

FINANCE & BUDGET COMMITTEE

AGENDA

APRIL 2, 2026

Committee Members: *Etu, Crocitto, Conover, Maday, Bruno, Strough and Runyon*
Chair of the Board shall serve an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

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

- IV. Action Agenda
 - 1) **Request for transfer of funds as attached for Committee approval.**

 - 2) Journal Report of transfers approved by County Administrator for February of 2026 - provided for informational purposes.

 - 3) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Maday):**
Sheriff (James LaFarr, Sheriff) -
Request to amend the 2026 Warren County Budget in the amount of \$10,000 to reflect the appropriate revenue and expense codes for the Queensbury Union Free School District School Resource Officer account.

 - 4) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**
Planning & Community Development -
 - A) Request to authorize the Chair of the Board to execute an agreement with New York State Department of State to accept grant funding in an amount not to exceed \$535,401 under the NYS Department of State Inland Flooding and Local Waterfront Revitalization Program Implementation Projects Program for the Schroon River Access Site Resiliency Improvements over a term of October 9, 2025 and terminating October 31, 2030, as well as to determine a source of funding for the local share match in the amount of \$59,489. *(Previous Resolution No. 187 of 2025).*
 - B) Request to authorize the Chair of the Board to execute a grant agreement with NYS Office of Parks Recreation and Historic Preservation to accept grant funding in an amount not to exceed \$299,780 for Warren County Bikeway Improvements, as well as to determine a source of funding for the local share match in the amount of \$74,945. *(Previous Resolution No. 244 of 2025).*

 - 5) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Crocitto):**
Request to appropriate \$200,000 from Budget Code A.881.00, *Occupancy Tax Reserve*, to Budget Code A.6417.0002.480.08, *Tourism-Civic Center Capital Costs*, to assist with funding the design phase to replace the Ice Pro Chiller Plant and Machine Room of the Harding Mazzotti Arena.

 - 6) **Referral from the Park Operations & Management Committee (Chaired by Supervisor Crocitto):**
Request to appropriate \$6,353.30 from Budget Code A.691.07, *Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Charles R. Wood Park, Repair and Maint-Bldg/Property*, and to authorize reimbursement in the same amount to the Village of Lake George for replacement of a slide that was damaged.

 - 7) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Parks, Recreation & Railroad (Jeff Inglee, Director) -
 - A) Request to amend the 2026 Warren County Budget in the amount of \$500 to reflect receipt of funds donated from the Town Highway Superintendents Association of Warren County.
Department of Public Works (Kevin Hajos, Superintendent) -
 - B) Request to increase Capital Project No. H448, *Dix Avenue (CR 42) Reconstruction*, in the Town of Queensbury, in the amount of \$1,236,900.
 - C) Request to increase Capital Project No. H428, *Bay Road (CR 7) over Unnamed Watercourse Culvert Replacement*, in the Town of Queensbury, in the amount of \$239,415.
 - D) Request to increase Capital Project No. H376, *Hudson Street over Mill Creek Bridge Replacement*, in the Town of Johnsbury, in the amount of \$22,360.

CONTINUED

8) Referrals from the Support Services Committee (Chaired by Supervisor Gilligan):

County Clerk/DMV (Carrie Black, County Clerk) -

A) Request for a transfer of funds in the amount of \$15,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1410 110, *Salaries-Regular*, to provide funding for the Principle Legal Recording Clerk position.

County Attorney (Larry Elmen, County Attorney) -

B) Request to re-appropriate excess general liability insurance funding totaling \$80,653.71 from various departmental budget codes to Budget Code A.863.00, *Reserve, Insurance*.

County Administrator (John Taflan, County Administrator) -

C) Request for a transfer funds in the amount of \$6,500 from Budget Code A.1420 110, *Law (County Attorney Salaries-Regular)*, to Budget Code A.1420 130, *Law (County Attorney) Salaries-Part-Time*, to cover the cost of the salary increase for the Property & Casualty Risk Manager position.

D) Request to amend the 2026 Warren County Budget in the amount of \$7,057 to reflect receipt of an insurance recovery payment for a totaled Department of Social Services vehicle.

9) Request/Item not Referred by Alternate Standing Committee:

Request for a transfer of funds in the amount of \$2,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1435 470, *Human Resources, Contracts*, to cover the cost of historical data exports from NovaTime.

10) Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel Committee - 2 and 3A-B.

PERSONNEL AGENDA ITEM 2, 3A-B:

Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):

Planning & Community Development -

Request to amend the Table of Organization and Salary Schedule to create the position of Senior Planner, *Grade 18, Base Annual Salary \$62,900*, and delete the position of Principal Planner #2, *Annual Salary \$84,093*, effective April 20, 2026.

PERSONNEL AGENDA ITEMS 3A-B:

Referrals from the Support Services Committee (Chaired by Supervisor Gilligan):

County Clerk/DMV (Carrie Black, County Clerk) -

A) Request to amend the Table of Organization and Salary Schedule to fund the Principal Legal Recording Clerk position, *Base Annual Salary \$69,769*, and unfund but retain the Legal Recording Clerk position effective April 20, 2026.

County Administrator (John Taflan, County Administrator) -

B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Property & Casualty Risk Manager position from \$77,840 (*pro-rated to 30 hours/week - \$58,381 annually*) to \$89,077 (*pro-rated to 30 hours/week - \$66,808 annually*).

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Public Works - Parks, Recreation and Railroad

Name of Department

SIGNED: _____ DATE 3/ /2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>Amount</u>
A.7110 110	General, Parks & Recreation, Salaries - Regular	A.7110 120	General, Parks & Recreation, Salaries - Overtime	\$2,500.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>
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A.1990 439 Contingent Fund

Please state reason for transfer request:

To cover unanticipated overtime costs

WARREN COUNTY
Journal Report

G/L Date	G/L Account Number	Account Description	Description	Source	Increase Amount	Decrease Amount
Dist. Attorney_Crime Vict Asst - District Attorney, Crime Victims Assistance Unit						
2/13/2026	A.1168 220	Office Equipment	transfer outside of object code to A 1168 220 from A 1168 444		\$ 250.00	
2/13/2026	A.1168 444	Travel/Education/Conference	transfer outside of object code from A 1168 444 to A1168 220			\$ 250.00
2/3/2026	A.1165 220	Office Equipment	Budget transfer outside of budget code from A.1165 410 Supplies		\$ 21.99	
2/3/2026	A.1165 410	Supplies	Budget transfer outside of budget code to A.1165 220 Office Equi			\$ 21.99
DPW_DPW Admin - DPW,DPW Administration						
2/3/2026	A.1620 413	Repair & Maint.-Bldg/Property	Transfer In Code from A.1620 470		\$ 5,562.60	
2/3/2026	A.1620 470	Contract	Transfer In Code to A.1620 413			\$ 5,562.50
2/5/2026	D.5110 260	Other Equipment	Transfer In Code from D.5110 410		\$ 407.96	
2/5/2026	D.5110 410	Supplies	Transfer In Code to D.5110 260			\$ 407.96
2/12/2026	D.5020 831	Medicare Contribution	Transfer In Code to D.5020 840			\$ 0.46
2/12/2026	D.5020 840	Workmen's Compensation	Transfer In Code from D.5020 831		\$ 0.46	
2/17/2026	A.7110 210	Furniture/Furnishings	Transfer Out of Code from A.7110 410		\$ 110.00	
2/17/2026	A.7110 410	Supplies	Transfer Out of Code to A.7110 210			\$ 110.00
2/17/2026	A.7111 260	Other Equipment	Transfer Out of Code from A.7111 410		\$ 109.75	
2/17/2026	A.7111 410	Supplies	Transfer Out of Code to A.7111 260			\$ 109.75
Mental Health - Mental Health						
2/11/2026	A.4310 210	Furniture/Furnishings	transfer funds from A.4310 220 to A.4310 210		\$ 700.00	
2/11/2026	A.4310 220	Office Equipment	transfer funds from A.4310 220 to A.4310 210			\$ 700.00
Office of EMS - Office of Emergency Services						
2/27/2026	A.3645.4129 427	Memberships & Dues	Budget transfer within object code from A.3645.4129 470		\$ 2,850.00	
2/27/2026	A.3645.4129 470	Contract	Budget transfer within object code to A.3645.4129 427			\$ 2,850.00
Probation_Probation - Probation, Probation						
2/10/2026	A.3140 410	Supplies	Budget transfer within object code to A.3140 445			\$ 500.00
2/10/2026	A.3140 445	Foods	Budget transfer within object code from A.3140 410		\$ 500.00	
Public Health_Health Services - Public Health, Health Services						
2/9/2026	A.4018 418	Ins-General Liability	Budget transfer to A4018.439 from 418 background ck			\$ 276.00
2/9/2026	A.4018 439	Misc Fees & Expenses	Budget transfer to A4018.439 from 418 background ck		\$ 276.00	
2/24/2026	A.4018.0020 220	Office Equipment	Budget tran to A.4018.0020.220 from A.4018.0020.410		\$ 800.00	
2/24/2026	A.4018.0020 410	Supplies	Budget tran to A.4018.0020.220 from A.4018.0020.410			\$ 800.00
2/25/2026	A.4054.0060 220	Office Equipment	Budget Trans EI to A.4054.0060.220 from .444 laptop		\$ 500.00	
2/25/2026	A.4054.0060 444	Travel/Education/Conference	Budget Trans EI to A.4054.0060.220 from .444 laptop			\$ 500.00
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement						
2/5/2026	A.3150 210	Furniture/Furnishings	budget transfer out of object code from A.3150 445		\$ 1,513.00	
2/5/2026	A.3150 445	Foods	budget transfer out of object code A.3150 210			\$ 1,513.00
2/19/2026	A.3110 230	Automotive Equipment	budget transfer out of object code FROM a.3150 445		\$ 19,011.00	
2/19/2026	A.3150 445	Foods	budget transfer out of object code TO a.3110 230			\$ 19,011.00
Weights & Meas - Weights & Measures						
2/6/2026	A.6610 260	Other Equipment	BUDGET TRANSFER OUT OF OBJECT CODE from A.6610 410		\$ 87.00	
2/6/2026	A.6610 410	Supplies	BUDGET TRANSFER OUT OF OBJECT CODE to A.6610 260			\$ 87.00

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

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

DEPARTMENT NAME: Sheriff

DATE: March 23, 2026

(a) **Purpose of Amendment:** Amend County Budget to reflect appropriate revenue and expense codes for the Queensbury Union Free School District School Resource Officer account.

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

A.3120.1002 120 Sheriff's SRO's - Salaries Overtime	\$7,655
A.3120.1002 810 Sheriff's SRO's - Retirement	\$1,760
A.3120.1002 830 Sheriff's SRO's - Social Security	\$474
A.3120.1002 831 Sheriff's SRO's - Medicare Contribution	\$111

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

A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury)	\$10,000
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RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 3/12/2026

- (a) Purpose of Grant:
Planning submitted funding request to NYSDOS via CFA application #149550 for Schroon River Access Site Resiliency Improvements as per R187 of 2025. Awards is \$535,401, required local match is \$59,489.00.
- (b) Name of Grantor:
NYS Department of State
- (c) Address of Contractor: **One Commerce Placa
99 Washington Ave
Albany NY 12231-0001**
- (d) Grantor's Contact Person and Telephone Number:
Haley Gallo haley.gallo@dos.ny.gov (518)474-8289
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No**
- (f) Effective Date of Grant: **10/9/2025**
- (g) Termination Date of Grant: **Anticipated 10/31/2030**
- (h) Total Dollar Amount Involved (not to exceed): **\$594,890**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
TBD based on yet to be drafted state contract
- (j) Is a Budget amendment required? **n** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **n** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **yes** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

To be determined by committee 10% local share is \$59,489.00

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. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 3/12/2026

- (a) Purpose of Grant:
Planning submitted funding request to NYSOPRHP via CFA application # 149805 for Warren County Bikeway Improvements as per R244 of 2025. Awards is \$299,780, required local match is \$74,945.
- (b) Name of Grantor:
NYSOPRHP
- (c) Address of Contractor: **NYS OPRHP**
625 Broadway
Albany NY 12207
- (d) Grantor's Contact Person and Telephone Number:
Dana McClure dana.mcclure@parks.ny.gov (518)485-8470
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No**
- (f) Effective Date of Grant: **Anticipated summer 2026**
- (g) Termination Date of Grant: **Anticipated summer of 2028**
- (h) Total Dollar Amount Involved (not to exceed): **\$374,725 (total project)**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
TBD based on yet to be drafted state contract
- (j) Is a Budget amendment required? **n** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **TBD** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **Yes** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

20% local share of \$74,945.00 TBD

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. 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: Tourism Department

DATE: March 23, 2026

- (a) Purpose of Request: **To authorize appropriation of funds from the Occupancy Tax Reserve**
- (b) Details: **Appropriate \$200,000 from A.881.00 Tourism-Occupancy Tax Reserve to A.6417.0002.480.08 Tourism-Civic Center Capital Costs to assist in funding the design phase to replace the Ice Pro Chiller Plant and Machine Room of the Harding Mazzotti Arena.**
- (c) Previous Resolution Number: **None**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.881.00 Occupancy Tax Reserve, \$200,000. Funds will not be available for release until the fourth quarter of 2026.**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Park O & M

DATE: 3/24/26

- (a) Purpose of Request: To Reimburse Village of Lake George for Charles R. Wood Park Playground Slide Purchase.
- (b) Details: Appropriation code A.1625 413 Charles R. Wood Park, Repair and Maint-Bldg/Property \$6,353.30.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required) List Budget Code, Object Code, Full Title* and Amount: Deferred Revenue – Gaslight Village Parking Fees, A.691.07 \$6,353.30.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

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

DATE: 3/24/2026

- (a) Purpose of Amendment:
To amend the 2026 budget with funds donated from the Town Highway Superintendents Association of Warren County of \$500

- (b) Appropriation Code, Object Code, Full Title and Amount:
A7110 . 436 Advertising \$500

- (c) Revenue Code (with title), and Amount:
A7110 .2705 Donation \$500

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

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

DEPARTMENT NAME: DPW

DATE: 3/24/26

- (a) Exact Title and Number of Project*: Dix Avenue (CR 42) Reconstruction H448, T/O Queensbury
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$1,236,900.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$1,021,520.00 Federal (80%)
\$ 191,535.00 State Marchiselli (15%)
\$ 23,845.00 Local Match (transfer from D.9950 910 Transfers-Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund Preliminary Engineering and Right of Way Incidental phases

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

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

DEPARTMENT NAME: DPW

DATE: 3/24/26

- (a) Exact Title and Number of Project*: Bay Road (CR 7) over Unnamed Watercourse Culvert Replacement H428, T/O Queensbury
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$239,415.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 239,415.00 Local Match (transfer from D.9950 910 Transfers-Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund construction and construction inspection services for the project

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

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

DEPARTMENT NAME: DPW

DATE: 3/24/26

- (a) Exact Title and Number of Project*: Hudson Street over Mill Creek Bridge Replacement H376, T/O Johnsburg
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$22,360.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 22,360.00 Federal Share (95%)
\$ 0.00 Local Match (no additional funds needed at this time)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund project right of way phase

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Clerk

SIGNED: *Craig L Black*

DATE: 3/11/2026

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1410 110	Salaries - Regular	\$15,000

Please state reason for transfer request:

Fund Principal Legal Recording Clerk and defund one Legal Recording Clerk

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: County Attorney

DATE: 3/23/26

- (a) Purpose of Amendment: **To decrease insurance premium savings for 2026 from General Liability Insurance budget lines for various Departmental accounts and transfer funds to Budget Code A.863.00, Reserve, Insurance.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **Spreadsheet to be attached.**

- (c) Revenue Code (with title), and Amount: **N/A**

General Liability Insurance Reconciliation - Transfer to Insurance Reserve A.863.00

A.1450 418 Board Of Elections	Ins-General Liability	\$ 225.37
A.1610 418 Fleet Management	Ins-General Liability	\$ 1,414.22
A.1620 418 Buildings	Ins-General Liability	\$ 3,132.53
A.1625 418 Charles R. Wood Park	Ins-General Liability	\$ 1,221.89
A.1627 418 Beach Road Parking Lot	Ins-General Liability	\$ 960.99
A.1910 418 Unallocated Insurance	Ins-General Liability	\$26,921.08
A.3110 418 Sheriff's Law Enforcement	Ins-General Liability	\$27,349.43
A.3140 418 Probation	Ins-General Liability	\$ 253.80
A.3410 418 Fire Prevention & Control	Ins-General Liability	\$ 702.44
A.3620 418 Building & Fire Code	Ins-General Liability	\$ 406.62
A.3640 418 Civil Defense	Ins-General Liability	\$ 524.35
A.4010 418 Health Services	Ins-General Liability	\$ 4,528.95
A.4013 418 W.I.C.	Ins-General Liability	\$ 479.06
A.4018 418 Preventive Program	Ins-General Liability	\$ 2,446.44
A.4018.0020 418 Preventive Program, Family Health	Ins-General Liability	\$ 163.35
A.4018.0030 418 Preventive Program, Disease Control	Ins-General Liability	\$ 1,039.95
A.4018.0040 418 Preventive Program, Health Education	Ins-General Liability	\$ 834.39
A.4022 418- Emergency Medical Service	Ins-General Liability	\$ 265.24
A.4054 418 Ed/Physically Hand.Children	Ins-General Liability	\$ 468.37
A.4054.0060 418 Ed.Phys.Hndcppd/Early Intervnt	Ins-General Liability	\$ 972.11
A. 5610 418 Airport (D.P.W.)	Ins-General Liability	\$ 4,572.86
A.6030 418 Countryside Adult Home	Ins-General Liability	\$ 332.28
A.6510 418 Veterans Services	Ins-General Liability	\$ 253.80
A.6610 418 Weights & Measures	Ins-General Liability	\$ 235.75
A.6771 418 OFA-Hamilton County	Ins-General Liability	\$ 53.72
A.6772 418 OFA-Warren County	Ins-General Liability	\$ 43.68
A.7111 418 Up Yonda Farm	Ins-General Liability	\$ 46.98
A.7113 418 Railroad	Ins-General Liability	\$ 804.06
	Total	\$80,653.71

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:** 03/05/2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 110	Law (County Attorney) Salaries - Regular	A.1420 130	Law (County Attorney) Salaries - Part Time	\$6,500

Please state reason for transfers requested: To cover the salary increase for the Property & Casualty Risk Manager

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: County Administrator

DATE: 3/23/2026

- (a) Purpose of Amendment:
To recognize Revenue related to Insurance Recovery and Expense related to Replacement of totalled Vehicle

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.6010 230 \$7,057 - Social Services, Automotive Equipment

- (c) Revenue Code (with title), and Amount:
A.6010 2680 \$7,057 - Social Services, Insurance Recoveries

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Human Resources

SIGNED:

DATE: 04/02/2026

<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.1435 470	Human Resources, Contracts	\$2,000

Please state reason for transfer request:

To cover the cost of Historical Data exports from NOVATime
Please file original request with Clerk of the Board and retain copy for your records.

PERSONNEL COMMITTEE
AGENDA
APRIL 2, 2026

ITEM 10

Committee Members: *Runyon, Crocitto, Driscoll, Etu, Maday, Turner, Conover- 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) Notice of Intent to Fill Tracking Report - provided for informational purposes
 - 2) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**
Planning and Community Development -
Request to amend the Table of Organization and Salary Schedule to create the position of Senior Planner, *Grade 18, Base Annual Salary \$62,900*, and delete the position of Principal Planner #2, *Annual Salary \$84,093*, effective April 20, 2026.
 - 3) **Referrals from the Support Services Committee (Chaired by Supervisor Gilligan):**
County Clerk/DMV (Carrie Black, County Clerk) -
A) Request to amend the Table of Organization and Salary Schedule to fund the position of Principal Legal Recording Clerk, *Grade 15, Base Annual Salary \$67,589*, and unfund but retain the Legal Recording Clerk position, effective April 20, 2026.
County Administrator (John Taflan, County Administrator) -
B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Property & Casualty Risk Manager position from *\$77,840 (pro-rated to 30 hours/week - \$58,381 annually)* to *\$89,077 (pro-rated to 30 hours/week - \$66,808 annually)*.
 - 4) **Referrals from the Warren County Risk and Safety Committee:**
A) Request to adopt the Warren County First Amendment Audit Protocol Policy as recommended by the Warren County Risk and Safety Committee on March 4, 2026, after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws.
B) Request to adopt the Warren County Family and Medical Leave (FMLA) Policy as recommended by the Warren County Risk and Safety Committee on March 4, 2026, to ensure compliance with New York State laws.
 - 5) **Request/Item not Referred by Alternate Standing Committee:**
Request to amend the contract with Ascentis (formerly known as Novatime Technology, Inc.) to allow for up to two NovaTime SQL database exports.
 - 6) **Personnel/Litigation Matters:**
Discussion Items:
 - A) Insurance Reserve Payment Report as of February 28, 2026: Report enclosed.
 - B) Request for a motion to enter 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) 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. County employee depositions and co-defendant depositions being scheduled through Winter 2026.
 - b) 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. Summary Judgment Decision and Order issued February 23, 2026. Motion granted in part and denied in part. Court to schedule trial date for lawsuit.
 - c) Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
 - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
 - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.

CONTINUED

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Planning

DATE: 03/10/2026

(a) Title of Requested Position: Senior Planner

(b) Annual **Base** Salary (and Grade if Applicable): \$62,900 (Grade 18)

(c) Effective Date for New Position*: April Board Meeting

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

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

Principal Planner # 2 \$84,093.00

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

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

A. 8021 100 "Personal Services"

(f) Is a Budget Transfer needed? YES NO

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

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

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* HR Director Initial NB for JF 3/10/26

(h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* Co. Admin Initial [Signature]

(i) Is this a mandated position? YES NO

If yes, please explain:

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

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

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs moderately-difficult and complex duties in the field of municipal, County, or regional planning. Employees in this class are responsible under general direction for specific phases of moderately-difficult planning projects or may be in charge of a major phase of a more complex study. Projects involve planning on a municipal, County, metropolitan or regional basis. In a smaller planning unit, the Senior Planner would be assigned projects calling for individual leadership to a greater extent than would be the case in larger planning units. The class of Senior Planner differs from Junior Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects of a lesser nature. The incumbent may be required to attend evening meetings in various localities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts complex feasibility, cost/benefit and other economic analyses of proposed projects in the field of planning on a municipal, County, metropolitan or regional level;

Conducts environmental, sociological, economic and agricultural impact analyses and assessments for projects;

Performs research and prepares applications for Federal, State or local grant funds for municipal, County, metropolitan, regional or citizens groups;

Manages grant funds from Federal, State and/or local sources often involving selection and oversight of professional consultants, multiple community partners and substantial budgets;

Prepares reports, technical documents, administrative, and informational activities, participates in presentations made to public officials, technical committees and other general public to provide and elicit information;

Performs data entry of geographic-related material and maintains inventory of digital map files, digital base coverage information, associated database attribute files, and GIS programs;

Develops and presents training programs for local officials, municipalities, economic development groups and citizen groups regarding environmental review, community development watershed initiatives, land use planning, land use law or other related planning topics;

Leads and/or prepares watershed and highway corridor planning initiatives;

Prepares implementation plans for approved projects through such methods as seeking grants and drafting land use regulations;

Leads and/or participates in education, outreach and community participation opportunities with County, municipal and local officials or citizen groups on planning issues;

May review zoning and subdivision proposals;

Prepares charts, drafts and other illustrative materials;

Frequently represents the agency at meetings and conferences for governmental agencies;

Coordinates support staff in administration of planning and zoning duties;

May utilize geographic information system (GIS) in the development of land use analysis;

Meets with developers, representatives of various professional groups and the general public regarding planning policies, objectives and procedures.

Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, County, and/or regional planning;

Good knowledge of techniques used to gather data for statistical analyses and reports;

Good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to municipal or community planning;

Good knowledge of basic research methods and techniques;

Ability to prepare complex written reports;

Ability to express oneself clearly and concisely, both orally and in writing;
Ability to understand complex oral and written directions;
Ability to analyze factual data and prepare graphs, diagrams and reports;
Ability to exercise personal discretion and sound judgment especially when dealing with the public;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
Initiative, tact, resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Master's degree in planning, architecture, landscape architecture, engineering, environmental studies, geography, natural resources, political science or related field and two (2) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning; or
- B) Bachelor's degree in planning, architecture, landscape architecture, engineering, environmental studies, geography, natural resources, political science or related field and three (3) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning.

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Clerk

DATE: 3/11/2026

- (a) Purpose of Request:
Fund Principal Legal Recording Clerk and unfund Legal Recording Clerk.

- (b) Details:
Last year we voluntarily unfunded the Principal Legal Recording Clerk position in order to hire staff into the role of Legal Recording Clerk. Since our Senior Legal Recording Clerk is now in the position to be promoted, we are requesting to fund the Principal and unfund a Legal Recording Clerk position, bringing us back to our organizational structure of 2025.

- (c) Previous Resolution Number:
2025/436

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1990 4569 Contingency Account - \$15,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: County Attorney****DATE: 03/05/2026**

- (a) Employee Name, Title and Employee No.:
Marilyn Rivers (E#13976), Property & Casualty Risk Manager
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$89,077 at 30 Hours = \$66,808
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$77,840 at 30 Hours = \$58,381
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
03/23/2026
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
A.1420 110 Law (County Attorney) Salaries - Regular \$6,500
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
Increased responsibilities due to County-wide Risk Management Program deliverables