# 2026 Budget Committee Presentation:

## County Attorney's Office [A.1420]

### 2025 Goals

- ▶ Risk Management:
  - ▶ County Policy Review (21 completed or in process)
  - ▶ Implemented Risk & Safety Committee to create protocols and promote policy review
- ▶ Gallagher/Travelers: 15% Premium Increase Projected (2025)
  - ▶ **RESULT: 3.8% Actual 2025 Premium Increase**
    - ▶ savings applied to insurance reserve (**\$52,786.00**)
- ▶ Claims: Efficiently Process and Mitigate Losses
  - ▶ **RESULT: Reserve Funded & Used to close smaller claims**
- ▶ Contracts: Standardize Documents and Workflow
  - ▶ **RESULT: Contract Template and Contract Request Portal Created and Beta-Tested**
- ▶ Practice Management Systems
  - ▶ County Attorney's Office - CLIO
  - ▶ FOIL – NextRequest

### 2026 Goals

- ▶ Risk Management:
  - ▶ Complete Policy Review
  - ▶ Create County Risk Management Manual
  - ▶ Promote Risk Management to Municipalities in County
- ▶ Gallagher/Travelers:
  - ▶ Negotiate new 2026 contract without \$34,000 broker fee
  - ▶ Obtain 2026 renewal rate at less than 18% increase
  - ▶ Leverage free training modules for County training
- ▶ Claims: Increase Insurance Reserve Funding
  - ▶ Create Additional Department Insurance Reserves
  - ▶ Close legacy claims (pre-1/1/2022 claims)
  - ▶ Budget contingency claim expenses
- ▶ Contracts:
  - ▶ Implement Contract Request Portal for all Departments
  - ▶ Begin legal review of DSS contracts