

FINANCE COMMITTEE

AGENDA

JULY 1, 2020

Committee Members: *Frasier, Conover, Geraghty, Beaty, Braymer, McDevitt, Merlino, Simpson, and Strough*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests from the County Treasurer:**
 - A) Request to authorize a new contract with Tyler Technologies in the amount of \$1,500 to provide upgrade assistance to the Information Technology Department for the latest version of New World.
 - B) Request for a transfer of funds in the amount of \$1,500 from the Contingent Account to cover the cost of the contract with Tyler Technologies.
 - C) Request to amend the County Budget to reflect refunding of ARRA bond activity.
 - D) Request to amend Resolution No. 180 of 2020 to reflect the correct write-off amount for a former Westmount Health Facility resident.
 - 3) **Referral from the Criminal Justice Committee - Assigned Counsel:**

Request to amend the County Budget in the amount of \$23,648.50 to reflect the receipt of funding from the New York State Office of Indigent Legal Services (Contract #100052, Distribution #10).
 - 4) **Referral from the Park Operations & Management Committee:**

Request to appropriate \$901.30 from Budget Code A.691.07, *Deferred Revenue-Galsight Village Parking Fees*, to Budget Code A.1625 413, *Charles R. Wood Park, Repair and Maint.-Bldg/Property*, and authorize reimbursement in the same amount to the Village of Lake George for costs incurred at the Charles R. Wood Park during the month of May for park attendants and gas.
 - 5) **Referral from the Public Safety Committee - Sheriff:**

Request to amend Resolution No. 58 of 2018, *Authorizing Construction of a Radio Communications Tower and Support Facilities Located at the Town Hall in Stony creek for the Warren County Sheriff's Office*, to change the source of funding from grant funds to Budget Code A.909.00, *General Fund Balance - Unappropriated Surplus*, in anticipation of grant funding from the Dormitory Authority of New York State which have not yet been awarded.
 - 6) **Referral from the Public Works Committee - DPW:**

Request to increase Capital Project H381, *South Johnsbury Road (CR 57) over Mill Creek (Town of Johnsbury)*, in the amount of \$9,631 to increase shares for right-of-way incidental and acquisition costs.
 - 7) **Requests/Items to be Discussed by the County Administrator:**
 - A) Journal Reports of transfers approved by the County Administrator staff during the month of April 2020.
 - B) *On behalf of Health Services* - Request to authorize a transfer of funds between various budget codes totaling \$9,516.28.
 - 8) Finance Committee action is required on the following items approved by the Personnel & Administration Committee: Personnel & Administration Committee Agenda Items 2 & 3.
- IV. **Pending Items:**

None.
- V. Privilege of the Floor/Public Comment

REQUEST FOR TRANSFER OF FUNDS

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

FRC DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 6/23/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1624 110	HHS Bldg, Salaries - Regular	A.1624 130	HHS Bldg, Salaries - Part Time	\$8,750

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

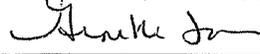
Please state reason for transfer request:

Three additional months Salary for Temporary Cleaner due to Covid-19

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: 

TRANSFERS FOR 2020 BUDGET

DATE: June 22, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.110	Health Services (CHHA)-Full Time Salaries	A.4018.0030.110	Disease Program- Full Time Salaries	\$10,000.00
	A.4010.810	Health Services (CHHA)-Retirement Expense	A.4018.0030.810	Disease Program-Retirement Expense	\$1,580.00
	A4010.830	Health Service (CHHA)-Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$620.00
	A.4010.831	Health Services (CHHA)-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$145.00

Total Transfers **\$12,345.00**

1. To transfer additional funds from CHHA to PH for a FT nurse that is temporarily working on the PH Side assisting with COVID related duties. (Salary and Fringe expenses)

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 Fund			

Please state reason for transfer request:

Total

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

RESOLUTION REQUEST FORM NO. 3**Request for New Contract****DEPARTMENT NAME: Treasurer****DATE: June 23, 2020**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Provide Information Technology department with upgrade assistance for latest version of New World ERP.**
- (c) Name of Contractor: **Tyler Technologies**
- (d) Address of Contractor: **840 W. Long Lake Road, Troy, Michigan 48098**
- (e) Contractor's Contact Person and Telephone Number: **Christopher Vargo, 248-269-1000, ext 1409**
- (f) Has or will the Contract be provided, if so, please attach: **Attached**
- (g) Commencement Date of Contract: **Effective immediately**
- (h) Termination Date of Contract: **Upon completion**
- (i) Payment Provisions: i) lump sum amount **\$1,500.00**
 ii) hourly rate amount
 iii) total amount not to exceed
 iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.1325 470 Treasurer - Contract \$1,500.00****

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



Please return this completed Request For Service form with authorized signature to Tyler Technologies. This project will be scheduled on the first available date following receipt of a signed copy of this form.

RFS Number 7609974

RFS Date

CLIENT INFORMATION

Name Warren County, NY
Address 1340 State Route 9
Lake George, NY 12845-3484
Phone (518) 761-6460

COSTS

New Server Build	\$0.00
ERP Upgrade	\$1,500.00
Tyler IP Install	\$0.00
Other	\$0.00
Invoice Total	\$1,500.00

CONTACT INFORMATION

Name	Title/Role	Phone	Email
Michael Colvin	IT Director	518-761-6407	michael.colvin@sheriff.co.warren.ny.us

SERVICE DESCRIPTION

Each ERP upgrade will include the following:

1. Upgrade the New World ERP Solution on the current application servers
2. Upgrade eSuite, DSS, MIU Patches, HUB and myCommunity (if applicable)
3. Testing of reporting (HTML to PDF/SSRS), Workforce and eHR login.
4. Two Tyler IP upgrades included. Customer must be licensed to the product to receive the upgrade. e.g. TCM, Tyler Forms, Tyler Cashiering, Transparency, and CAFR

Item	Cost	Detail
ERP Upgrade	\$ 1,500	2 application upgrade(s)

CLIENT AGREEMENTS

For any upgrade service offerings where I have waived Tyler Technologies assistance, I agree that any service expense required by Tyler Technologies to bring my environment into compliance will be borne by my agency

- Software support and warranty will be routed through the normal support channels.
- Cancelling or rescheduling an appointment within 2 business days will result in a \$250 administration fee for rescheduling. If the environments/customer contact are not prepared and the installation needs to stop, a \$250 administration fee will be charged for rescheduling.

The signature below authorizes Tyler Technologies to invoice the Client at the appropriate fee based on service being provided. The total fees will be billed upon execution. Full payment is due within 30 days. This Form shall be governed by the general terms and conditions of the original license agreement between Tyler Technologies and the Client. Pricing is valid for 30 days from date of RFS.

Authorized Signature: _____

Date: _____

Name (Printed): _____

Job Title: _____

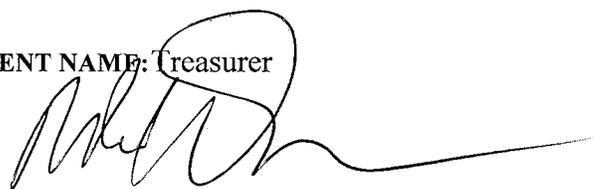
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED:



DATE: June 23, 2020

<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.1325 470	County Treasurer - Contract	\$1,500.00

Please state reason for transfer request: To provide the Information Technology department upgrade assistance for the latest version of New World ERP.

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: Treasurer

DATE: June 26, 2020

- (a) Purpose of Amendment: **To reflect refunding of ARRA bond activity in the budget.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **V.9710 469 Serial Bonds, Other Payments/Contributions - \$126,280.87, V.9991 469 Payment to Escrow Agent, Other Payments/Contributions - \$15,796,281.73.**

- (c) Revenue Code (with title), and Amount: **V 2710 Premium on Obligations - \$2,852,562.60, V 5792 Current Refunding Bonds - \$13,070,000.00.**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: June 26, 2020

- (a) Purpose of Request: **Correct Resolution No. 180 of 2020**
- (b) Details: **The resolution listed the incorrect amount to write-off on a remaining balance owed to the County for skilled nursing services. The amount to write-off should be \$1,376.90 instead of \$1,332.00**
- (c) Previous Resolution Number: **Resolution No. 180 of 2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A 389.01 - Allowance for Receivables - Nursing Home**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 180 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

**AUTHORIZING ACCEPTANCE OF SETTLEMENT FOR A
RESIDENT AT WESTMOUNT HEALTH FACILITY AND AUTHORIZING COUNTY
TREASURER TO WRITE-OFF REMAINING DEBT**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes a settlement agreement as outlined below for skilled nursing services for a resident at the former Westmount Health Facility as currently set forth in the books and records of the County's General Fund as follows:

<u>RESIDENT NUMBER</u>	<u>AMOUNT</u>
1168	\$1,200.00

and be it further

RESOLVED, that the Warren County Treasurer is hereby authorized to write-off the remaining balance owed to the County for skilled nursing services in the amount of One Thousand Three Hundred Thirty-Two Dollars (\$1,332.00).

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: Assigned Counsel

DATE: 5/22/20

(a) Purpose of Amendment:

To accept the funding provided under OILS Contract C#100052, Distribution #10 and amend the County Budget for same

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

**A.1170 439 - Legal Defense - Indigents, Miscellaneous Expense - \$8,648.50
A.1170 470 - Legal Defense - Indigents, Contracts - \$15,000**

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

A.1170 3045 Office of Indigent Legal Services Distribution \$23,648.50

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: June 23, 2020

- (a) Purpose of Request: To Reimburse Village of Lake George for Charles R. Wood Park May Park Attendants and Gas.

- (b) Details: Appropriation Code A.1625 413 Charles R. Wood Park, Repair and Maint - Bldg/Property \$901.30.

- (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 \$901.30.

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

* as listed in budget and LOGOS

Statement
VILLAGE OF LAKE GEORGE
P.O. Box 791
Lake George, New York 12845
518-668-5771

TO: Kevin Hajos, Warren County DPW
4028 Main Street
Warrensburgh, NY 12885

6/16/2020
DATE

FOR: Wood Park Attendants - Gas Charges

Total Amount Due \$901.30

Very truly yours, Dannae Bock
Treasurer

Vehicle Activity Report for TOWN
 Department: TOWN HIGHWAY

ITEM 4

Reporting Period: May 2020
 Report Date: 06/02/2020

Key	Empl. #	Date	Time	Odometer	Trans	Product	Qty	Price	Fee	Total Cost
181	214	05/04/2020	0829	7,245	3829	Unleaded	24.3	1.3580		33.00
181	63	05/06/2020	0557	7,288	3840	Unleaded	8.1	1.3580		11.00
182	251	05/06/2020	1057	1,111	3843	Unleaded	4.8	1.3580		6.52
272	40	05/08/2020	0430	332,145	3852	Unleaded	29.2	1.3580		39.65
182	251	05/12/2020	0545	1,111	3865	Unleaded	28.1	1.3580		38.16
81	251	05/13/2020	0812		3880	Unleaded	5.2	1.3580		7.06
180	53	05/14/2020	0454	8,111	3881	Unleaded	17.0	1.3580		23.09
272	76	05/15/2020	0746	32,643	3891	Unleaded	22.5	1.3580		30.56
26	47	05/15/2020	0832	54,544	3893	Unleaded	27.8	1.3580		37.75
181	63	05/18/2020	0518	7,412	3900	Unleaded	27.8	1.3580		25.39
81	104	05/19/2020	0805		3906	Unleaded	18.7	1.3580		11.41
264	79	05/19/2020	1121	83,299	3914	Unleaded	8.4	1.3580		29.60
182	251	05/20/2020	1141	1,111	3924	Unleaded	21.8	1.3580		29.60
243	251	05/21/2020	0351	1,111	3926	Unleaded	21.8	1.3580		29.60
181	63	05/21/2020	1218	7,623	3935	Unleaded	24.7	1.3580		40.74
272	80	05/22/2020	0439	32,892	3936	Unleaded	30.0	1.3580		40.74
81	104	05/26/2020	1228		3958	Unleaded	27.4	1.3580		37.21
182	251	05/28/2020	0323	11,111	3966	Unleaded	27.4	1.3580		37.21
26	75	05/28/2020	0725	54,656	3970	Unleaded	26.8	1.3580		36.39
265	80	05/29/2020	0432	148,646	3979	Unleaded	26.8	1.3580		36.39
265	80	05/29/2020	0855	148,663	3980	Unleaded	9.5	1.3580		12.90
243	53	05/29/2020	1218	31,644	3982	Unleaded	9.5	1.3580		12.90
181	63	05/29/2020	1700	7,815	3983	Unleaded	26.2	1.3580		35.58
							26.2	1.3580		35.58
							18.1	1.3580		24.58
							18.1	1.3580		24.58
							25.0	1.3580		33.95
							25.0	1.3580		33.95
							8.7	1.3580		11.81
							8.7	1.3580		11.81
							19.4	1.3580		26.35
							19.4	1.3580		26.35
							24.5	1.3580		33.27
							24.5	1.3580		33.27
Product SubTotal:							456.2		0.00	619.51
242	251	05/01/2020	1149	11,111	3822	Diesel	16.0	1.5649		25.04
263	251	05/04/2020	0352	1,111	3828	Diesel	13.8	1.5649		21.60
263	63	05/05/2020	0428	74,995	3831	Diesel	39.0	1.5649		61.03
242	42	05/05/2020	0810	2,992	3833	Diesel	19.9	1.5649		31.14
85	47	05/07/2020	0443	199,914	3845	Diesel	70.8	1.5649		110.79
270	79	05/07/2020	0851		3850	Diesel	45.0	1.5649		70.42
79	76	05/11/2020	0448	10,519	3860	Diesel	45.0	1.5649		70.42
270	79	05/12/2020	1043		3870	Diesel	31.8	1.5649		49.76
167		05/13/2020	0452		3875	Diesel	31.8	1.5649		49.76
270	79	05/14/2020	0710		3886	Diesel	13.6	1.5649		21.28
89	47	05/18/2020	0726		3902	Diesel	13.6	1.5649		21.28
85	251	05/19/2020	0514	1,111	3903	Diesel	18.2	1.5649		28.48
40	457	05/19/2020	1044	138,240	3908	Diesel	18.2	1.5649		28.48
40	457	05/19/2020	1046	13,840	3909	Diesel	45.0	1.5649		70.42
85	42	05/19/2020	1219	119,000	3917	Diesel	45.0	1.5649		70.42
263	54	05/21/2020	1033		3932	Diesel	3.1	1.5649		4.85
40	47	05/26/2020	0434		3949	Diesel	3.1	1.5649		4.85
89	53	05/26/2020	0455	110,552	3950	Diesel	4.2	1.5649		6.57
242	76	05/27/2020	0513	3,032	3961	Diesel	4.2	1.5649		6.57
85	42	05/27/2020	1128	116,000	3963	Diesel	45.0	1.5649		70.42
276	42	05/27/2020	1136	116,600	3964	Diesel	45.0	1.5649		70.42
40	54	05/28/2020	1119		3977	Diesel	0.1	1.5649		0.16

GasJockey
 (c) - 2020 Christopher LaFountain
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Highway, Town <highway@lakegeorgetown.org>

Gasboy Key for Wood Park

Highway, Town <highway@lakegeorgetown.org>
To: lgdpw@hotmail.com
Cc: Debbie McKinney <lgvmckin@nycap.rr.com>

Wed, May 13, 2020 at 10:28 AM

Keith, there is now a dedicated gas key for wood park, number 81 and you will see it on the monthly fuel statements.

--
*Kathie Erceg
Town of Lake George
Highway Department
518-668-2742 ext 2*

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: Sheriff

DATE: June 22, 2020

- (a) Purpose of Request: **Amend Warren County Board of Supervisors Resolution No. 58 of 2018.**
- (b) Details: **Resolution No 58 of 2018 authorized the construction of a radio communications tower and support facilities located at the Town Hall in Stony Creek for the Warren County Sheriff's Office. The Resolution resolved that the cost of the project will be funded by grant funds provided by the Dormitory Authority of New York State.**

The grant funds have not been awarded for the project and the amendment authorizes the use of funds from the fund balance, Code A.909.00 General Fund Balance - Unappropriated Surplus.

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

A.909.00 General Fund Balance - Unappropriated Surplus

* as listed in budget and LOGOS

Warren County Board of Supervisors **ITEM 5**

RESOLUTION No. 58 OF 2018

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, GERAGHTY, SIMPSON, WILD, MAGOWAN, DIAMOND, SOKOL, HOGAN, BRAYMER, DRISCOLL AND VACANT

AUTHORIZING CONSTRUCTION OF A RADIO COMMUNICATIONS TOWER AND SUPPORT FACILITIES LOCATED AT THE TOWN HALL IN STONY CREEK FOR THE WARREN COUNTY SHERIFF'S OFFICE

WHEREAS, pursuant to Resolution No. 332 of 2017, the Chairman of the Board of Supervisors was authorized to execute a License/Use Agreement with the Town of Stony Creek for installation, operation and maintenance of a radio communications tower and accessory building for the Warren County Sheriff's Office to be located at the Stony Creek Town Hall property at 52 Hadley Road in the Town of Stony Creek for a term commencing upon execution of the License/Use Agreement by both parties and terminating ten (10) years from the effective date with the option to renew the License/Use Agreement for successive ten (10) year terms, and

WHEREAS, the Sheriff has requested permission to construct the radio communications tower and support facilities at the above location and to execute any and all documents necessary to facilitate the construction and functionality of the radio communications tower and associated equipment including application to the Adirondack Park Agency, as well as any necessary construction, installation and service agreements, for an amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000), in a form approved by the County Attorney, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board or the Warren County Sheriff to execute any and all documents necessary to facilitate the construction and functionality of the radio communications tower located at the Stony Creek Town Hall property, including application to the Adirondack Park Agency, as well as any necessary construction, installation and service agreements as outlined above, and be it further

RESOLVED, that the cost of the project will be funded by grant funds provided by the Dormitory Authority of New York State.

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

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

DEPARTMENT NAME: DPW

DATE: 6/23/2020

(a) Exact Title and Number of Project*: H381 South Johnsburg Road (CR 57) over Mill Creek, Town of Johnsburg (PIN 1757.27)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$9,631.00

(e) Amount of Decrease (if applicable):

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$ 7,705.00 Federal Share

\$ 1,445.00 State Marchiselli Share (actually available)

\$ 481.00 Local Match (transfer from D.9950 910 Transfers - Capital Projects)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Increase shares for right of way incidental and acquisition costs

WARREN COUNTY
Journal Report - May 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
5/26/2020	A.1011 410	Supplies	Transfer within Budget Code from A.1011 444	\$ 150.00	
5/26/2020	A.1011 444	Travel/Education/Conference	Transfer within Budget Code to A.1011 410		\$ 150.00
Brd. of Election - Board of Elections					
5/1/2020	A.1450 424	Postage	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 8,500.00	
5/1/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 424		\$ 8,500.00
Brd. of Election - Board of Elections					
5/12/2020	A.1450 424	Postage	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 10,000.00	
5/12/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 424		\$ 10,000.00
5/19/2020	A.1450 422	Repair/Maint-Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 1,095.00	
5/19/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 422		\$ 1,095.00
5/19/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 1,585.00	
5/19/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 1,585.00
DPW_DPW Admin - DPW,DPW Administration					
5/15/2020	A.7113 418	Ins-General Liability	Transfer Within Budget Code to A.7113 470		\$ 547.00
5/15/2020	A.7113 470	Contract	Transfer Within Budget Code from A.7113 418	\$ 547.00	
5/26/2020	A.7113 417	Water/Sewer/Taxes	Transfer Within Budget Code from A.7113 418	\$ 177.00	
5/26/2020	A.7113 418	Ins-General Liability	Transfer Within Budget Code to A.7113 417		\$ 177.00
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
5/5/2020	40.6293.0300 410	Supplies	object code change to 40.6293.0300 424		\$ 0.31
5/5/2020	40.6293.0300 410	Supplies	object code change to 40.6293.0300 426		\$ 1,209.48
5/5/2020	40.6293.0300 410	Supplies	object code change to 40.6293.0300 427		\$ 78.52
5/5/2020	40.6293.0300 410	Supplies	object code change to 40.6293.0300 439		\$ 70.00
5/5/2020	40.6293.0300 410	Supplies	object code change to 40.6293.0300 444		\$ 502.30
5/5/2020	40.6293.0300 410	Supplies	object code change to 40.6293.0300 434		\$ 2,350.40

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/5/2020	40.6293.0300 424	Postage	object code change from 40.6293.0300 410	\$ 0.31	
5/5/2020	40.6293.0300 426	Subscriptions	object code change from 40.6293.0300 410	\$ 1,209.48	
5/5/2020	40.6293.0300 427	Memberships & Dues	object code change from 40.6293.0300 410	\$ 78.52	
5/5/2020	40.6293.0300 434	Allowances	object code change from 40.6293.0300 410	\$ 2,350.40	
5/5/2020	40.6293.0300 439	Misc Fees & Expenses	object code change from 40.6293.0300 410	\$ 70.00	
5/5/2020	40.6293.0300 444	Travel/Education/Conference	object code change from 40.6293.0300 410	\$ 502.30	
5/5/2020	40.6293.0300 810	Retirement	object code change to 40.6293.0300 830		\$ 1,300.00
5/5/2020	40.6293.0300 810	Retirement	object code change to 40.6293.0300 831		\$ 150.00
5/5/2020	40.6293.0300 810	Retirement	object code change to 40.6293.0300 860		\$ 1,000.00
5/5/2020	40.6293.0300 810	Retirement	object code change to 40.6293.0300 865		\$ 1,000.00
5/5/2020	40.6293.0300 830	Social Security	object code change from 40.6293.0300 810	\$ 1,300.00	
5/5/2020	40.6293.0300 831	Medicare Contribution	object code change from 40.6293.0300 810	\$ 150.00	
5/5/2020	40.6293.0300 860	Hospitalization	object code change from 40.6293.0300 810	\$ 1,000.00	
5/5/2020	40.6293.0300 865	Dental Insurance	object code change from 40.6293.0300 810	\$ 1,000.00	
5/5/2020	40.6293.0305 423	Telephone	Object Code Change from 40.6293.0305 433	\$ 3,000.00	
5/5/2020	40.6293.0305 426	Subscriptions	Object Code Change from 40.6293.0305 433	\$ 641.80	
5/5/2020	40.6293.0305 427	Memberships & Dues	Object Code Change from 40.6293.0305 433	\$ 262.50	
5/5/2020	40.6293.0305 428	Data Processing & Internet Fees	Object Code Change from 40.6293.0305 433	\$ 2,200.00	
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 423		\$ 3,000.00
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 426		\$ 641.80
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 427		\$ 262.50
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 428		\$ 2,200.00
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 434		\$ 369.01
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 439		\$ 61.25
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 444		\$ 7.07
5/5/2020	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 470		\$ 1,338.53
5/5/2020	40.6293.0305 434	Allowances	Object Code Change from 40.6293.0305 433	\$ 369.01	
5/5/2020	40.6293.0305 439	Misc Fees & Expenses	Object Code Change from 40.6293.0305 433	\$ 61.25	
5/5/2020	40.6293.0305 444	Travel/Education/Conference	Object Code Change from 40.6293.0305 433	\$ 7.07	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/5/2020	40.6293.0305 470	Contract	Object Code Change from 40.6293 0305 433	\$ 1,338.53	
5/5/2020	40.6293.0305 830	Social Security	Object Code Change to 40.6293.0305 855		\$ 6.03
5/5/2020	40.6293.0305 830	Social Security	Object Code Change to 40.6293.0305 865		\$ 800.00
5/5/2020	40.6293.0305 855	Disability	Object Code Change from 40.6293.0305 830	\$ 6.03	
5/5/2020	40.6293.0305 865	Dental Insurance	Object Code Change from 40.6293.0305 830	\$ 800.00	
5/5/2020	40.6293.0310 410	Supplies	Object Code Change from 40.6293.0310 433	\$ 1,297.01	
5/5/2020	40.6293.0310 423	Telephone	Object Code Change from 40.6293.0310 433	\$ 4,900.00	
5/5/2020	40.6293.0310 424	Postage	Object Code Change from 40.6293 0310 433	\$ 707.60	
5/5/2020	40.6293.0310 426	Subscriptions	Object Code Change from 40.6293.0310 433	\$ 780.01	
5/5/2020	40.6293.0310 427	Memberships & Dues	Object Code Change from 40.6293.0310 433	\$ 187.50	
5/5/2020	40.6293.0310 428	Data Processing & Internet Fees	Object Code Change from 40.6293.0310 433	\$ 683.01	
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 410		\$ 1,297.01
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 423		\$ 4,900.00
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293 0310 424		\$ 707.60
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 426		\$ 780.01
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 427		\$ 187.50
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 428		\$ 683.01
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 436		\$ 968.64
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 439		\$ 43.75
5/5/2020	40.6293.0310 433	Training-Client	Object Code Change to 40.6293.0310 444		\$ 2,538.24
5/5/2020	40.6293.0310 436	Advertising Fees	Object Code Change from 40.6293.0310 433	\$ 968.64	
5/5/2020	40.6293.0310 439	Misc Fees & Expenses	Object Code Change from 40.6293.0310 433	\$ 43.75	
5/5/2020	40.6293.0310 444	Travel/Education/Conference	Object Code Change from 40.6293.0310 433	\$ 2,538.24	
5/5/2020	40.6293.0310 830	Social Security	Object Code Change to 40.6293.0310 855		\$ 101.84
5/5/2020	40.6293.0310 830	Social Security	Object Code Change to 40.6293.0310 865		\$ 750.00
5/5/2020	40.6293.0310 855	Disability	Object Code Change from 40.6293.0310 830	\$ 101.84	
5/5/2020	40.6293.0310 860	Hospitalization	Object Code Change to 40.6293.0310 861		\$ 1,532.41
5/5/2020	40.6293.0310 861	Retirees Hospitalization	Object Code Change from 40.6293.0310 860	\$ 1,532.41	
5/5/2020	40.6293.0310 865	Dental Insurance	Object Code Change from 40.6293 0310 830	\$ 750.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/5/2020	40.6293.0313 410	Supplies	Object Code Change to 40.6293.0313 423		\$ 2,000.00
5/5/2020	40.6293.0313 410	Supplies	Object Code Change to 40.6293.0313 426		\$ 451.16
5/5/2020	40.6293.0313 410	Supplies	Object Code Change to 40.6293.0313 427		\$ 1,366.81
5/5/2020	40.6293.0313 410	Supplies	Object Code Change to 40.6293.0313 428		\$ 1,000.00
5/5/2020	40.6293.0313 423	Telephone	Object Code Change from 40.6293 0313 410	\$ 2,000.00	
5/5/2020	40.6293.0313 426	Subscriptions	Object Code Change from 40.6293 0313 410	\$ 451.16	
5/5/2020	40.6293.0313 427	Memberships & Dues	Object Code Change from 40.6293.0313 410	\$ 1,366.81	
5/5/2020	40.6293.0313 428	Data Processing & Internet Fees	Object Code Change from 40.6293.0313 410	\$ 1,000.00	
5/5/2020	40.6293.0313 810	Retirement	Object Code Change from 40.6293.0313 830	\$ 258.74	
5/5/2020	40.6293.0313 830	Social Security	Object Code Change to 40.6293.0313 810		\$ 258.74
5/5/2020	40.6293.0313 830	Social Security	Object Code Change to 40.6293.0313 862		\$ 500.00
5/5/2020	40.6293.0313 830	Social Security	Object Code Change to 40.6293.0313 865		\$ 200.00
5/5/2020	40.6293.0313 862	Health Insurance Cost Reimbursement	Object Code Change from 40.6293.0313 830	\$ 500.00	
5/5/2020	40.6293.0313 865	Dental Insurance	Object Code Change from 40.6293.0313 830	\$ 200.00	
Office of EMS - Office of Emergency Services					
5/7/2020	A.3410 422	Repair/Maint-Equipment	Budget transfer within object code from A.3410 441	\$ 700.00	
5/7/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code to A.3410 422		\$ 700.00
5/7/2020	A.3640 250	Technical Equipment	Budget transfer within object code to A.3640 260		\$ 283.84
5/7/2020	A.3640 260	Other Equipment	Budget transfer within object code from A.3540 250	\$ 283.84	
Public Health_Health Services - Public Health,Health Services					
5/20/2020	A.4189 410	Supplies	Budget Transfer BT gloves to A.4189.435 from A.4189.410		\$ 61.00
5/20/2020	A.4189 435	Medical Fees	Budget Transfer BT gloves to A.4189.435 from A.4189.410	\$ 61.00	
5/20/2020	A.4192 423	Telephone	Bud Transfer COVID Addtl Phone to A4192.423 fm A.4192.435	\$ 1,000.00	
5/20/2020	A.4192 435	Medical Fees	Bud Transfer COVID Addtl Phone to A4192.423 fm A.4192.435		\$ 1,000.00
5/21/2020	A.4013 220	Office Equipment	Budget Transfer WIC 3 in1 board A.4013.260 from A.4013.220 \$200		\$ 200.00
5/21/2020	A.4013 260	Other Equipment	Budget Transfer WIC 3 in1 board A.4013.260 from A.4013.220 \$200	\$ 200.00	
5/31/2020	A.4192 411	Rent-Building/Property	Budget Transfer COVID for Trailer /rental A.4192.411 fr 4192.435	\$ 1,728.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/31/2020	A.4192 435	Medical Fees	Budget Transfer COVID for Trailer /rental A.4192.411 fr 4192.435		\$ 1,728.00
Residential Hall - Countryside Adult Home					
5/5/2020	A.6030 413	Repair & Maint.-Bldg/Property	Budget transfer from with object 413 to 422		\$ 4,000.00
5/5/2020	A.6030 422	Repair/Maint-Equipment	Budget transfer from with object 413 to 422	\$ 4,000.00	
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement					
5/5/2020	A.3110 230	Automotive Equipment	Budget Transfer Out of Object Code to A.3110 413		\$ 30,000.00
5/5/2020	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer Out of Object Code from A.3110 230	\$ 30,000.00	
5/14/2020	A.3110 410	Supplies	Budget Transfer within object code from A.3110 413	\$ 15,000.00	
5/14/2020	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer within object code to A.3110 410		\$ 15,000.00

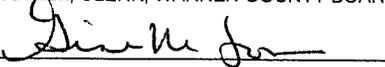
RESOLUTION REQUEST FORM NO. 10

ITEM 7B

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

TRANSFERS FOR 2020 BUDGET

SIGNED: 

DATE: July 1, 2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4018.0040.110	Health Education Program-Full Time Salaries	A.4189.110	Bioterrorism Program-Full Time Salaries	\$7,696.14
A.4018.0040.810	Health Education Program-Retirement Expense	A.4189.810	Bioterrorism Program-Retirement Expense	\$1,231.37
A.4018.0040.830	Health Education Program-Social Security Expense	A.4189.830	Bioterrorism Program-Social Security Expense	\$477.16
A.4018.0040.831	Health Education Program-Medicare Expense	A.4189.831	Bioterrorism Program-Medicare Expense	\$111.61

Total Transfers **\$9,516.28**

To transfer funds for Salary and Fringes related to Dan Durkee and Payroll dates 4/12-6/7/2020 from the Health Education program to the BT Program. Dan has worked 100% on BT/COVID related activities and all Health Education activities have been cancelled due to school closures and meeting cancellations. All his efforts have been working towards BT/COVID assignments, therefore we would like to reclass all his Salary /Fringes from Health Ed program to the BT Grant for these payroll dates. BT Grant has not been utilized since COVID began, therefore we want to utilize the full grant amount. We have requested from the State to move extra funds within the Grant from Supplies not utilized and Salary and Fringe not utilized by others, and transfer these funds to cover Dan's expenses during this time. The BT Grant ends 6/30/20 therefore, we want to move the necessary funds so we can bill the state for these expenses. These funds will now be covered by the BT grant at 100% and will not be submitted on the State Aid grant (at minimum 36%)

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 Fund			

Please state reason for transfer request:

Total

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

AGENDA
JULY 1, 2020

Committee Members: *Simpson, Geraghty, Frasier, Braymer, Conover, Magowan, McDevitt, Merlino and Wild*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor
- IV. **Action Agenda**
 - 1) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
Human Resources-
Review of report on tracking of vacancies filled.
 - 2) **Referral from the County Facilities Committee - Buildings & Grounds:**
Request to amend the Departmental Table of Organization and salary schedule to create and fill the new position of Custodian, *Grade 6, Annual Salary \$31,824*, as well as to delete the position of Building Maintenance Worker II, *Grade 12, Annual Salary \$49,959*, effective July 19, 2020.
 - 3) **Referral from the Health Services Committee - Office for the Aging:**
Request to amend the Departmental Table of Organization and salary schedule to create and fill the new position of Fiscal Coordinator, *Grade 15, Base Annual Salary \$42,141*, and delete the position of Fiscal Manager effective July 19, 2020.
 - 4) **Requests/Items to be Discussed by the Clerk of the Board:**
Request to rescind Resolution No. 529 of 2019, *Authorizing Agreement with Cornell Cooperative Extension Association of Warren County for Youth Camping Program at Skye Farm Camp*, as the youth camping program has been cancelled for 2020.
 - 5) **Requests/Items to be Discussed by the County Administrator:** None
 - 6) **Requests/Items to be Discussed by the County Attorney:** None.
 - 7) Warren-Washington Counties Industrial Development Agency (IDA) Appointments.
- V. **Pending Items:**
Personnel - None.
Higher Education - None.
- VI. **Positions authorized for filling by Standing Committees since last meeting:**

<i>Countryside</i>	- Cook #5, <i>Grade 4, Base Annual Salary \$29,333</i> , due to resignation.
<i>Health Services</i>	- WIC Infant Feeding Advocate PT, <i>Grade 3, Hourly Rate \$13.47</i> , due to resignation - <i>original authorization expired and was re-approved by Committee.</i>
	- Medical Records Coder PT, <i>Grade 10, Hourly Rate \$18.09</i> , due to creation in 2020 Budget - <i>original authorization expired and was re-approved by Committee.</i>
	- Public Health Nurse #35, <i>Grade 21, Base Annual Salary \$50,816</i> , due to retirement - <i>original authorization expired and was re-approved by Committee.</i>
	- Public Health Program Manager, <i>Grade 21, Base Annual Salary \$50,816</i> , due to resignation.
<i>Office for the Aging</i>	- Meal Site Manager #5, <i>Grade 2, Base Annual Salary \$27,438</i> , due to resignation.
<i>Sheriff</i>	- Communications Officer #6, <i>Annual Salary \$41,740</i> , due to resignation.
<i>Social Services</i>	- Caseworker #34, <i>Grade 16, Base Annual Salary \$43,390</i> , due to resignation.