

**FINANCE COMMITTEE  
AGENDA  
DECEMBER 3, 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/Items to be discussed by the County Treasurer:**
    - A) Request for a transfer of funds in the amount of \$4,480 from the Contingent Account to cover the difference in property taxes for County land in the Industrial Park which were underestimated.
    - B) Request to appropriate funds in the amount of \$60,000 from the General Fund Unappropriated Surplus Account to Budget Code A.2490 439, *Community College Tuition, Misc. Fees*, to cover out- of-County Community College costs which have increased more than expected.
    - C) Request for a new contract with Korn Ferry for actuarial services (*cost detailed in attachment*).
    - D) Request for a new contract with Maximus US Services, Inc. for indirect cost analysis services (*cost detailed in attachment*).
    - E) Request to authorize cancelling/correcting of assessments and refunds/chargebacks for taxes approved by the Director of Real Property Tax Services or Town Supervisors for the year 2020 (*listing of chargebacks included in attachment*).
  - 3) **Referral from the Economic Growth & Development and Higher Education Committee:**  
***Planning & Community Development -***  
Request to close CD74 (*Countryside Adult Home Sewer*) and CD75 (*Countryside Adult Home Building Assessment*) as both projects are complete and ready to be closed.
  - 4) **Referrals from the Health Services Committee:**  
***Office for the Aging -***
    - A) Request to amend the County Budget in the amount of \$4,887.46 to appropriate DSRIP funds into the Departmental budget for use.***Office of Community Services -***
    - B) Request to amend the County Budget in the amount of \$3,708 to appropriate DSRIP funds to be used for the purchase of six laptop computers.***Public Health -***
    - C) Request to amend the County Budget in the amount of \$1,625 to appropriate a portion of the 2020-2021 Bioterrorism Grant which will be used to cover salary and fringe related expenses for a per diem position needed to cover COVID-19 pandemic related activities for the remainder of 2020.
    - D) Request to amend the County Budget in the amount of \$9,400 to appropriate a portion of the 2019-2020 Bioterrorism Grant which will be used to cover salary and fringe related expenses for the Bioterrorism Program related to contact tracing for the months of April, May and June of 2020.
  - 5) **Referral from the Human Services Committee:**  
***Department of Social Services -***  
Request to amend the County Budget in the amount of \$13,000 to reflect the receipt of funding from the New York State Office of Children and Family Services to be used for Foster Care aging out support during the COVID-19 pandemic.

**CONTINUED**

6) **Referral from the Park O&M Committee:**

Request for a transfer of funds in the estimated amount of \$26,227.91 from the Contingent Account to cover shortages in the Charles R. Wood Park budget.

7) **Referrals from the Public Works Committee:**

***DPW -***

- A) Request to amend the County Budget in the amount of \$3,432.50 to reflect the receipt of an insurance recovery payment dated November 4, 2020 for vehicle repairs.
- B) Request to amend the County Budget in the amount of \$1,615.20 to reflect the receipt of an insurance recovery payment dated November 3, 2020 for guiderail repairs.
- C) Request to amend the County Budget in the amount of \$21,776.76 to reflect the receipt of funds from a NYS Department of State grant intended for the purchase of snow and ice removal related equipment.
- D) Request to increase Capital Project H.381, *South Johnsbury Road (CR57) over Mill Creek*, (Town of Johnsbury) in the amount of \$86,462 to increase the local match share for estimated construction and construction inspection costs.
- E) Request to increase Capital Project H.386, *Bay Road (CR7) over Halfway Brook Bridge Replacement*, (Town of Queensbury) in the amount of \$2,000 to increase the local match share for estimated right-of-way acquisition costs.
- F) Request to increase Capital Project H.396, *East River Drive (CR16) & Call Street (CR32) Rehabilitation Project*, (Town of Lake Luzerne) in the amount of \$133,004 to increase the local match share for estimated construction and construction inspection costs.
- G) Request to increase Capital Project H.390, *County Bridge & Culvert Projects*, (various towns) in the amount of \$12,719.59 to transfer the 2020 budgeted allocation for the capital project.
- H) Request to establish Capital Project H.404, *Quaker Road (CR47/CR70) Pavement Preservation Project*, (Town of Queensbury) in the amount of \$540,000 to cover preliminary engineering phase of the project.

8) **Referral from the Support Services Committee:**

***Information Technology -***

Request to amend the County Budget in the amount of \$9,000 to adjust for increased expenses related to telephone service.

9) **Requests/Items to be Discussed by the County Administrator:**

- A) Journal Report of transfers approved by the County Administrator staff - October 2020.
- B) Request for a transfer of funds in the amount of \$60,797 from the Contingent Account, *Budget Code A.1990 469*, to cover the salary and related fringe expenses associated with creation of the Director of Public Affairs position; *contingent upon approval by the Personnel & Administration Committee.*
- C) Fiscal impacts of allowing Health Services Division to authorize insurance amendments based on Federal/State funding changes (*action authorized by the Health Services Committee*).
- D) On behalf of the Health Services Division: Request for a transfer of funds between various codes totaling \$38,747.

10) **Requests/Items to be Discussed by the Clerk of the Board:**

Request for a transfer of funds in the amount of \$10,000 from the Contingent Account to cover a deficit in the Coroner's budget; *contingent upon approval by the Personnel & Administration Committee.*

- 11) Finance Committee action is required on the following items approved by the Personnel & Administration Committee: Personnel & Administration Committee Agenda Items 2G & 6A.

IV. **Pending Items:**

None.

- V. Privilege of the Floor/Public Comment (*please allow for 15 second delay on live stream meetings*)

- VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Countryside Adult Home

SIGNED:

DATE: 11/5/20

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 860	Hospitalization	A.6030 120	Salaries - Overtime	\$25,000
<del>A.60308 861</del>	<del>Retirees Hospitalization</del>	<del>A.6030 120</del>	<del>Salaries - Overtime</del>	<del>\$30,000</del>

Subsequent to the Human Services Committee meeting it was determined there were insufficient funds to make this transfer

Please state reason for transfers requested: To cover overtime cost through year end.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

*RESOLUTION REQUEST FORM NO. 10*

*Request for Transfer of Funds*

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

DEPARTMENT NAME: Social Services

SIGNED:

DATE: 11/5/20

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 860	Hospitalization	A.6010 120	Salaries - Overtime	\$50,000

Please state reason for transfers requested: To cover overtime cost through year end.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

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

FROM: Office for the Aging

SIGNED: DATE: 11/16/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6772.130	Warren County PT Salaries	A6772.445	Warren County Food	\$19,128
A6772.110	Warren County FT Salaries	A6772.445	Warren County Food	\$15,000
A6772.860	Warren County Hospitalization	A6772.445	Warren County Food	\$5,872

**Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx**

Please state reason for transfers requested: Transfer money to cover increased food costs for 2020 related to COVID-19.

**\*Please note: All amounts must be in whole dollars – no cents.**

**CONTINGENT FUND TRANSFER REQUESTS**

<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 transfer request:

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: November 23, 2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 110	Fire Prevention & Control - Salaries-Regular	A.3640 110	Civil Defense - Salaries-Regular	\$11,495
A.3410 830	Fire Prevention & Control - Social Security	A.3640 830	Civil Defense - Social Security	\$93
A.3410 831	Fire Prevention & Control - Medicare	A.3640 831	Civil Defense - Medicare	\$22
A.3410 860	Fire Prevention & Control - Hospitalization	A.3640 860	Civil Defense - Hospitalization	\$361
A.3640 130	Civil Defense - Salaries-Part Time	A.3410 130	Fire Prevention & Control - Salaries-Part Time	\$10,000
A.3640 810	Civil Defense - Retirement	A.3410 810	Fire Prevention & Control - Retirement	\$111

**Please state reason for transfers requested:**

Transfers needed to correct 2020 salary and fringe appropriations for the OES Director and Temporary Fire Coordinator. Total transfer from Fire Prevention & Control to Civil Defense is \$11,971. Total transfer from Civil Defense to Fire Prevention & Control is \$10,111.

**CONTINGENT FUND TRANSFER REQUESTS**

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

Please state reason for transfer request:

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM Department of Public Works - Parks, Recreation & Railroad  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 11/24/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7111 260	General, Up Yonda Farm, Other Equipment	A.7111 413	General, Up Yonda Farm, Repair&Maint-Bldg/Prop	\$ 3,600.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			
	Please state reason for transfer request:			
	cover cost of Central A/C Unit			

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

TRANSFERS FOR 2020 BUDGET

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

DATE: November 23, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4189.411	Bioterrorism-Rent Expense	A.4191.110	Bioterrorism -Full Time Salaries	\$1,360.00
	A.4189.445	Bioterrorism-Food Expense	A.4191.110	Bioterrorism -Full Time Salaries	\$100.00
	A.4189.470	Bioterrorism-Contract Expense	A.4191.110	Bioterrorism -Full Time Salaries	\$100.00
2.	A.4193.110	COVID-CommCare-Full time salary expense	A.4193.130	COVID-CommCare-Part time salary expense	\$25,000.00
3.	A.4018.0030.110	Disease Program-Full Time Salaries	A.4018.0035.120	LHD Support for Flu and COVID 19-Overtime Salaries	\$500.00
	A.4018.0030.110	Disease Program-Full Time Salaries	A.4018.0035.130	LHD Support for Flu and COVID 19-Part Time Salaries	\$5,500.00
	A.4018.0030.830	Disease Program-Social Security Expense	A.4018.0035.830	LHD Support for Flu and COVID 19-Social Security Expense	\$372.00
	A.4018.0030.831	Disease Program-Medicare Expense	A.4018.0035.831	LHD Support for Flu and COVID 19-Medicare Expense	\$87.00
	A.4018.0030.410	Disease Program-Supplies Expense	A.4018.0035.410	LHD Support for Flu and COVID 19-Supplies Expense	\$700.00
	A.4018.0030.424	Disease Program-Postage Expense	A.4018.0035.424	LHD Support for Flu and COVID 19-Postage Expense	\$300.00
	A.4018.0030.435	Disease Program-Medical Expense	A.4018.0035.435	LHD Support for Flu and COVID 19-Medical Expense	\$546.00
	A.4018.0030.436	Disease Program-Advertising Expense	A.4018.0035.436	LHD Support for Flu and COVID 19-Advertising Expense	\$6,000.00
	A.4018.0030.442	Disease Program-Gasoline Expense	A.4018.0035.442	LHD Support for Flu and COVID 19-Gasoline Expense	\$100.00
	A.4018.0030.3407	Disease Program-Revenue	A.4018.0035.3407 4409	LHD Support for Flu and COVID 19-Revenue	\$14,105.00
	<b>Total Transfers</b>				

- To reclass funds to cover Full Time salary for BT Coordinator til year end within the BT grant.
- To reclass Full time salary expense to part time salary expense to cover those Contact tracers that are per diem and expensed under Part time Salaries. Full time expense will not be used this year with this COMM Care grant.
- To reclass funds from the Disease program (and the IAP grant) to the new Grant Codes for LHD Support for Flu and COVID 19. NYS notified Warren County 11/20/20 that this new amount will not be affiliated with the IAP grant directly but will be a separate contract, therefore funding needs to be kept separate. The Treasurer's office has created new codes listed above for LHD Support for Flu and COVID 19 Grant.

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. 10**

*Request for Transfer of Funds*

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

DEPARTMENT NAME: SHERIFF

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

DATE: November 23, 2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 110	Law Enforcement Salaries - Regular	A.3110 120	Law Enforcement Salaries - Overtime	\$150,000
A.3110 110	Law Enforcement Salaries - Regular	A.3110 130	Law Enforcement Salaries - Part Time	\$10,000
A.3110 810	Law Enforcement Retirement	A.3110 130	Law Enforcement Salaries - Part Time	\$50,000
A.3110 830	Law Enforcement Social Security	A.3110 130	Law Enforcement Salaries - Part Time	\$7,000
A.3110 831	Law Enforcement Medicare Contribution	A.3110 130	Law Enforcement Salaries - Part Time	\$5,000
A.3150 130	Corrections Salaries - Part Time	A.3110 130	Law Enforcement Salaries - Part Time	\$40,000
A.3150 830	Corrections Social Security	A.3110 130	Law Enforcement Salaries - Part Time	\$10,000
A.3150 831	Corrections Medicare Contribution	A.3110 130	Law Enforcement Salaries - Part Time	\$6,000
A.3150 110	Corrections Salaries - Regular	A.3150 120	Corrections Salaries - Overtime	\$155,000
A.3150 130	Corrections Salaries - Part Time	A.3150 120	Corrections Salaries - Overtime	\$130,000
A.3020 110	911 Center Salaries - Regular	A.3020 120	911 Center Salaries - Overtime	\$40,000
A.3020 110	911 Center Salaries - Regular	A.3020 130	911 Center Salaries - Part Time	\$10,000

Please state reason for transfers requested: To fund codes currently in deficit.

**CONTINGENT FUND TRANSFER REQUESTS**

<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:

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

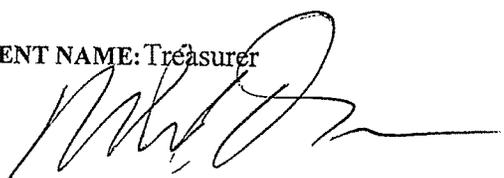
**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

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

DEPARTMENT NAME: Treasurer

SIGNED:



DATE: 11/18/2020

<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.1950 417	Taxes & Assessments on Property- Water/Sewer/Taxes	\$4,480.00

Please state reason for transfer request: Property taxes for County Land in Industrial Park underestimated.

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

**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 TREASURER**

**DATE: DECEMBER 3, 2020**

- (a) Purpose of Request:  
**To appropriate \$60,000 from the General Fund Unappropriated Surplus account to Budget Code A.2490 439, Community College Tuition, Misc. Fees**
- (b) Details:  
**Funding is needed to cover the cost of out-of-County Community College costs which have increased more than expected.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**General Fund Unappropriated Surplus Account**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 3*****Request for New Contract*****DEPARTMENT NAME: Treasurer****DATE: October 29, 2020**

- (a) Is this a Result of a Bid or Request for Proposal? Yes - RFP - WC 49-20. We selected the second low bidder, Korn Ferry, based on the County's past history of 6 years with the firm. We are very pleased with their work. They have a long history in the actuarial consulting business. The total contract with Korn Ferry for the 6 years is only \$2,000 more than the low bidder which is an average of \$333 per year.
- (b) Purpose of Contract: Actuarial Services
- (c) Name of Contractor: Korn Ferry
- (d) Address of Contractor: 11911 Freedom Dr., Reston, VA 20190
- (e) Contractor's Contact Person and Telephone Number: Kristopher Seets, 703-841-3103
- (f) Has or will the Contract be provided, if so, please attach: Will be provided
- (g) Commencement Date of Contract: January 1, 2021
- (h) Termination Date of Contract: 12/31/2023 (we have 3 year renewal option to 12/31/2019)
- (i) Payment Provisions:
- |    |                                 |                                   |
|----|---------------------------------|-----------------------------------|
| i) | lump sum amount                 | \$5,500 - 2021 actuarial analysis |
|    |                                 | \$1,100 - 2022 actuarial update   |
|    |                                 | \$5,750 - 2023 actuarial analysis |
|    | 3 year renewal                  | \$1,200 - 2024 actuarial update   |
|    |                                 | \$6,000 - 2025 actuarial analysis |
|    |                                 | \$1,300 - 2026 actuarial update   |
|    | 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. Upon completion

- (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 \$5,500

**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. 3****Request for New Contract****DEPARTMENT NAME: Treasurer****DATE: October 28, 2020**

- (a) Is this a Result of a Bid or Request for Proposal? **Yes - WC 51-20, Low bidder did not have any NYS cost allocation clients - Maximus is next lowest bidder which we have used for past 15 years and they have a strong NYS county client base. The total contract with Maximus for the 6 years is only \$1,800 more than the low bidder which is an average of \$300 per year.**
- (b) Purpose of Contract: **Indirect Cost Analysis**
- (c) Name of Contractor: **Maximus US Services, Inc.**
- (d) Address of Contractor: **6385 Flank Dr. Suite 400, Harrisburg, PA 17112**
- (e) Contractor's Contact Person and Telephone Number: **Nelson Clugston, (804) 823-8131**
- (f) Has or will the Contract be provided, if so, please attach: **Will be provided**
- (g) Commencement Date of Contract: **January 1, 2021**
- (h) Termination Date of Contract: **December 31, 2023, with 3 year renewal option**
- (i) Payment Provisions: i) lump sum amount **2021 - \$7,000**  
**2022 - \$7,000**  
**2023 - \$7,000**  
  
**3 year extension 2024 - \$7,200**  
**2025 - \$7,200**  
**2026 - \$7,200**  
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. **Upon Completion**
- (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 - County Treasurer, Contract - \$7,000.**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

**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: November 25, 2020**

- (a) Purpose of Request:  
**Cancelling or Correcting assessments and Refunds or Chargebacks for taxes approved by the Director of Real Property or Town Supervisors for the year of 2020**
- (b) Details:  
**See attached list of corrections to be made Schedule A and annexed to the resolution. This is under Article 5, Title 3 of Real Property Tax Law**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**Nine required**

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

\* as listed in budget and LOGOS

### Chargeback of Taxes

Town	Year	Assessed to & Tax Map No.	Location	Breakdown		Coding	Reason
Queensbury	2020	BT NEWYO, LLC 309.14-1-1	52 Big Boom Rd.	County	\$522.90		Court Order Assessment Change
				Town	\$68.47		
				Emerg Med	\$32.39		
				Fire Prot	\$98.10		
				Crandall Lib.	\$63.21		
				Qsby Water	\$37.89		
				Total	\$822.96		
Queensbury	2020	Lowe's Home Centers, Inc. 296.20-1-50.1	251 Quaker Rd.	County	\$6,247.99		Court Order Assessment Change
				Town	\$818.02		
				Emerg Med	\$387.07		
				Fire Prot	\$1,172.19		
				Crandall Lib.	\$755.34		
				Qby Lightng	\$162.97		
				Qby Cons SSD	\$115.62		
				Qby Water	\$452.73		
				Total	\$10,111.93		
Queensbury	2020	Anthony Cavarretta 226.19-1-59	28 North Lane	County	\$320.34		Veterans Adjustment
				Town	\$41.93		
				Emerg Med	\$19.84		
				Fire Prot	\$60.10		
				Crandall Lib.	\$38.73		
				Shore Col. Wtr.	\$59.78		
				Total	\$540.72		
Queensbury	2020	Tyler Lingel 290.13-1-27	75 Overlook Drive	County	45.77		Lakeshore/ Lakerights Adjustment
				Town	5.98		
				Emerg Med	2.84		
				Fire Prot	8.79		
				Crandall Lib.	5.63		
				Qby Cons SSD	0.16		
				Qby Water	3.26		
				Total	72.43		

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

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

**DEPARTMENT NAME: Planning & Community Development**

**DATE: November 6, 2020**

- (a) Purpose of Request: **Close CD 74 (Countryside Adult Home Sewer) and CD75 (Countryside Adult Home Building Assessment)**
- (b) Details: **Two (2) Community Development Block Grants (CDBG) are ready to be closed. The Countryside Adult Home sewer project (CD74) and the Countryside Adult Home Building Assessment (CD75)**
- (c) Previous Resolution Number: **35/2015 and 97/2018**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: OFFICE FOR THE AGING

DATE: 11/2/2020

- (a) Purpose of Amendment:  
Transfer DSRIP monies from A 691.00 Deferred Revenues into department and utilize.
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.6772.4300 260 Equipment \$4,887.46
- (c) Revenue Code (with title), and Amount:  
A.6772.4300 3426 (\$4,887.46)

**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: Mental Health/Office of Community Services**

**DATE: 11/23/2020**

- (a) Purpose of Amendment: Amend the 2020 Warren County budget to utilize DSRIP funds for the purchase of six laptop computers.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A. 4310 220  
Equipment, \$3,708
  
- (c) Revenue Code (with title), and Amount: A.4310 3426 - DSRIP Engagement  
Funds, \$3,708

## RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

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

**DEPARTMENT NAME:** Warren County Health Services-Bioterrorism Program

**DATE:** November 23, 2020

(a) **Purpose of Amendment:** To amend the 2020 budget to accept a portion of Bioterrorism Grant from the 2021 budget which began 7/1/20 and will end 6/30/21. This is an estimate for additional Salary and fringe related to the per diem position and additional hours that are needed to cover during COVID activities to year end. All expenses fully funded by the BT Grant.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

(c)	Bioterrorism Program- Part Time Salaries	A.4189.130	\$ 1500
(d)	Bioterrorism Program –Social Security Expense	A.4189.830	\$ 100
(e)	Bioterrorism Program- Social Security Expense	A.4189.831	\$ 25

Revenue Code (with title), and Amount: **Bioterrorism Program- Grant Revenue A.4189.4401 \$1,625.00.**

## 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:** Warren County Health Services-Bioterrorism Program

**DATE:** November 23, 2020

- (a) **Purpose of Amendment:** To amend the 2020 budget to accept a portion of Bioterrorism Grant which began 7/1/19 and ended 6/30/20. This is an estimate for expenses related to the BT program for salaries /fringe related to contact tracing from 4/01/20 to 6/30/20. All expenses fully funded by the BT Grant. Since these expenses were not utilized in 2019, we are able to bill the state in 2020 when the expenses occurred.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

(c)	Bioterrorism Program- Part Time Salaries	A.4189.130	\$ 8,250
(d)	Bioterrorism Program –Retirement Expense	A.4189.810	\$ 500
(e)	Bioterrorism Program- Social Security Expense	A.4189.830	\$ 525
(f)	Bioterrorism Program)-Medicare Expense	A.4189.831	\$ 125

Revenue Code (with title), and Amount: **Bioterrorism Program- Grant Revenue A.4189.4401  
\$9,400.00.**

**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: Social Services**

**DATE: 11/5/20**

- (a) Purpose of Amendment: To increase expenses and revenue based on allocation received from NYS OCFS, money to be used for Foster Care Aging Out Support during Covid-19.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.6010 439 Misc Fees & Expenses \$13,000
  
- (c) Revenue Code (with title), and Amount: A.6010 3610 State Aid Admin \$13,000

NYS Office of Children and Family Services  
Aging Out Support During COVID-19  
County Allocations

District	Count of Foster Youth Aging Out 3/1/20 - 12/31/20	Funding Available Per Foster Youth	Allocation
Albany	3	\$ 6,500	\$ 19,500
Cattaraugus	1	\$ 6,500	\$ 6,500
Chautauqua	1	\$ 6,500	\$ 6,500
Chenango	1	\$ 6,500	\$ 6,500
Clinton	1	\$ 6,500	\$ 6,500
Columbia	2	\$ 6,500	\$ 13,000
Cortland	1	\$ 6,500	\$ 6,500
Dutchess	6	\$ 6,500	\$ 39,000
Erie	15	\$ 6,500	\$ 97,500
Genesee	1	\$ 6,500	\$ 6,500
Herkimer	1	\$ 6,500	\$ 6,500
Madison	1	\$ 6,500	\$ 6,500
Monroe	4	\$ 6,500	\$ 26,000
Nassau	7	\$ 6,500	\$ 45,500
Niagara	5	\$ 6,500	\$ 32,500
Oneida	4	\$ 6,500	\$ 26,000
Onondaga	9	\$ 6,500	\$ 58,500
Ontario	1	\$ 6,500	\$ 6,500
Orange	6	\$ 6,500	\$ 39,000
Otsego	1	\$ 6,500	\$ 6,500
Rockland	2	\$ 6,500	\$ 13,000
St. Lawrence	1	\$ 6,500	\$ 6,500
Saratoga	1	\$ 6,500	\$ 6,500
Schenectady	5	\$ 6,500	\$ 32,500
Steuben	2	\$ 6,500	\$ 13,000
Suffolk	10	\$ 6,500	\$ 65,000
Sullivan	3	\$ 6,500	\$ 19,500
Warren	2	\$ 6,500	\$ 13,000
Westchester	11	\$ 6,500	\$ 71,500
<b>Upstate Totals</b>	<b>108</b>	<b>\$ 188,500</b>	<b>\$ 702,000</b>
New York City	400	\$ 3,245	\$ 1,298,000
<b>Statewide Totals</b>	<b>508</b>	<b>\$ 191,745</b>	<b>\$ 2,000,000</b>

ALCOID LOGOS.  
MISC. 439

REQUEST FOR TRANSFER OF FUNDS

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

FROM Park O & M  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 11/24/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund	A.1625 417	General, CR Wood Park, Water/Sewer/Taxes	\$3,385.22
A.1990 439	Contingent Fund	A.1625 413	General, CR Wood Park, Repair & Maint-Bldg/Pro	\$7,744.04
A.1990 439	Contingent Fund	A.1625 415	General, CR Wood Park, Electric	\$900.00
A.1990 439	Contingent Fund	A.1625 423	General, CR Wood Park, Telephone	\$177.35
A.1990 439	Contingent Fund	A.1625 428	General, CR Wood Park, Data Processing & Inter	\$229.98
A.1990 439	Contingent Fund	A.1625 470	General, CR Wood Park, Contracts	\$13,791.32
Please state reason for transfer request:				\$26,227.91
Unable to Cover Expenditures due to Cancelled Events (Covid-19)				

**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:** Department of Public Works

**DATE:** November 24, 2020

- (a) Purpose of Amendment: To Amend 2020 budget \$3,432.50 dollars to reflect Insurance Recovery payment dated November 4, 2020, for vehicle repairs, DOL 12/17/19.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: DM.5130 441 Road Machinery, Automotive – Supplies & Repair \$3,432.50.
  
- (c) Revenue Code (with title), and Amount: DM.5130 2680 Road Machinery, Insurance Recovery \$3,432.50

**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:** Department of Public Works

**DATE:** November 24, 2020

- (a) Purpose of Amendment: To Amend 2020 budget \$1,615.20 dollars to reflect Insurance Recovery payment dated November 3, 2020, for guiderail repairs, DOL 9/17/20.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 County Road, Traffic Control, Supplies \$1,615.20.
  
- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$1,615.20

**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: Department of Public Works**

**DATE: 11/24/2020**

- (a) Purpose of Amendment: To Amend 2020 Budget \$21,776.76 dollars for purchase of a LiveEdge Plow, 3000 Gallon Tank, and Roadwatch SS Complete Kit & Extension Cables funded by NYSDOS Grant, Contracted by Lake George Watershed Management Priority Action Plan Implementation Project (C1000532).
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
DM.5130 230 Road Machinery, Machinery, Automobile Equipment - \$16,455.00;  
DM.5130 441 Road Machinery, Machinery, Auto Supplies & Repair - \$1,601.96;  
D.5110 260 County Roads, Maintenance of Roads, Other Equipment - \$3,719.80.
  
- (c) Revenue Code (with title), and Amount: DM.5130 2390 Road Machinery, Machinery, Joint Share of Activities, Govt - \$18,056.96; D.5110 2390 County Roads, Maintenance of Roads, Joint Share of Activities, Govt - \$3,719.80.

VOUCHER

Purchase Order No. \_\_\_\_\_ Check No. \_\_\_\_\_

Ordered for Lake George Watershed Priority Action Plan Implementation  
Village of Lake George C1000532

Code No. DM.5130 2390 \$18,056.96  
D.5110 2390 \$3,719.80

VENDOR # \_\_\_\_\_ WARREN COUNTY

CLAIMANT'S NAME Warren County Treasurer  
AND Department of Public Works  
ADDRESS

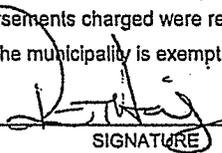
RESOLUTION NO. \_\_\_\_\_  
TAX EXEMPT NO. 14 600 2576

Dates	Quantity	Description of Materials or Services	Unit Price	Total Amount
		Lake George Wataershed Priority Action Plan Implementation Village of Lake George C1000532		
10/7/2019	RC Lacy Inc Inv 51339	In-Kind Match	\$81,368	
2/18/2020	FUND for Lake George, Inc. Inv WarrenCo-9			\$ 16,455.00
1/3/2020	CENTRAL EQUIPMENT of CNY, INC Inv 6629			\$ 3,719.80
1/7/2020	TRIUS Inc. Inv SI062531			\$ 1,601.96
			Total	\$ 21,776.76

CLAIMANT'S CERTIFICATION

I, Kevin Hajos, PE certify that the above account in the amo \$ 21,776.76 is true and correct; that the items, services, and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes from which the municipality is exempt are not included; and that the amount claimed is actually due.

6/2/2020



Superintendent of Public Works

DATE

SIGNATURE

TITLE

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

DATE

AUTHORIZED OFFICIAL  
SUPERINTENDENT OF PUBLIC WORKS

DATE

COUNTY AUDITOR

**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: 11/24/2020

- (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): \$86,462.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$ 86,462.00 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 local match share for estimated construction and construction inspection costs

**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: 11/24/2020**

- (a) Exact Title and Number of Project\*: H386 Bay Road (CR 7) over Halfway Brook Bridge Replacement, Town of Queensbury (PIN 1761.23)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$2,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$ 2,000.00 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 local match share for estimated right of way acquisition costs

**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: 11/24/2020**

- (a) Exact Title and Number of Project\*: H396 East River Drive (CR 16) & Call Street (CR 32) Rehabilitation Project, Town of Lake Luzerne (PIN 1761.46)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$133,004.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$ 133,004.00 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 local match share for estimated construction and construction inspection costs

**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: 11/24/2020**

- (a) Exact Title and Number of Project\*: H390 County Bridge & Culvert Projects, Various Towns
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$12,719.59
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$ 12,719.59 (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Transfer of 2020 budgeted allocation for capital project

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

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

**DEPARTMENT NAME: DPW**

**DATE: 11/24/2020**

(a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Quaker Road (CR 47 / CR 70) Pavement Preservation Project, Town of Queensbury (PIN 1761.47) H404.9550 280

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Project: \$540,000.00

(e) Source of Funding (including name & title of codes, etc.):

\$432,000.00 Federal Share (80%)

\$ 81,000.00 State "Marchiselli" Share (15%)

\$ 27,000.00 Local Match Share (5%) (transfer from D.9950 910 Tranfers - Capital Projects)

(f) Purpose of Establishment: To cover preliminary engineering phase of the project

**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: 1681 Telecommunications**

**DATE: November 23, 2020**

(a) Purpose of Amendment: **Adjust for increased expenses in telephone service**

(b) Appropriation Code, Object Code, Full Title and Amount: **1681 423 Telephone \$9,000**

(c) Revenue Code (with title), and Amount: **1681 2227 Telecommincatinos \$9,000**

**WARREN COUNTY**  
**Journal Report - October 2020**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
10/22/2020	A.1011 410	Supplies	Transfer within Budget Code from A.1011 439	\$ 50.00	
10/22/2020	A.1011 439	Misc Fees & Expenses	Transfer within Budget Code to A.1011 410		\$ 50.00
10/22/2020	A.1011 428	Data Processing & Internet Fees	Transfer within Budget Code from A.1011 444	\$ 54.00	
10/22/2020	A.1011 444	Travel/Education/Conference	Transfer within Budget Code to A.1011 428		\$ 54.00
Brd. of Election - Board of Elections					
10/31/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 1,139.74	
10/31/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 1,139.74
DPW_DPW Admin - DPW,DPW Administration					
10/6/2020	A.5610 860	Hospitalization	Transfer Within Budget Code from A.5610 861	\$ 727.00	
10/6/2020	A.5610 861	Retirees Hospitalization	Transfer Within Budget Code to A.5610 860		\$ 727.00
10/6/2020	A.7110 860	Hospitalization	Transfer Within Budget Code to A.7110 862		\$ 170.00
10/6/2020	A.7110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.7110 860	\$ 170.00	
10/7/2020	A.7111 410	Supplies	Transfer Within Budget Code from A.7111 413	\$ 4.00	
10/7/2020	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7111 410		\$ 4.00
10/9/2020	A.7110 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.7110 470	\$ 283.00	
10/9/2020	A.7110 470	Contract	Transfer Within Budget Code to A.7110 428		\$ 283.00
10/13/2020	A.7111 410	Supplies	Transfer Within Budget Code from A.7111 415	\$ 200.00	
10/13/2020	A.7111 415	Electricity	Transfer Within Budget Code to A.7111 410		\$ 200.00
10/13/2020	A.7110 250	Technical Equipment	Transfer Within Budget Code from A.7110 270	\$ 100.00	
10/13/2020	A.7110 270	Lawn & Landscaping	Transfer Within Budget Code to A.7110 250		\$ 100.00
10/15/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 423		\$ 210.00
10/15/2020	A.7111 423	Telephone	Transfer Within Budget Code from A.7111 416	\$ 210.00	
10/16/2020	D.5110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to D.5110 418		\$ 4,980.00
10/16/2020	D.5110 418	Ins-General Liability	Transfer Within Budget Code from D.5110 413	\$ 4,980.00	
10/21/2020	A.1625 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1625 470	\$ 1,500.00	
10/21/2020	A.1625 470	Contract	Transfer Within Budget Code to A.1625 413		\$ 1,500.00

**WARREN COUNTY**  
**Journal Report - October 2020**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/22/2020	DM.5130 260	Other Equipment	Transfer Within Budget Code to DM.5130 270		\$ 297.00
10/22/2020	DM.5130 270	Lawn & Landscaping	Transfer Within Budget Code from DM.5130 260	\$ 297.00	
10/23/2020	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7111 416	\$ 1,435.00	
10/23/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 413		\$ 1,435.00
10/28/2020	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7111 416	\$ 200.00	
10/28/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 413		\$ 200.00
10/28/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 424		\$ 11.00
10/28/2020	A.7111 424	Postage	Transfer Within Budget Code from A.7111 416	\$ 11.00	
10/29/2020	D.5020 410	Supplies	Transfer Within Budget Code to D.5020 436		\$ 91.00
10/29/2020	D.5020 436	Advertising Fees	Transfer Within Budget Code from D.5020 410	\$ 91.00	
Infotech - Information Technology					
10/2/2020	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 422	\$ 1,000.00	
10/2/2020	A.1680 422	Repair/Maint-Equipment	Budget Transfer out of Object Code to A.1680 220		\$ 1,000.00
10/30/2020	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 410	\$ 200.00	
10/30/2020	A.1680 410	Supplies	Budget Transfer out of Object Code to A.1680 220		\$ 200.00
Legal Def-Indgnt - Legal Defense - Indigents					
10/22/2020	A.1170 410	Supplies	A. 1170 410 from A. 1170 440 overbudget on Printer Abstract	\$ 250.00	
10/22/2020	A.1170 440	Legal/Transcript Fees	A. 1170 410 from A. 1170 440 overbudget on Printer Abstract		\$ 250.00
Office of EMS - Office of Emergency Services					
10/22/2020	A.3640 421	Equipment Rental	Budget transfer within object code to A.3640 435		\$ 2,018.00
10/22/2020	A.3640 428	Data Processing & Internet Fees	Budget transfer within object code from A.3640 453	\$ 110.00	
10/22/2020	A.3640 435	Medical Fees	Budget transfer within object code from A.3640 421	\$ 2,018.00	
10/22/2020	A.3640 453	Uniforms & Clothing	Budget transfer within object code to A.3640 428		\$ 110.00
10/22/2020	A.3410 230	Automotive Equipment	Budget transfer within object code from A.3410 250	\$ 300.00	
10/22/2020	A.3410 250	Technical Equipment	Budget transfer within object code to A.3410 230		\$ 300.00
10/22/2020	A.3410 410	Supplies	Budget transfer within object code to A.3410 441		\$ 200.00

**WARREN COUNTY**  
**Journal Report - October 2020**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 442	\$ 600.00	
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 410	\$ 200.00	
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 445	\$ 100.00	
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 453	\$ 300.00	
10/22/2020	A.3410 442	Automotive - Gas & Oil	Budget transfer within object code to A.3410 441		\$ 600.00
10/22/2020	A.3410 445	Foods	Budget transfer within object code to A.3410 441		\$ 100.00
10/22/2020	A.3410 453	Uniforms & Clothing	Budget transfer within object code to A.3410 441		\$ 300.00
Probation_Probation - Probation,Probation					
10/19/2020	A.3140 441	Auto-Supplies & Repair	Budget Transfers within Object Code from A.3140.442	\$ 400.00	
10/19/2020	A.3140 442	Automotive - Gas & Oil	Budget Transfers within Object Code to A.3140.441		\$ 400.00
10/21/2020	A.3140 441	Auto-Supplies & Repair	Budget Transfer within Object Code from A.3140.444	\$ 400.00	
10/21/2020	A.3140 444	Travel/Education/Conference	Budget Transfer within Object Code to A.3140.441		\$ 400.00
10/29/2020	A.3140 426	Subscriptions	Budget Transfers Within Object Code from A.3140.428	\$ 174.00	
10/29/2020	A.3140 428	Data Processing & Internet Fees	Budget Transfers Within Object Code to A.3140.426		\$ 174.00
Public Health_Health Services - Public Health,Health Services					
10/13/2020	A.4018.0040 410	Supplies	Budget Transfer Health Ed to A4018.0040423 &428 fr A40180040410		\$ 22.00
10/13/2020	A.4018.0040 423	Telephone	Budget Transfer Health Ed to A4189.423 from A4189 .410supplies	\$ 20.00	
10/13/2020	A.4018.0040 428	Data Processing & Internet Fees	Budget Transfer Health Ed to data A4018.0040.428 fr 4018.0040410	\$ 2.00	
10/13/2020	A.4018.0040 860	Hospitalization	Budget Transfer Health Ed to Health reimA4018.0040862 fm 860		\$ 3.54
10/13/2020	A.4018.0040 862	Health Insurance Cost Reimbursement	Budget Transfer Health Ed Health reim to A.4018.0040.862 fm 860	\$ 3.54	
10/14/2020	A.4010 865	Dental Insurance	Out of Code Dental NedraFrasier fm A.4010.865 to A.4018.0030.865		\$ 100.00
10/14/2020	A.4018.0030 865	Dental Insurance	Out of Code Dental NedraFrasier fm A.4010.865 to A.4018.0030.865	\$ 100.00	
10/14/2020	A.4193 220	Office Equipment	Budget Transf out of code to A.4193.423, A4193.410 fm A.4193.220		\$ 1,000.00
10/14/2020	A.4193 410	Supplies	Budget Transf out of code to A.4193.423, A4193.410 fm A.4193.220	\$ 500.00	
10/14/2020	A.4193 423	Telephone	Budget Transf out of code to A.4193.423, A4193.410 fm A.4193.220	\$ 500.00	

Residential Hall - Countryside Adult Home

**WARREN COUNTY**  
**Journal Report - October 2020**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/7/2020	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer within object code from A.6030 470	\$ 2,000.00	
10/7/2020	A.6030 470	Contract	Budget Transfer within object code to A.6030 413		\$ 2,000.00
10/19/2020	A.6030 410	Supplies	Budget Transfer within object code to A.6030 435		\$ 1,500.00
10/19/2020	A.6030 435	Medical Fees	Budget Transfer within object code from A.6030 410	\$ 1,500.00	
10/19/2020	A.6030 416	Oil & Gas-Heating	Budget Transfer within object code to A.6030 417		\$ 3,500.00
10/19/2020	A.6030 417	Water/Sewer/Taxes	Budget Transfer within object code from A.6030 416	\$ 3,500.00	
10/30/2020	A.6030 415	Electricity	Budget Transfer within object code to A.6030 428		\$ 1,000.00
10/30/2020	A.6030 428	Data Processing & Internet Fees	Budget Transfer within object code from A.6030 415	\$ 1,000.00	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
10/2/2020	A.3020 422	Repair/Maint-Equipment	Budget Transfer out of object code from A.3150 260	\$ 4,411.79	
10/2/2020	A.3150 260	Other Equipment	Budget Transfer out of object code to A.3020 422		\$ 4,411.79
10/20/2020	A.3110 250	Technical Equipment	Budget Transfer out of object code to A.3110 413		\$ 12,000.00
10/20/2020	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.3110 250	\$ 12,000.00	
10/20/2020	A.3110 260	Other Equipment	Budget Transfer out of object code to A.3110 413		\$ 14,600.00
10/20/2020	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.3110 260	\$ 14,600.00	
10/27/2020	A.3110 410	Supplies	Budget Transfer out of object code from A.3150 410	\$ 2,000.00	
10/27/2020	A.3150 410	Supplies	Budget Transfer out of object code to A.3110 410		\$ 2,000.00
Social Services - Social Services					
10/14/2020	A.6010 210	Furniture/Furnishings	Budget Transfer within object code to A.6010 220		\$ 1,500.00
10/14/2020	A.6010 220	Office Equipment	Budget Transfer within object code from A.6010 210	\$ 1,500.00	
10/23/2020	A.6010 210	Furniture/Furnishings	Budget Transfer within object code to A.6010 220		\$ 3,000.00
10/23/2020	A.6010 220	Office Equipment	Budget Transfer within object code from A.6010 210	\$ 3,000.00	
10/30/2020	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 440	\$ 1,000.00	
10/30/2020	A.6010 440	Legal/Transcript Fees	Budget Transfer out of object code to A.6010 220		\$ 1,000.00
Tourism - Tourism					
10/1/2020	A.6417.0001 470	Contract	Transfer to A.6417.0001 481		\$ 24,900.00

**WARREN COUNTY**  
**Journal Report - October 2020**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/1/2020	A.6417.0001 481	Tourism Promotion	Transfer from A.6417.0001 470	\$ 24,900.00	
10/20/2020	A.6417.0001 470	Contract	Transfer to A.6417.0001 481		\$ 1,150.00
10/20/2020	A.6417.0001 481	Tourism Promotion	Transfer from A.6417.0001 470	\$ 1,150.00	
Veterans Service - Veterans Service					
10/19/2020	A.6510 442	Automotive - Gas & Oil	Funds transfer to 489 Other		\$ 100.00
10/19/2020	A.6510 469	Other Payments/Contributions	Funds transfer from 442 Gas/Oil	\$ 100.00	

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** County Administrator

**SIGNED:**

**DATE:** 12/03/2020

<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.1011 110	County Administrator, Salaries Regular	\$51,545
		A.1011 810	, Retirement	\$5,309
		A.1011 830	, Social Security	\$3,196
		A,1011 831	, Medicare	\$747

**Please state reason for transfer request:**

To cover the salary and salary related fringe expenses associated with creation of the Director of Public Affairs position

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

RESOLUTION REQUEST FORM NO. 10

ITEM 9D

Request for Transfer of Funds

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

**TRANSFERS FOR 2020 BUDGET**

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

DATE: November 23, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4192.120	COVID-Overtime Salary	A.4193.120	COVID COMM CARE-Overtime Salary Expense	\$1,216.37
	A.4192.130	COVID-Part Time Salary Expense	A.4193.130	COVID COMM CARE-Part time Salary Expense	\$32,139.01
	A.4192.810	COVID-Retirement Expense	A.4193.810	COVID COMM CARE-Retirement Expense	\$2,839.93
	A.4192.830	COVID-Social Security Expense	A.4193.830	COVID COMM CARE-Social Security Expense	\$2,068.04
	A.4192.831	COVID-Medicare Expense	A.4193.831	COVID COMM CARE-Medicare Expense	\$483.66
<b>Total Transfers</b>					<b>\$38,747.01</b>

1. To reclass Salaries and Fringe related to per diem contact tracers from COVID grant to COMM CARE grant from 7/5/20 to 11/8/20.

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. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** CLERK OF THE BOARD

**SIGNED:**

**DATE:** DECEMBER 3, 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.1185 435	Medical Examiners & Coroners, Medical Fees	\$10,000.00

**Please state reason for transfer request:**

Coroner's budget is fully expended and we have \$8,602 in bills to pay currently - remaining \$1,398 will be applied towards any additional bills received for 2020  
**Please file original request with Clerk of the Board and retain copy for your records.**

## PERSONNEL &amp; ADMINISTRATION COMMITTEE

## AGENDA

DECEMBER 3, 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) Requests/Items to be Discussed by the Clerk of the Board:**

- A) Resolution Tracking Report.
- B) Request to further amend Resolution No. 374 of 2017 to increase transportation and forensic medical fees.
- C) Request for a transfer of funds in the amount of \$10,000 from the Contingent Account to cover a deficit in the Coroner's budget.

**2) Requests/Items to be Discussed by the County Administrator:**

- A) Request for a transfer of funds in the amount of \$60,797 from the Contingent Account, *Budget Code A. 1990 469*, to cover the salary and related fringe expenses associated with creation of the Director of Public Affairs position.
- B) Authorizing new agreement with New York State Industries for the Disabled, Inc. for mail fulfillment services.
- C) On behalf of the Assigned Counsel Office: Request to amend agreement with Supervising Attorney for the Assigned Counsel Office to include termination date of March 31, 2021.
- D) On behalf of Countryside Adult Home: Request to authorize out-of-title pay to Judith Tennant for performing duties required as a result of a vacancy in the Senior Account Clerk position.
- E) On behalf of the Department of Social Services: Request to amend Resolution No. 209 of 2020, which authorized certain contracts for special delinquency prevention programs, to add a contract with Wait House in the amount of \$5,000.
- F) On behalf of the Planning & Community Development Department: Request to authorize a grant application to the NYS Housing Trust Fund in an amount to be determined for the Main Street Program.
- G) On behalf of the Public Health Division: Request to create and fill up to 10 additional Public Health Assistant Per Diem positions, *Grade 10, Base Annual Salary \$37,633 (pro-rated to \$18.09 per hour)*, effective December 21, 2020.

**3) Requests/Items to be Discussed by the County Attorney:**

Litigation update.

**4) Items/Requests to be Discussed by the Human Resources Director:**

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.

**5) Items/Requests to be Discussed by the Personnel Officer:**

Request to authorize a new agreement with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC, to provide Patrol and Police Officer candidate physical exam services.

**6) Referrals from the Health Services Committee:*****Public Health -***

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position Business Specialist-Public Health, *Grade 18, Base Annual Salary \$46,492*, as well as to delete the position of Public Health Program Manager, *Grade 21, Base Annual Salary \$50,816*, effective December 21, 2020.
- B) Request to authorize carryover of all remaining 2020 accrued leave balances as of December 31, 2020, (*including vacation, vacation carryover, floating holidays, personal time, and days in lieu of*), with the exception of cancer screening leave time, to 2021 accrual balances to be available through December 31, 2021 for the Assistant Director of Homecare, Assistant Director of Public Health and Director of Public Health and Patient Services.

**CONTINUED**

V. Pending Items: None.

VI. Positions authorized for filling by Standing Committees since last meeting:

- Buildings & Grounds** - Carpenter/Maintenance Worker, *Grade 12, Base Annual Salary \$38,818*, due to promotion.
- Countryside Adult Home** - Case Manager-Part Time, *Grade 14, Base Annual Salary \$40,954*, due to anticipated vacancy.  
- Institutional Aide #18 Part Time, *Grade 3, Base Annual Salary \$28,026*, due to anticipated vacancy.
- DPW** - Highway Construction Supervisor, *Grade 12, Base Annual Salary \$38,818*, due to promotion.
- Department of Social Services** - Case Manager (Full Time), *Grade 14, Base Annual Salary \$40,954*, due to promotion.  
- Caseworker #38, *Grade 16, Base Annual Salary \$43,390*, due to creation (03/20).  
- Caseworker #39, *Grade 16, Base Annual Salary \$43,390*, due to creation (03/20).  
- Caseworker #TBD, *Grade 16, Base Annual Salary \$43,390*, due to promotion.  
- Grade B Supervisor #1 - Preventive Unit, *Grade 20, Base Annual Salary \$49,557*, due to retirement.  
- Intake Clerk #4, *Grade 4, Base Annual Salary \$29,333*, due to promotion.  
- Intake Clerk #7, *Grade 4, Base Annual Salary \$29,333*, due to promotion.  
- Principal Social Welfare Examiner, *Grade 15, Base Annual Salary \$42,141*, due to retirement.  
- Senior Caseworker #TBD, *Grade 18, Base Annual Salary \$46,492*, due to promotion.  
- Social Services Attorney, *Annual Salary \$79,241*, due to termination.
- Office for the Aging** - Meal Site Manager #1, *Grade 2, 30 hrs/week, Base Annual Salary \$20,578*, due to retirement.  
- Meal Site Manager #3, *Grade 2, 20 hrs/week, Base Annual Salary \$13,719*, due to retirement.
- Public Health** - Registered Professional Nurse #39, *Grade 19, Base Annual Salary \$47,523*, due to resignation.  
- Part Time Public Health Assistant (24 hrs/wk avg.), *Grade 10, \$18.09/hr.*, due to creation in the 2021 Budget  
- Senior Account Clerk #3, *Grade 7, Base Annual Salary \$33,600*, due to creation in the 2021 Budget.