Warren County Board of Supervisors

AGENDA
FRIDAY SEPTEMBER 18, 2026
BOARD MEETING

10:00 a.m. **Meeting called to Order by Chairman Geraghty**

Pledge of Allegiance - Supervisor Etu

Roll Call

Motion to approve minutes of the August 19, 2026 Board Meeting, subject to correction by the Clerk

Presentation of Employee of the Quarter Award to Sarah Brugger, Principal Planner

Privilege of the Floor and Public Comment - ***limited to three minutes per speaker (R312 of 2015*)**

Chair declares public hearing open on proposed Local Law No. 7 of 2026, entitled *"A Local Law Establishing a Department of Finance, Creating the Position of Commissioner of Finance, Preserving the Statutory Authority of the County Treasurer, and Repealing Local Law No. 4 of 1969"* and requests Clerk of the Board read the Notice of Public Hearing aloud - privilege of the floor extended to anyone wishing to be heard on this matter *(limited to three minutes per speaker)*

Report by Committee Chairs (including Chairman of the Board's Report)

Report of County Administrator

Report of County Attorney

Reading of Communications

Reading of Resolutions

Recusals on Resolutions

Discussion and Public Comment on Proposed Resolutions

Requests for Roll Call Votes

Vote on Resolutions

Privilege of the Floor and Public Comment - ***limited to three minutes per speaker (R312 of 2015*)**

Announcements

Motion to Adjourn

Warren County Board of Supervisors

SEPTEMBER 18, 2026
BOARD MEETING
INDEX

RES. NO.	VOTE	DESCRIPTION
PROC 40		**PROCLAMATION -** HUNGER ACTION MONTH *(SEPTEMBER 2026)*
PROC 41		**PROCLAMATION -** NATIONAL RECOVERY MONTH *(SEPTEMBER 2026)*
PROC 42		**PROCLAMATION -** SUICIDE PREVENTION MONTH *(SEPTEMBER 2026)*
PROC 43		**PROCLAMATION -** SPECIAL OLYMPICS SUPPORT AND AWARENESS DAY *(OCTOBER 16, 2026)*
331	ROLL CALL	**FINANCE & BUDGET -** MAKING SUPPLEMENTAL APPROPRIATIONS
332	ROLL CALL	**FINANCE & BUDGET -** AMENDING WARREN COUNTY BUDGET FOR 2026 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY
333		**CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES (*SHERIFF*) -** RATIFYING ACTIONS TAKEN IN EXECUTING AN APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR FY2025 & FY2026 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE
334		**CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES (*SHERIFF*) -** AWARDING BID AND AUTHORIZING AGREEMENT WITH NEMER FORD FOR PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS FORD MAKES AND MODELS (WC 31-26)
335		**CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES (*SHERIFF*) -** AWARDING BID AND AUTHORIZING AGREEMENT WITH KRYSTAL AUTOMOTIVE, INC. D/B/A KRYSTAL CHRYSLER DODGE JEEP RAM FIAT FOR PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS DODGE, CHRYSLER AND JEEP MAKES AND MODELS (WC 32-26)
336		**CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES (*SHERIFF*) -** AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY

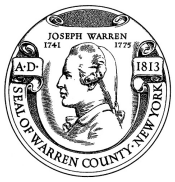
Warren County Board of Supervisors

SEPTEMBER 18, 2026
BOARD MEETING
INDEX

RES. NO.	VOTE	DESCRIPTION
337		**ECONOMIC GROWTH & DEVELOPMENT (*PLANNING & COMMUNITY DEVELOPMENT*) -** AUTHORIZING SUBMISSION OF AN APPLICATION TO THE PATRICK LEAHY LAKE CHAMPLAIN BASIN PROGRAM GRANT FOR FUNDING UNDER THE AQUATIC ORGANISM PASSAGE RESTORATION PROJECT FOR CULVERT REPLACEMENT IN THE LAKE CHAMPLAIN BASIN
338		**ECONOMIC GROWTH & DEVELOPMENT (*PLANNING & COMMUNITY DEVELOPMENT*) -** AUTHORIZING SUBMISSION OF AN APPLICATION TO THE PATRICK LEAHY LAKE CHAMPLAIN BASIN PROGRAM GRANT FOR FUNDING TO SUPPORT THE SEPTIC REPLACEMENT PROGRAM; AND AUTHORIZING GRANT AGREEMENT FOR SAME
339		**ECONOMIC GROWTH & DEVELOPMENT (*PLANNING & COMMUNITY DEVELOPMENT*) -** AMENDING RESOLUTION NO. 138 OF 2026, ACCEPTING GRANT FUNDING FROM THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION UNDER THE WATER QUALITY IMPROVEMENT PROJECT GRANT (152507) FOR THE WARREN COUNTY CORINTH ROAD CULVERT REPLACEMENT PROJECT, TO EXTEND THE TERMINATION DATE; DESIGNATE SOURCE OF FUNDING AND AUTHORIZE GRANT AGREEMENT FOR SAME
340		**HUMAN SERVICES (*DEPARTMENT OF SOCIAL SERVICES*) -** AUTHORIZING AGREEMENT WITH WAIT HOUSE, INC. TO PROVIDE FAMILY CENTERED CASE MANAGEMENT SERVICES FOR THE DEPARTMENT OF SOCIAL SERVICES
341		**HUMAN SERVICES (*YOUTH BUREAU*) -** AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE AN APPLICATION TO THE NEW YORK STATE OFFICE OF CHILDREN & FAMILY SERVICES FOR YOUTH DEVELOPMENT PROGRAM, YOUTH SPORTS AND EDUCATION OPPORTUNITY FUNDING AND YOUTH TEAM SPORTS AS OUTLINED IN THE RESOURCE ALLOCATION PLAN FOR PROGRAM YEAR RUNNING FROM OCTOBER 1, 2026 TO SEPTEMBER 30, 2027
342		**OCCUPANCY TAX COORDINATION -** SUPPORTING THE TOWN OF LAKE GEORGE IN SECURING A COMMITMENT FROM THE WORLD TRIATHLON CORPORATION TO CONDUCT IRONMAN 70.3 AS A SIGNATURE EVENT IN WARREN COUNTY; AUTHORIZING AGREEMENT AND FUNDING FOR SAME

Warren County Board of Supervisors

SEPTEMBER 18, 2026
BOARD MEETING
INDEX



RES. NO.	VOTE	DESCRIPTION
343		**OCCUPANCY TAX COORDINATION -** AMENDING RESOLUTION NO. 102 OF 2026, AND AMENDING AGREEMENT WITH THE TOWN OF HAGUE, TO EXTEND THE TERMINATION DATE
344	ROLL CALL	**OCCUPANCY TAX COORDINATION -** AUTHORIZING AGREEMENT WITH ARX US, LLC TO HOST AIR RACE X AT THE WARREN COUNTY (FLOYD BENNETT) MEMORIAL AIRPORT AS A SIGNATURE EVENT ON SEPTEMBER 3-5, 2027
345	ROLL CALL	**OCCUPANCY TAX COORDINATION -** AUTHORIZING AGREEMENT WITH LAKE GEORGE STEAMBOAT COMPANY TO HOST THE END-OF-YEAR ANNUAL HOSPITALITY WORKFORCE CELEBRATION AND AWARDS EVENT
346		**OCCUPANCY TAX COORDINATION -** RESCINDING RESOLUTION NO. 151 OF 2025, WHICH AUTHORIZED AN AGREEMENT WITH STICKS MEDIA, LLC TO CREATE A WEEKLY WARREN COUNTY RADIO FEATURE THAT AIRS TWICE DAILY DURING PRIME LISTENERSHIP (7:20 A.M. AND 5:20 P.M.) FOR THE TOURISM DEPARTMENT
347		**OCCUPANCY TAX COORDINATION -** AUTHORIZING AGREEMENT WITH BORDER MEDIA, LLC TO CREATE A WEEKLY WARREN COUNTY RADIO FEATURE THAT AIRS TWICE DAILY DURING PRIME LISTENERSHIP (7:20 A.M. AND 5:20 P.M.) FOR THE TOURISM DEPARTMENT
348		**SUPPORT SERVICES (*COUNTY ATTORNEY*) -** AMENDING RESOLUTION NO. 318 OF 2026, AUTHORIZING THE COUNTY ATTORNEY TO SETTLE CLAIMS IN THE MATTER OF KATHLEEN INNES V. COUNTY OF WARREN, ET. AL, TO INCLUDE THE SETTLEMENT AMOUNT
349		**SUPPORT SERVICES (*PURCHASING*) -** APPROVING REVISIONS TO THE PURCHASING POLICY FOR WARREN COUNTY
350		**SUPPORT SERVICES (*TREASURER*) -** AUTHORIZING ARROW BANK TO ISSUE A LETTER OF CREDIT ON BEHALF OF WARREN COUNTY TO HIGHMARK BLUE SHIELD OF NORTHEASTERN NEW YORK AS AN ALTERNATIVE TO PRE-FUNDING THE HEALTH INSURANCE ACCOUNT
351		**TOURISM -** AUTHORIZING WEBSITE CONSULTING AND LICENSE AGREEMENT WITH GRANICUS, LLC FOR THE TOURISM DEPARTMENT'S VISITLAKEGEORGE.COM WEBSITE

Warren County Board of Supervisors

SEPTEMBER 18, 2026
BOARD MEETING
INDEX

RES. NO.	VOTE	DESCRIPTION
352	ROLL CALL	**PERSONNEL -** AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2026 TO CREATE A POSITION WITHIN THE COUNTY ATTORNEY'S OFFICE
353		**PERSONNEL -** AUTHORIZING CONTINUATION OF HEALTH, DENTAL, VISION AND VOLUNTARY LIFE, ACCIDENT AND CRITICAL ILLNESS INSURANCE BENEFITS FOR COUNTY OFFICERS, EMPLOYEES AND RETIREES
354		**PERSONNEL -** AUTHORIZING CONTINUATION OF MEDICARE ADVANTAGE INSURANCE PLAN FOR WARREN COUNTY RETIREES
355		**FINANCE & BUDGET (*COUNTY ATTORNEY*) -** FURTHER AMENDING RESOLUTION NO. 40 OF 2026, WHICH AUTHORIZED APPROPRIATIONS FROM BUDGET CODE A.863.00, RESERVE, INSURANCE, TO FUND PROPERTY AND CASUALTY SELF-INSURED DEDUCTIBLE LINES FOR VARIOUS DEPARTMENTS, TO ADD ADDITIONAL APPROPRIATIONS TO THE WARREN COUNTY SHERIFF'S OFFICE
356	ROLL CALL	**FINANCE & BUDGET (*COUNTY ATTORNEY*) -** AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED FUND BALANCE (A.918.00) TO THE SHERIFF'S OFFICE BUDGET TO COVER THE COST OF THE SETTLEMENT OF KATHLEEN INNES V. COUNTY OF WARREN, ET AL.; AND AMENDING 2026 WARREN COUNTY BUDGET
357	ROLL CALL	**FINANCE & BUDGET (*PLANNING & COMMUNITY DEVELOPMENT*) -** ESTABLISHING CAPITAL PROJECT NO. H459, NBRC FISH HATCHERY; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2026
358	ROLL CALL	**SUPERVISORS ETU AND WILD -** ENACTING LOCAL LAW NO. 7 OF 2026, ENTITLED "A LOCAL LAW ESTABLISHING A DEPARTMENT OF FINANCE, CREATING THE POSITION OF COMMISSIONER OF FINANCE, PRESERVING THE STATUTORY AUTHORITY OF THE COUNTY TREASURER, AND REPEALING LOCAL LAW NO. 4 OF 1969"
359	ROLL CALL	**HIGHER EDUCATION -** SUPPORTING THE ADIRONDACK COMMUNITY COLLEGE CAPITAL IMPROVEMENT PLAN FOR 2027-28

Warren County Board of Supervisors

SEPTEMBER 18, 2026
BOARD MEETING
INDEX

RES. NO.	VOTE	DESCRIPTION

PROCLAMATION NOS. 40-43; AND RESOLUTION NOS. 331-358 WERE DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED ON THE WARREN COUNTY WEBSITE FRIDAY SEPTEMBER 11, 2026

RESOLUTION NO. 359 WAS APPROVED AT THE SEPTEMBER 11, 2026 HIGHER EDUCATION COMMITTEE MEETING; RESOLUTION WAS DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED ON THE WARREN COUNTY WEBSITE MONDAY SEPTEMBER 14, 2026

Supervisor	Town	Wt Vote	Vote

Y means yes
N means no
A means absent
NV means not voting

Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	a
Strough	Queensbury	89	Y
Wild	Queensbury	89	a
Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	Y
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Geraghty	Warrensburg	60	Y
		1,002	

Yes	866
No	-
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Roll call

Supervisor	Town	Wt Vote	Vote
Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	Y
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	Y
		1,002	

Y means yes
N means no
A means absent
NV means not voting

Yes	866
No	-
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	Y
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	Y
		1,002	

Y means yes
N means no
A means absent
NV means not voting

Yes	866
No	-
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
Etu	Queensbury	89	n
Strainer	Queensbury	89	n
Beaty	Queensbury	89	n
O'Neill	Stony Creek	12	n
Runyon	Thurman	17	n
Conover	Bolton	31	n
Maday	Chester	47	Y
Diamond	GF - 1	45	n
Gilligan	GF - 2	45	n
Turner	GF - 3	45	n
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	n
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	n
		1,002	

Y means yes
N means no
A means absent
NV means not voting

Yes	311
No	555
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
Etu	Queensbury	89	n
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	Y
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	n
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	n
		1,002	

Y means yes
N means no
A means absent
NV means not voting

Yes	707
No	159
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	n
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	n
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	Y
		1,002	

Y means yes
N means no
A means absent
NV means not voting

Yes	732
No	134
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	Y
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	Y
		1,002	

Y means yes
N means no
A means absent
NV means not voting

Yes	866
No	-
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

R356-Approm from GF to WCSO

Supervisor	Town	Wt Vote	Vote

Y means yes
N means no
A means absent
NV means not voting

Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	Y
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	Y
		1,002	

Yes	866
No	-
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote
Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	n
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	Y
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	Y
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	Y
		1,002	

Y means yes
N means no
A means absent
NV means not voting

Yes	777
No	89
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Supervisor	Town	Wt Vote	Vote

Y means yes
N means no
A means absent
NV means not voting

Etu	Queensbury	89	Y
Strainer	Queensbury	89	Y
Beaty	Queensbury	89	n
O'Neill	Stony Creek	12	Y
Runyon	Thurman	17	Y
Conover	Bolton	31	Y
Maday	Chester	47	Y
Diamond	GF - 1	45	n
Gilligan	GF - 2	45	Y
Turner	GF - 3	45	Y
Bruno	GF - 4	45	Y
Driscoll	GF - 5	45	Y
Patchett	Hague	10	Y
Butler	Horicon	22	Y
Goodspeed	Johnsburg	33	Y
Crocitto	Lake George	53	Y
Niles	Lake Luzerne	47	A
Strough	Queensbury	89	n
Wild	Queensbury	89	A
Geraghty	Warrensburg	60	Y
		1,002	

Yes	643
No	223
Absent	136
Not Voting	-
Resolution	PASSES

Required for simple majority	502
Required for 2/3 vote	668
Required for 3/4 vote	752

Warren County Board of Supervisors

BOARD MEETING
FRIDAY, SEPTEMBER 18, 2026

Please note that the following is a summarization of the Board Meeting; the meeting, in its entirety, can be viewed using the following links:
Warren County website: ***https://www.warrencountyny.gov/MMA***

Warren County's YouTube Channel - ***Part 1 - https://www.youtube.com/watch?v=K4Oc7h-v7NI***
Part 2 - https://www.youtube.com/watch?v=1dk_iAo85VE

The Board of Supervisors of the County of Warren convened at the Supervisors' Room in the Warren County Municipal Center, Lake George, New York, at 10:00 a.m.

Mr. Kevin B. Geraghty presiding.

Salute to the flag was led by Supervisor Etu.

Roll called, the following members present:
Supervisors Conover, Maday, Diamond, Gilligan, Turner, Bruno, Driscoll, Patchett, Butler, Goodspeed, Crocitto, Strough, Etu, Strainer, Beaty, O'Neill, Runyon and Geraghty - 2; Absent - Supervisors Niles and Wild.

Motion was made by Supervisor Runyon, seconded by Supervisor O'Neill and carried by a unanimous vote of those present *(Supervisors Niles and Wild absent)* to approve the minutes of the August 19, 2026 Board Meeting, subject to correction by the Clerk of the Board.

Presentation of Employee of the Quarter was made to Sarah Brugger, *Principle Planner, Planning & Community Development*.

Privilege of the Floor was extended to: Suzanne Lintner, *Executive Vice President of Equitable Access and Advocacy, Regional Food Bank;* Kimberly Sopczyk, *Executive Director, Family Service Association of Glens Falls, Inc.;* and Kayla Carlozzi, *Executive Director, North Country Ministry,* who spoke about the Regional Food Bank and regional food bank needs. Chairman Geraghty thanked Ms. Lintner, Ms. Sopczyk and Ms. Carlozi for attending the meeting today to highlight the services their Organizations provided with regard to providing food to individuals and families in need which were crucial.

Chairman Geraghty opened the Floor for public comments:

The following spoke in favor of the proposed contract for the Air Race X event *(represented by Resolution No. 344)*:
Ted Morris, *Chief Operating Officer Air Race X*;
Travis Whitehead, *Town of Queensbury Resident*;
Mark St. Pierre, *Representing ADK Flying Club*;
Chris Hatin, *Warren County Resident and local pilot*;

David LaPell, *Warren County Resident and former Warren County Corrections Officer,* encouraged the Board to adopt a resolution in support of the Warren County Corrections Officers in an effort

to reduce staff turnover.

The Agenda review resumed with Chairman Geraghty declaring the Public Hearing on proposed Local Law No. 7 of 2026, entitled *"A Local Law Establishing a Department of Finance, Creating the Position of Commissioner of Finance, Preserving the Statutory Authority of the County Treasurer, and Repealing Local Law No. 4 of 1969,"* open at 10:25 a.m. and requested the Clerk of the Board read aloud the Notice of Public Hearing. Chair called for public comment:

The following individuals spoke during the Public Hearing in opposition to the enactment of proposed Local Law No. 7 of 2026:

Ilana Morgan, *Warren County Resident;*
David LaPell, *Warren County Resident*;
Mike Parwana, *Town of Queensbury Resident*;
Kimberly Davis, *former Clinton County Treasurer;*
Richard Straut, *Town of Lake George Resident;*
Travis Whitehead, *Town of Queensbury Resident*;
Chris Lang, *Town of Hague Resident;*
Lorraine Stein, *Warren County Resident;*
Doug Herschleb, *Town of Queensbury Residemt;*
Brad Magowan, *Town of Queensbury Resident;*
Kevin Luibrand, Esq., *Representing Christine Norton;*
Susan Rizzo, *Albany County Comptroller;*
Robin Larkin, *Town of Queensbury Resident;*
Bob Dylan, *Town of Lake George Resident;*
Linda Clark, *Town of Queensbury Resident*;
Valerie Whitehead, *Town of Queensbury Resident;*
Bill Norton, *Town of Queensbury Resident*;
Terry McCabe, *Town of Queensbury Resident;* and
Christine Norton, *Warren County Treasurer*.

Ryan Moore, *Town of Queensbury Resident and former Warren County Administrator*, spoke in favor of Proposed Local Law No. 7.

Ed Larkin, *Town of Queensbury Resident*, indicated he was neutral on the adoption of Local Law No. 7, but felt more research before adoption may be appropriate.

At the conclusion of public comments, Chairman Geraghty declared the Public Hearing closed at 11:20 a.m.

Report by the Committee Chairs (including the Chairman of the Board's Report) were given.

Report by the County Administrator was given.

Kimberly Richard, *County Attorney,* advised she had no report this month; however, she noted, she was recommending the Board enter into an executive session pursuant to Section 105(1)(c) of the Public Officer's Law for the purpose of discussing information relating to the current or future investigation for prosecution of a criminal offense which would imperil effective law enforcement if disclosed, noting there was still an ongoing criminal investigation occurring. She continued, apprising the executive session was also required pursuant to Section 105(1)(f) of the Public Officer's Law to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Supervisor Etu requested that Jackie Figueroa, *Human Resources Director,* be permitted to remain in the executive session.

The necessary motion was made by Supervisor Runyon and seconded by Supervisor Etu to enter into an executive session for the purposes outlined above. Supervisor Beaty requested that the executive session be delayed until the conclusion of the voting on resolutions to allow the members of the public remaining to be present for the outcome of the vote on the resolutions before the Board today and Supervisor Diamond concurred. A brief discussion ensued during which the County Attorney advised matters had arisen which she felt the Board must be informed of prior to voting on resolutions.

Chairman Geraghty called the question and a roll call vote was taken to enter into an executive session for the purposes outlined above, as well as to allow Ms. Figueroa to participate; the motion was carried by majority vote of those present, with 643 votes in favor *(Supervisors Etu, Strainer, O'Neill, Runyon, Conover, Maday, Gilligan, Turner, Bruno, Driscoll, Patchett, Butler, Goodspeed, Crocitto, and Geraghty)*; 223 opposed *(Supervisors Diamond, Strough and Beaty);* and 136 absent *(Supervisors Niles and Wild).*

Executive session was held from 11:39 a.m. until 12:43 p.m.

Upon reconvening, Chairman Geraghty noted no action was taken.

Reading of communications by Clerk of the Board was provided, as follows:

Reports from:

1. County Auditor - Report of Real Property Tax Corrections - August 2026;
2. Adirondack North Country Association - 2025 Annual Report;
3. Capital District Regional Off- Track Betting Corp. - Financial Report dated March 31, 2026;
4. Capital District Regional Off- Track Betting Corp. - Financial Report dated April 30, 2026.

Letters/emails from:

1. FitzGerald Morris Baker Firth on behalf of Warren Washington Counties IDA - Notice of Public Hearing on Legacy Equipment LLC project;
2. NYS Parks, Recreation & Historic Preservation - Advising the Lake George Club in Diamond Point has been added to the National Register of Historic Places.

Other:

1. Town of Thurman - Resolution No. 49 of 2026, entitled *"Resolution Supporting Warren County's Awarded Project for the New York State Department of Environmental Conservation Climate Smart Communities Grant Program for a Municipal Culvert Inventory and Assessment and Expressing Intent to Provide Local Matching Funds".*

Reading of resolutions by the Clerk of the Board was announced as follows:

Resolution Nos. 331-358 of 2026 and four Proclamations were distributed to the Board and posted to the Warren County website on Friday September 11th. Resolution No. 359 was authorized at the September 11th Higher Education Committee meeting and was distributed on Monday September 14th. The four Proclamations were:

Proclamation No. 40 - Hunger Action Month - *September 2026*;
Proclamation No. 41 - National Recovery Month - *September 2026*;
Proclamation No. 43 - Suicide Prevention Month - *September 2026; and*
Proclamation No. 44 - Special Olympics Support and Awareness Day - *October 16, 2026.*

Privilege of the floor/public comment, which was limited to three minutes per speaker, was called for:

Supervisor Conover requested a roll call vote on proposed Resolution No. 344, *Authorizing*

Agreement with ARX US, LLC to Host Air Race X at the Warren County (Floyd Bennett) Memorial Airport as a Signature Event on September 3-5, 2027.

Supervisor Patchett requested a roll call vote on proposed Resolution No. 345, *Authorizing Agreement with Lake George Steamboat Company to Host the end-of-year Annual Hospitality Workforce Celebration and Awards Event.*

Supervisor Runyon asked Attorney Richards whether it was necessary for her to recuse from voting on proposed Resolution No. 358, *Enacting Local Law No. 7 of 2026, Entitled "A Local Law Establishing a Department of Finance, Creating the Position of Commissioner of Finance, Preserving the Statutory Authority of the County Treasurer, and Repealing Local Law No. 4 of 1969"*, and Attorney Richards advised she did not foresee any conflicts with Supervisor Runyon voting on the proposed Resolution.

Supervisor Beaty requested a roll call vote on proposed Resolution No. 359, *Supporting the Adirondack Community College Capital Improvement Plan for 2027-28.* He proceeded to inquire how much of the cost of the Capital Improvement Plan Warren County was responsible for and Eric Conduzio, *Budget Analyst, SUNY Adirondack,* responded there was no cost to the County, noting the other half of the funding was derived from federal funding.

Supervisor Etu inquired whether the event outlined in proposed Resolution No. *345, Authorizing Agreement with Lake George Steamboat Company to Host the end-of-year Annual Hospitality Workforce Celebration and Awards Event***,** had already occurred and Chairman Geraghty replied affirmatively.

Supervisor Beaty advised in light of the information provided by Mr. Conduzio he was withdrawing his request for a roll call vote on proposed Resolution No. 359. *Supporting the Adirondack Community College Capital Improvement Plan for 2027-28.*

Voting on resolutions occurred; Resolution Nos. 331- 359 of 2026 were approved as presented, with the exception of proposed Resolution No. 344 which failed to obtain the majority required.

Chairman Geraghty called for public comments:

Ms. Whitehead voiced her disappointment regarding the adoption of Resolution No. 358, *Enacting Local Law No. 7 of 2026, Entitled "A Local Law Establishing a Department of Finance, Creating the Position of Commissioner of Finance, Preserving the Statutory Authority of the County Treasurer, and Repealing Local Law No. 4 of 1969".*

Ms. Norton spoke regarding the 2026 FAZ/Sax financial forensic audit, noting what she believed were inaccuracies within the report.

Mr. Whitehead voiced his disappointment with the Board for adopting Local Law No. 7 of 2026.

An individual who did not identify themselves spoke regarding what he believed were misrepresentations within the 2026 FAZ/Sax financial forensic audit regarding the relationship between Arrow Bank and the Warren County Treasurer's Office.

Mr. Magowan spoke regarding his displeasure with the Board of Supervisors for not tabling Local Law No. 7 of 2026 until it was determined whether a public referendum was the proper method to address this matter.

Mrs. McCabe apprised she felt the Board of Supervisors were mistaken for adopting Local Law No. 7 of 2026, indicating she believed the proper method to address their concerns was a public referendum to allow the taxpayers to make the decision regarding the Treasurer.

Chairman Geraghty calling for announcements:

Supervisor Strainer commended Kathleen Boyle, *Town of Queensbury Resident,* for her efforts traveling to Washington D.C. to advocate for the adoption of a proposed federal law prohibiting consumer retail and online sale of recreational nitrous oxide products. He noted there was a proposed Resolution going before the Health Services Committee at their September 22nd meeting banning recreational sales of nitrous oxide in Warren County.

Supervisor Etu advised the first varsity football game of the year on the lighted field was being held this evening at the Queensbury High School.

Chairman Geraghty announced the Worlds Largest Garage sale would be held in the Town of Warrensburg on October 2-4, 2026 and he encouraged all to attend.

There being no further business to come before the Board of Supervisors, Chairman Geraghty declared the meeting adjourned at 1:03 p.m.

Warren County Board of Supervisors

Proclamation

WHEREAS, as is the case with most counties, a substantial portion of Warren County residents struggle with food insecurity, which is the limited or uncertain access to adequate food, and

WHEREAS, the Regional Food Bank of Northeastern New York estimates there are 8,200 people who are food insecure in Warren County, with one out of six children who don't have access to the food they need to thrive, and

WHEREAS**,** the Regional Food Bank and its 29 partners in Warren County provide many programs and services to ensure our neighbors have access to fresh and nutritious fruits, vegetables, protein and dairy products, including our Summer Backpack program, Food as Medicine, and mobile pantries, among many others, and

WHEREAS, a number of additional organizations in Warren County and the region such as the Salvation Army, Open Door Mission, North Country Ministry, Catholic Charities, Comfort Food Community and more work tirelessly to fill that gap, and

WHEREAS**,** in 2024, the Regional Food Bank, with the support of many Warren County partners, provided more than 1.7 million pounds of food and provided more than 1.4 million meals in Warren County, and

WHEREAS**,** Warren County is committed to taking steps to combat hunger in every community in our county, and to provide additional resources to those in need, and

WHEREAS, the month of September has been designated "Hunger Action Month" in order to bring attention to the issue of food insecurity in our communities and to mobilize the public in the movement to end hunger, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Warren County Board of Supervisors, do hereby proclaim the month of September 2026 to be

HUNGER ACTION MONTH

in Warren County, and encourage all residents to offer a hand to a friend, neighbor or loved one or acquaintance who is struggling with food insecurity or to donate to a food pantry.

DATED: SEPTEMBER 18, 2026

KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS

Warren County Board of Supervisors

Proclamation

WHEREAS, September is recognized nationally as National Recovery Month, a time to celebrate people in recovery from addiction and mental health challenges and to recognize the contributions of prevention, treatment, and recovery services, and

WHEREAS, recovery is a personal journey that can be supported through access to effective treatment, peer support, family support, community resources, and opportunities to build healthy and fulfilling lives, and

WHEREAS, individuals and families affected by addiction and mental health challenges demonstrate courage, strength, and resilience, and their stories of recovery provide hope and inspiration to others, and

WHEREAS, Warren County is committed to supporting prevention, treatment, harm reduction, recovery, and other services that promote the health, safety, and well-being of its residents, and

WHEREAS, National Recovery Month provides an opportunity to reduce stigma, increase public awareness, support those in need to seek help, and recognize the dedicated individuals, families, professionals, peers, and community organizations that support and foster recovery, and

WHEREAS, Warren County recognizes and celebrates the individuals and families whose lives have been strengthened through recovery and acknowledges the many people and organizations working every day to make recovery possible. Community members are celebrated no matter where they are in their recovery journey and are encouraged and supported to continue on their path, and

WHEREAS, recovery is possible, and every person deserves the opportunity to engage in its pursuit, and a community that is sustained by hope and pursues self-actualization for all, therefor be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Warren County Board of Supervisors do hereby proclaim September 2026 as

NATIONAL RECOVERY MONTH

in Warren County, New York, and we encourage all residents, community organizations, businesses, schools, healthcare providers, and public agencies to support those in recovery, promote awareness and understanding, defeat stigma, and help build a community where recovery is recognized and celebrated.

DATED: SEPTEMBER 18, 2026

KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS

Warren County Board of Supervisors

Proclamation

WHEREAS, suicide is a serious public health concern that affects individuals, families, friends, coworkers, and community members across Warren County, and the nation as a whole, and

WHEREAS suicide prevention is a community collaboration, and recognizing warning signs, offering support, reducing stigma, and connecting people with appropriate resources can help save lives, and

WHEREAS, every person deserves access to compassionate support and the opportunity to seek help without fear of judgment or shame, and

WHEREAS, families, schools, healthcare providers, mental health professionals, community organizations, first responders, faith communities, and all dedicated individuals throughout Warren County work every day to promote mental wellness, provide support, and strengthen connections within our community, and

WHEREAS, Suicide Prevention Awareness Month provides an opportunity to raise awareness, encourage open, compassionate, and responsive conversations about mental health and wellness, and to remember and support those who have been affected by suicide, and

WHEREAS, Warren County is committed to developing and sustaining a community where people know they are not alone, where asking for help is recognized and supported as a sign of strength, and where individuals experiencing a crisis can be connected to caring people and appropriate resources, and

WHEREAS, Warren County publicly places its full support behind those who work in the fields of mental health, education, and law enforcement, who serve on the front lines of a war against suicide that many still refuse to discuss, as stigma regarding suicide and mental health issues is far too prevalent, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Warren County Board of Supervisors, do hereby proclaim September 2026 to be

SUICIDE PREVENTION MONTH

in Warren County, and encourages all residents to participate in efforts to increase awareness, reduce stigma, promote mental health and wellness, support those who may be struggling, strengthen our community's commitment to suicide prevention, and to reach out, listen with compassion, and help connect individuals in need with trusted family members, friends, professionals, and crisis-support resources.

DATED: SEPTEMBER 18, 2026

KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS

Warren County Board of Supervisors

Proclamation

WHEREAS, the Special Olympics was founded by Eunice Kennedy Shriver in 1968, and just one year later Dorothy Buehring Phillips inaugurated the program in New York, and the state sent its first delegation of athletes and coaches to the Northeast Regional Special Olympics competition in Boston, Massachusetts, and

WHEREAS, Special Olympics New York was incorporated in 1970, with Dorothy Buehring Phillips serving as its first director, hosting the first State Summer Games in June of that year, and

WHEREAS, today, Special Olympics New York is the largest program in the United States and one of the largest in the world, and

WHEREAS, it is the mission of Special Olympics New York "to provide year-round sports training and athletic competition in a variety of Olympic-style sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community", and

WHEREAS, the Special Olympics New York Fall Games will be hosted by the Glens Falls regional community at sporting venues throughout the area and will feature seven fall sports including bocce, cycling, golf, equestrian, soccer, softball and cross-country running, and

WHEREAS, Warren County is proud to provide financial support for and honored to be chosen as the site of the Special Olympics New York 2026 State Fall Games which will be held in the City of Glens Falls and Town of Queensbury October 16-18, 2025, now, therefore, be it

RESOLVED, that I, Kevin B. Geraghty, Chairman of the Warren County Board of Supervisors, do hereby proclaim October 16, 2026, the opening day of the NY Special Olympics New York Fall Games, to be

SPECIAL OLYMPICS SUPPORT AND AWARENESS DAY

in Warren County and along with the residents of Warren County, we hereby proclaim our support for the Special Olympics New York Fall Games and for all of the athletes participating in them, and be it further

RESOLVED, that together, we welcome all of the athletes, coaches and families traveling to Warren County for the Fall Games to our community.

DATED: SEPTEMBER 18, 2026

KEVIN B. GERAGHTY, CHAIRMAN
WARREN COUNTY BOARD OF SUPERVISORS

Warren County Board of Supervisors

RESOLUTION NO. 331 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS ETU, CROCITTO, CONOVER, MADAY, BRUNO, STROUGH AND RUNYON

MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2026 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

FROM CODE		TO CODE		AMOUNT
DEPARTMENT: PUBLIC DEFENDER				
A.1171.4202 110	Public Defender, Hurrell-Harring, Salaries-Regular	A.1171.4202 120	Public Defender, Hurrell-Harring, Salaries-Overtime	$250.00
DEPARTMENT: SHERIFF				
A.3020 130	Sheriff's 911 Center, Salaries-Part Time	A.3020 120	Sheriff's 911 Center, Salaries - Overtime	30,000.00
A.3110 110	Sheriff Law Enforcement Salaries - Regular	A.3110 130	Sheriff's Law Enforcement, Salaries -Part Time	200,000.00
A.3110 110		A.3110 120	Salaries - Overtime	100,000.00
DEPARTMENT: SPECIAL ITEMS				
A.1990 469	Contingent Account-Other Payments/ Contributions	A.9950 910	Transfers-Capital Projects, Interfund Transfers *local share for Capital Project No. H459*	32,920.00

Warren County Board of Supervisors

RESOLUTION NO. 332 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS ETU, CROCITTO, CONOVER, MADAY, BRUNO, STROUGH AND RUNYON

AMENDING WARREN COUNTY BUDGET FOR 2026 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2026 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

CODE	TITLE	AMOUNT
DEPARTMENT: SHERIFF		
ESTIMATED REVENUE		
A.3020.4058 3380	Sheriff's 911 Center, 2025 Interoperable Comm Grant, State Homeland Security Program	$1,024,736.00
APPROPRIATIONS		
A.3020.4058 250	Sheriff's 911 Center, 2025 Interoperable Comm Grant, Technical Equipment	1,024,736.00

and be it further

RESOLVED, that the supplemental appropriations or reductions in estimated revenues and appropriations set forth above are authorized and the County Treasurer be, and he hereby is, authorized and directed to amend the budget of Warren County for 2026 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County budget for 2026 is hereby amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 333 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS MADAY, CONOVER, STRAINER, GILLIGAN, DRISCOLL, BUTLER AND O'NEILL

RATIFYING ACTIONS TAKEN IN EXECUTING AN APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR FY2025 & FY2026 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE

WHEREAS, the Sheriff requested, and the Criminal Justice, Public Safety & Emergency Services Committee agreed, to ratify the actions taken in executing an application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Building 7A, Albany, New York 12226, for FY2025 & FY2026 Statewide Interoperable Communications grant funding in an amount not to exceed One Million Twenty-Four Thousand Seven Hundred Thirty-Six Dollars ($1,024,736), with no matching County funds, over a term commencing January 1, 2026 and terminating December 31, 2030, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby ratifies the actions taken in executing an application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Building 7A, Albany, New York 12226, for FY2025 & FY2026 Statewide Interoperable Communications grant program funding in an amount not to exceed One Million Twenty-Four Thousand Seven Hundred Thirty-Six Dollars ($1,024,736), with no matching County funds, over a term commencing January 1, 2026 and terminating December 31, 2030, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said grant agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this grant, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds, in a form approved by the County Attorney, and be it further

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any related grant extensions, in a form approved by the County Attorney without the need for further Board resolution.

Warren County Board of Supervisors

RESOLUTION NO. 334 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS MADAY, CONOVER, STRAINER, GILLIGAN, DRISCOLL, BUTLER AND O'NEILL

AWARDING BID AND AUTHORIZING AGREEMENT WITH NEMER FORD FOR PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS FORD MAKES AND MODELS (WC 31-26)

WHEREAS, the Purchasing Agent has advertised for sealed bids for Proprietary Dealer Only Repairs for Various Ford Makes and Models (WC 31-26), and

WHEREAS, the bids were opened on July 30, 2026 and the Sheriff has recommended awarding the bid to Nemer Ford, 323 Quaker Road, Queensbury, New York 12804, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Nemer Ford, 323 Quaker Road, Queensbury, New York 12804 of the acceptance of its bid, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Nemer Ford relative to Proprietary Dealer Only Repairs for Various Ford Makes and Models, pursuant to the terms and provisions of the bid documents and proposal (WC 31-26), as defined in the attached Schedule "A," over a term commencing October 1, 2026 and terminating September 30, 2027, with the option for two (2) additional one (1) year terms, upon the same terms and conditions and upon mutual agreement of the parties, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3110 441 Sheriff's Law Enforcement, Auto-Supplies & Repair.

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 31-26 **ITEM(S): PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS FORD MAKES AND MODELS** **DATE: JULY 30, 2026** **TIME: 3:00 PM.**	**NAME & ADDRESS OF BIDDER** **Nemer Ford** **Attn: Ted Fitzgerald** **323 Quaker Rd.** **Queensbury, NY 12804** **Ph: 518-798-8834** **Fax: 518-798-0166**
DESCRIPTION OF ITEM	**BID PRICE**
Hourly Rate: Mechanic	**$139.99**
Materials/Parts Furnished: Percent Mark-Up Over Cost	**40%**
Markup For Purchase of Parts Only	**40%**
Price Per Diagnostic Service	**$199.99**
BID AWARDED TO:	**RESOLUTION NO.: xx OF 2026**
TERM: OCTOBER 1, 2026 THROUGH SEPTEMBER 30, 2027	√ **JULIE A. BUTLER, PURCHASING AGENT**

Warren County Board of Supervisors

RESOLUTION NO. 335 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS MADAY, CONOVER, STRAINER, GILLIGAN, DRISCOLL, BUTLER AND O'NEILL

AWARDING BID AND AUTHORIZING AGREEMENT WITH KRYSTAL AUTOMOTIVE, INC. D/B/A KRYSTAL CHRYSLER DODGE JEEP RAM FIAT FOR PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS DODGE, CHRYSLER AND JEEP MAKES AND MODELS (WC 32-26)

WHEREAS, the Purchasing Agent has advertised for sealed bids for Proprietary Dealer Only Repairs for Various Dodge, Chrysler and Jeep Makes and Models (WC 32-26), and

WHEREAS, the bids were opened on July 30, 2026 and the Sheriff has recommended awarding the bid to Krystal Automotive, Inc. d/b/a Krystal Chrysler Dodge Jeep Ram Fiat, 3940 Main Street, Warrensburg, New York 12885, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Krystal Automotive, Inc. d/b/a Krystal Chrysler Dodge Jeep Ram Fiat, 3940 Main Street, Warrensburg, New York 12885 of the acceptance of its bid, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Krystal Automotive, Inc. d/b/a Krystal Chrysler Dodge Jeep Ram Fiat relative to Proprietary Dealer Only Repairs for Various Dodge, Chrysler and Jeep Makes and Models, pursuant to the terms and provisions of the bid documents and proposal (WC 32-26), as defined in the attached Schedule "A," over a term commencing October 1, 2026 and terminating September 30, 2027, with the option for two (2) additional one (1) year terms, upon the same terms and conditions and upon mutual agreement of the parties, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3110 441 Sheriff's Law Enforcement, Auto-Supplies & Repair.

SCHEDULE A

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 32-26 **ITEM(S): PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS DODGE, CHRYSLER AND JEEP MAKES AND MODELS** **DATE: JULY 30, 2026** **TIME: 3:00 PM.**	**NAME & ADDRESS OF BIDDER** **Krystal Automotive, Inc.** **d/b/a Krystal Chrysler Dodge Jeep Ram Fiat** **Attn: Robert Olden** **3940 Main Street** **Warrensburg, NY 12885** **Ph: 518-623-3405** **Fax: 518-623-3450**
DESCRIPTION OF ITEM	**BID PRICE**
Hourly Rate: Mechanic	**$145.00**
Materials/Parts Furnished: Percent Mark-Up Over Cost	**25%**
Markup for Purchase of Parts Only	**25%**
BID AWARDED TO:	**RESOLUTION NO: xx OF 2026**
√ **JULIE A. BUTLER, PURCHASING AGENT**	**TERM: OCTOBER 1, 2026 THROUGH SEPTEMBER 30, 2027**

Warren County Board of Supervisors

RESOLUTION NO. 336 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS MADAY, CONOVER, STRAINER, GILLIGAN, DRISCOLL, BUTLER AND O'NEILL

AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY

RESOLVED, that Warren County shall continue contractual relationships with the following agencies/departments for various STOP-DWI programs and activities, (the previous contracts and memorandums of understanding being authorized by Resolution No. 500 of 2023), in the amounts set forth below, over a term commencing January 1, 2027 and terminating December 31, 2027, with the option for three (3) additional one (1) year terms and the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements and memorandums of understanding in a form approved by the County Attorney:

AGENCIES/DEPARTMENTS/ADDRESS	AMOUNT NOT TO EXCEED
Warren County Sheriff's Office 1400 State Route 9 Lake George, NY 12845	$17,750.00
City of Glens Falls Glens Falls Police Department 42 Ridge Street Glens Falls, NY 12801	$17,750.00
Warren County District Attorney's Office Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845	$11,550.00
Warren County Probation Department Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845,	$10,500.00

and be it further

RESOLVED, that the funds for these contracts shall be expended from the appropriate departmental budget codes.

Warren County Board of Supervisors

RESOLUTION NO. 337 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS WILD, CROCITTO, BRUNO, PATCHETT, DIAMOND, BEATY AND NILES

AUTHORIZING SUBMISSION OF AN APPLICATION TO THE PATRICK LEAHY LAKE CHAMPLAIN BASIN PROGRAM GRANT FOR FUNDING UNDER THE AQUATIC ORGANISM PASSAGE RESTORATION PROJECT FOR CULVERT REPLACEMENT IN THE LAKE CHAMPLAIN BASIN

WHEREAS, the County Planner requested, and the Economic Growth & Development Committee agreed, to submit an application to the Patrick Leahy Lake Champlain Basin Program Grant for funding under the Aquatic Organism Passage Restoration Project in an amount not to exceed Five Hundred Thousand Dollars ($500,000) for culvert replacement in the Lake Champlain Basin, with the term of the grant to be determined, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit an application to the Patrick Leahy Lake Champlain Basin Program Grant for funding under the Aquatic Organism Passage Restoration Project in an amount not to exceed Five Hundred Thousand Dollars ($500,000) for culvert replacement in the Lake Champlain Basin, with the term of the grant to be determined, in a form approved by the County Attorney, and be it further

RESOLVED, that the County Planner shall seek further approval to accept any grant and to designate the source of funds, if any, for local match required upon notification of a grant award.

Warren County Board of Supervisors

RESOLUTION NO. 338 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS WILD, CROCITTO, BRUNO, PATCHETT, DIAMOND, BEATY AND NILES

AUTHORIZING SUBMISSION OF AN APPLICATION TO THE PATRICK LEAHY LAKE CHAMPLAIN BASIN PROGRAM GRANT FOR FUNDING TO SUPPORT THE SEPTIC REPLACEMENT PROGRAM; AND AUTHORIZING GRANT AGREEMENT FOR SAME

WHEREAS, the County Planner requested, and the Economic Growth & Development Committee agreed, to submit an application to the Patrick Leahy Lake Champlain Basin Program Grant for funding in an amount not to exceed Two Hundred Thousand Dollars ($200,000), with no matching County funds, to support the septic replacement program, with the term of the grant to be determined, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit an application to the Patrick Leahy Lake Champlain Basin Program Grant for funding in an amount not to exceed Two Hundred Thousand Dollars ($200,000), with no matching County funds, to support the septic replacement program, with the term of the grant to be determined, in a form approved by the County Attorney, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said grant agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any additional funding becomes available during the term of this grant agreement, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 339 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS WILD, CROCITTO, BRUNO, PATCHETT, DIAMOND, BEATY AND NILES

AMENDING RESOLUTION NO. 138 OF 2026, ACCEPTING GRANT FUNDING FROM THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION UNDER THE WATER QUALITY IMPROVEMENT PROJECT GRANT (152507) FOR THE WARREN COUNTY CORINTH ROAD CULVERT REPLACEMENT PROJECT, TO EXTEND THE TERMINATION DATE; DESIGNATE SOURCE OF FUNDING AND AUTHORIZE GRANT AGREEMENT FOR SAME

WHEREAS, by Resolution No. 138 of 2026, the Warren County Board of Supervisors authorized the Chair of the Board of Supervisors to execute any documents necessary to accept grant funding in an amount not to exceed Three Hundred Fifty Thousand Dollars ($350,000), with a Eighty-Seven Thousand Five Hundred Dollar ($87,500) local match, from the New York State Department of Environmental Conservation under the Water Quality Improvement Project for the Warren County Corinth Road Culvert Replacement Project over a term commencing May 19, 2025 and terminating May 19, 2028, and

WHEREAS, the County Planner requested, and the Economic Growth & Development Committee agreed, to extend the termination date of the grant to May 18, 2030, and

WHEREAS, the County Planner has confirmed that the Local Share funding is available within Capital Project H430, Culvert Repairs, now, therefore, be it

RESOLVED, that Resolution No. 138 of 2026 be, and hereby is, amended to extend the termination date of the grant to May 18, 2030, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute a grant agreement with the New York State Department of Environmental Conservation for funding in an amount not to exceed Three Hundred Fifty Thousand Dollars ($350,000), with a Eighty-Seven Thousand Five Hundred Dollar ($87,500) local match to be funded using existing monies in Capital Project H430, Culvert Repairs, under the Water Quality Improvement Project for the Warren County Corinth Road Culver Replacement Project over a term commencing May 19, 2025 and terminating May 18, 2030, in a form approved by the County Attorney, and be it further

RESOLVED, that other than the amendment set forth herein, all other terms and conditions of Resolution No. 138 of 2026 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 340 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL, GILLIGAN, TURNER, WILD, STRAINER, O'NEILL AND GOODSPEED

AUTHORIZING AGREEMENT WITH WAIT HOUSE, INC. TO PROVIDE FAMILY CENTERED CASE MANAGEMENT SERVICES FOR THE DEPARTMENT OF SOCIAL SERVICES

WHEREAS, the Commissioner of Social Services requested, and the Human Services Committee agreed, to enter into an agreement with WAIT House, Inc., in an amount not to exceed Sixty Thousand Dollars ($60,000), to provide family centered case management services, for a term commencing July 1, 2026 and terminating June 30, 2027, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with WAIT House, Inc., 10-12 Wait Street, Glens Falls, New York 12801, in an amount not to exceed Sixty Thousand Dollars ($60,000), to provide family centered case management services, for a term commencing July 1, 2026 and terminating June 30, 2027, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be expended from Budget Code A.6010 470, Social Services, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 341 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL, GILLIGAN, TURNER, WILD, STRAINER, O'NEILL AND GOODSPEED

AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE AN APPLICATION TO THE NEW YORK STATE OFFICE OF CHILDREN & FAMILY SERVICES FOR YOUTH DEVELOPMENT PROGRAM, YOUTH SPORTS AND EDUCATION OPPORTUNITY FUNDING AND YOUTH TEAM SPORTS AS OUTLINED IN THE RESOURCE ALLOCATION PLAN FOR PROGRAM YEAR RUNNING FROM OCTOBER 1, 2026 TO SEPTEMBER 30, 2027

WHEREAS, the Comprehensive Plan for Youth Services requires that the Resource Allocation Plan be prepared annually, which is comprised of Warren County's program and project applications for youth service funds, and

WHEREAS, the Youth Bureau Director requested, and the Human Services Committee, as well as the Youth Board, have agreed, that the State Aid resources for youth development programs, youth sports and education opportunity funding and youth team sports be allocated from October 1, 2026 to September 30, 2027 as outlined in the Resource Allocation Plan, for a total amount of One Hundred Twenty-One Thousand Two Hundred Fifty-Nine Dollars ($121,259), and

WHEREAS, these documents have been prepared according to the Rules and Regulations of the New York State Office of Children & Family Services, now, therefore, be it

RESOLVED, that the Youth Bureau Director is hereby authorized to submit an application to the New York State Office of Children & Family Services for the Resource Allocation Plan for program year running from October 1, 2026 to September 30, 2027 and upon notification of approval of the availability of State funds, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the Warren County Comprehensive Planning Resource Allocation Agreement for program year running from October 1, 2026 to September 30, 2027 and any and all documents required to implement the Resource Allocation Plan, and all agreements within the scope of such plan to qualify Warren County for State reimbursement for youth programs from October 1, 2026 to September 30, 2027, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 342 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, WILD, STROUGH, TURNER, RUNYON, BUTLER AND PATCHETT

SUPPORTING THE TOWN OF LAKE GEORGE IN SECURING A COMMITMENT FROM THE WORLD TRIATHLON CORPORATION TO CONDUCT IRONMAN 70.3 AS A SIGNATURE EVENT IN WARREN COUNTY; AUTHORIZING AGREEMENT AND FUNDING FOR SAME

WHEREAS, Warren County recognizes the value of community events that promote tourism, economic development and community engagement, and

WHEREAS, certain events, referred to as "Signature Events," return to Warren County year after year and contribute significantly to the cultural, recreational and economic vitality of the County, and

WHEREAS, it is in the best interest of Warren County to support and facilitate these Signature Events by entering into multi-year funding agreements with event organizers, sponsors, vendors, and other relevant entities, and

WHEREAS, the Director of Tourism requested, and the Occupancy Tax Coordination Committee agreed, to enter into a multi-year funding agreement with the Town of Lake George in securing a commitment from the World Triathlon Corporation to conduct Ironman 70.3 by authorizing occupancy tax funding in an amount not to exceed Two Hundred Thousand Dollars ($200,000) in 2027; Two Hundred Ten Thousand Dollars ($210,000) in 2028; and Two Hundred Twenty Thousand Five Hundred Dollars ($220,500) in 2029, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute a multi-year funding agreement with the Town of Lake George as described in the preambles of this resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement will be expended from Budget Code A.6417.0002 480.09, Tourism/Occupancy, Occupancy Tax, Tourism-Signature Events.

Warren County Board of Supervisors

RESOLUTION NO. 343 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, WILD, STROUGH, TURNER, RUNYON, BUTLER AND PATCHETT

AMENDING RESOLUTION NO. 102 OF 2026, AND AMENDING AGREEMENT WITH THE TOWN OF HAGUE, TO EXTEND THE TERMINATION DATE

WHEREAS, pursuant to Resolution No. 102 of 2026, the Warren County Board of Supervisors authorized the Chair of the Board of Supervisors to execute a Tourist and Convention Development Agreement ("Agreement") with the Town of Hague, wherein the County would provide funding for the Hague Event Pavilion in a total amount not to exceed One Hundred Fifty Thousand Dollars ($150,000) for the year 2026, and

WHEREAS, the Town of Hague now seeks to amend the 2026 Agreement to extend the termination date to December 31, 2027 to allow time to complete the project, and

WHEREAS, at their August 24, 2026 meeting, the Director of Tourism requested, and the Occupancy Tax Coordination Committee agreed, to amend the 2026 Agreement with the Town of Hague to extend the termination date to December 31, 2027 to allow time to complete the project, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an amendment to the 2026 Agreement with the Town of Hague to extend the termination date to December 31, 2027, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.6417.0002 469.05, Tourism/Occupancy, Occupancy Tax, Municipal Application Funding, and be it further

RESOLVED, that other than the changes set forth herein, all other terms and conditions of Resolution No. 102 of 2026 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 344 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, WILD, STROUGH, TURNER, RUNYON, BUTLER AND PATCHETT

AUTHORIZING AGREEMENT WITH ARX US, LLC TO HOST AIR RACE X AT THE WARREN COUNTY (FLOYD BENNETT) MEMORIAL AIRPORT AS A SIGNATURE EVENT ON SEPTEMBER 3-5, 2027

WHEREAS, the Tourism Director requested, and the Occupancy Tax Coordination Committee agreed, to enter into an agreement with ARX US, LLC in an amount not to exceed Three Hundred Ninety-Four Thousand Five Hundred Dollars ($394,500), to host Air Race X at the Warren County (Floyd Bennett) Memorial Airport as a signature event on September 3-5, 2027, for a term commencing October 1, 2026 and terminating October 31, 2027, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with ARX US, LLC, 2536 Rimrock Avenue, Suite 400-585, Grand Junction, Colorado 81505, to host Air Race X at the Warren County (Floyd Bennett) Memorial Airport as a signature event on September 3-5, 2027, for a term commencing October 1, 2026 and terminating October 31, 2027, for an amount not to exceed Three Hundred Ninety-Four Thousand Five Hundred Dollars ($394,500), in a form approved by the County Attorney, to be paid as follows:

PAYMENT DUE	AMOUNT
Upon signing Letter of Intent	$45,000
30 days after execution of contract by both parties	$349,500

and be it further

RESOLVED, that the funds for said agreement shall be expended from Budget Code A.6417.0002 480.09, Tourism/Occupancy Tax, Occupancy Tax, Tourism-Signature Events.

Warren County Board of Supervisors

RESOLUTION NO. 345 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, WILD, STROUGH, TURNER, RUNYON, BUTLER AND PATCHETT

AUTHORIZING AGREEMENT WITH LAKE GEORGE STEAMBOAT COMPANY TO HOST THE END-OF-YEAR ANNUAL HOSPITALITY WORKFORCE CELEBRATION AND AWARDS EVENT

WHEREAS, the Tourism Director requested, and the Occupancy Tax Coordination Committee agreed, to enter into an agreement with Lake George Steamboat Company in an amount not to exceed Seventeen Thousand Seven Hundred Twenty-Four Dollars ($17,724) to be paid using funds raised through business donations and up to Five Thousand Dollars ($5,000) in occupancy tax funding previously approved by the Board of Supervisors to host the end-of-year Annual Hospitality Workforce Celebration and Awards event, over a term commencing September 14, 2026 and terminating September 30, 2026, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with Lake George Steamboat Company, 57 Beach Road, P.O. Box 551, Lake George, New York 12845, in an amount not to exceed Seventeen Thousand Seven Hundred Twenty-Four Dollars ($17,724) to be paid using funds raised through business donations and up to Five Thousand Dollars ($5,000) in occupancy tax funding previously approved by the Board of Supervisors, to host the end-of-year Annual Hospitality Workforce Celebration and Awards event, over a term commencing September 14, 2026 and terminating September 30, 2026, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be expended from Budget Code A.6417.0002 480.04, Tourism/Occupancy, Occupancy Tax, Tourism-Warren County Projects.

Warren County Board of Supervisors

RESOLUTION NO. 346 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, WILD, STROUGH, TURNER, RUNYON, BUTLER AND PATCHETT

RESCINDING RESOLUTION NO. 151 OF 2025, WHICH AUTHORIZED AN AGREEMENT WITH STICKS MEDIA, LLC TO CREATE A WEEKLY WARREN COUNTY RADIO FEATURE THAT AIRS TWICE DAILY DURING PRIME LISTENERSHIP (7:20 A.M. AND 5:20 P.M.) FOR THE TOURISM DEPARTMENT

WHEREAS, pursuant to Resolution No. 151 of 2025, the Warren County Board of Supervisors authorized the Chair of the Board of Supervisors to execute an agreement with Sticks Media, LLC in an amount not to exceed Twenty-Four Thousand Dollars ($24,000) per year, with Two Thousand Dollars ($2,000) being paid monthly upon furnishing of deliverables, to create a weekly Warren County radio feature that airs twice daily during prime listenership (7:20 a.m. and 5:20 p.m.) over a term commencing February 1, 2025 and terminating February 28, 2026, with the option for one (1) additional one (1) year term, and

WHEREAS, the Tourism Director requested, and the Occupancy Tax Coordination Committee agreed, to rescind Resolution No. 151 of 2025 due to the fact that Sticks Media, LLC was sold to a different entity, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 151 of 2025.

Warren County Board of Supervisors

RESOLUTION NO. 347 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, WILD, STROUGH, TURNER, RUNYON, BUTLER AND PATCHETT

AUTHORIZING AGREEMENT WITH BORDER MEDIA, LLC TO CREATE A WEEKLY WARREN COUNTY RADIO FEATURE THAT AIRS TWICE DAILY DURING PRIME LISTENERSHIP (7:20 A.M. AND 5:20 P.M.) FOR THE TOURISM DEPARTMENT

WHEREAS, the Tourism Director requested, and the Occupancy Tax Coordination Committee agreed, to enter into an agreement with Border Media, LLC to create a weekly Warren County radio feature that airs twice daily during prime listenership (7:20 a.m. and 5:20 p.m.), now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with Border Media, LLC, 224 W. 35th Street, Floor 5, #3000, New York, New York 10001, in an amount not to exceed Eighteen Thousand Dollars ($18,000), with Two Thousand Dollars ($2,000) being paid monthly upon furnishing of deliverables, to create a weekly Warren County radio feature that airs twice daily during prime listenership (7:20 a.m. and 5:20 p.m.) over a term commencing June 1, 2026 and terminating February 28, 2027, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be expended from Budget Code A.6417.0002 480.05, Tourism/Occupancy, Occupancy Tax, Tourism-Business Promotion.

Warren County Board of Supervisors

RESOLUTION NO. 348 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS GILLIGAN, STROUGH, TURNER, DRISCOLL, STRAINER, MADAY AND ETU

AMENDING RESOLUTION NO. 318 OF 2026, AUTHORIZING THE COUNTY ATTORNEY TO SETTLE CLAIMS IN THE MATTER OF KATHLEEN INNES V. COUNTY OF WARREN, ET. AL, TO INCLUDE THE SETTLEMENT AMOUNT

WHEREAS, pursuant to Resolution No. 318 of 2026, the Warren County Board of Supervisors authorized the County Attorney, through outside counsel, to negotiate and bind the County of Warren to final settlement terms in the matter of Kathleen Innes v. County of Warren, et. al, and

WHEREAS, a settlement agreement was agreed upon in the amount of Eighty-Seven Thousand Five Hundred Dollars ($87,500), now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute any and all settlement documents in the matter of Kathleen Innes v. County of Warren, et. al. for an amount not to exceed Eighty-Seven Thousand Five Hundred Dollars ($87,500), in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes set forth herein, all other terms and conditions of Resolution No. 318 of 2026 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 349 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS GILLIGAN, STROUGH, TURNER, DRISCOLL, STRAINER, MADAY AND ETU

APPROVING REVISIONS TO THE PURCHASING POLICY FOR WARREN COUNTY

WHEREAS, the Purchasing Agent for Warren County has updated and clarified the Warren County Purchasing Policy and the Support Services Committee has recommended that the same be advanced to the full Board of Supervisors for consideration, and

WHEREAS, the updated and clarified Warren County Purchasing Policy is included with this resolution as Schedule "A," now, therefore, be it

RESOLVED, that the proposed revisions to the Purchasing Policy for Warren County, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Purchasing Policies, Resolutions or parts thereof inconsistent with the new Purchasing Policy are hereby repealed, except that the former Purchasing Policy, as amended, shall continue to apply to any purchases made under the former Policy and to those purchases started but not completed under said former Policy.

WARREN COUNTY PURCHASING POLICY

Updated: September 18, 2026

Purchasing Policy and Procedures Manual Index

SECTION I
Introduction Page 3

SECTION II Page 4
Definitions

SECTION III
A. Procedures Applicable to all Purchases Regardless of Dollar Amount Page 8
B. Procedures Specific to Each Type of Purchase Page 14
1. Commodity/Equipment/Furniture Purchases Page 14
2. Public Works Projects/Contracts Page 17
3. Best Value Methodology Page 19
4. Professional Services Page 20
C. Exemptions Page 22
1. Emergencies, ETA Services, Medical, etc. Page 22
2. Sole Source/Single Source Page 23
3. True Leases Page 24

SECTION IV
Purchase Orders Page 25
A. General Page 25
B. Blanket Purchase Orders Page 26
C. Emergency Purchase Orders Page 26
D. Purchase Order Checklist Page 26
E. End-of-Year Purchase Order Carry-Over Page 27

SECTION V
Asset Management Page 29
A. Fixed Assets Page 29
B. Capital Assets Page 29

SECTION VI
Transfer and Sale of Second Hand Equipment Page 30

SECTION VII
Purchasing Policy - General Conditions Page 31

APPENDIX "A"
Uniform Guidance for Federal Awards Page 34

SECTION I

I. INTRODUCTION

Goods and services must be procured in a manner so as to assure the prudent and economical use of public monies in the best interest of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Adopted by the Warren County Board of Supervisors as internal policies and procedures, this Purchasing Policy governs all procurement of goods and services required to be made pursuant to the competitive bidding requirements of General Municipal Law §103 and those goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding as per General Municipal Law §104-b.

The County of Warren is hereby authorized to make all purchases of necessary goods and services by any means legal within the State of New York and in compliance with all applicable laws, rules and regulations.

The responsibilities and authority for purchasing are assigned by the governing board to Julie Butler, Purchasing Agent, Jason Shpur, Deputy Purchasing Agent and Preston Allen, Purchasing Assistant. The keynote of any successful purchasing system is cooperation between the employees, Department Heads, staff, Auditor, Treasurer, and the governing board.

SECTION II

II. DEFINITIONS

For purposes of this policy please note the following definitions:

Best Value: The basis for awarding contracts for services to the bidder which best optimizes quality, cost and efficiency, among responsive and qualified responsible bidders as per New York State Finance Law § 163(1)(j).

Bid: An offer or proposal submitted by a bidder to provide a product or service at a stated price for the stated contract term.

Bid Opening: The formal process in which sealed bids are opened, in the presence of one or more witnesses, at the time and place specified in the solicitation.

Change Order: A change order is as defined as a written order issued by the department covering contingencies, extra work, deductions, increases or decreases and additions, alterations or omissions to the plans or specifications. All funds must be available to pay all costs incurred under this request. Change Orders must be approved by Board of Supervisors before a Purchase Order may be issued.

Commodities: Material product, supplies, construction items, electronic information services, or other standard articles of commerce other than technology items as per New York State Finance Law § 160(3).

Department Head: Each elected and appointed County officer responsible for the administration of their respective departments, agencies and offices which collectively constitute the structure of the County's governmental operations.

Emergency: An urgent and unexpected requirement where health and public safety or the conservation of public resources are at risk. Such situations may create a need for an emergency contract as defined by New York State Finance Law § 163(1)(b). A department's failure to properly plan in advance for an expenditure that results in a situation where normal practices cannot be followed, does not constitute an emergency.

Emergency Purchasing: Emergency purchases may be called by any Department Head. Written notification must be given to the Purchasing Department within seventy-two (72) hours of the emergency purchase. Written notification must include an explanation of the emergency purchase and contain an original signature from the individual making the emergency purchase. The emergency purchase and its resulting conditions shall be documented in detail setting forth the nature of the emergency purchasing situation; the potential effect on the health, public safety, or the conservation of public resources; and a detailed description of the commodities, services and technology to be provided. Contracts entered into as a result of the emergency purchasing situation shall be for only the commodities, technology and/or service necessary to remedy or ameliorate the emergency situation. Quoting and bidding requirements are waived for emergency purchases. Requisitions must still be obtained in accordance with the Purchasing Policy within seventy-two (72) hours of the declared emergency.

Employee Fraud: An act of fraud is committed if an employee of the County negotiates a personal procurement by the fraudulent use of a County requisition number or purchase order number. Examples of employee fraud include but are not limited to the following:

- An employee claims a purchase is on behalf of the County when in fact the purchase was made solely for personal use AND/OR
- An employee uses his/her County employment to make a personal purchase from NYS Contract
- An employee who commits a fraudulent act with regard to the County Purchasing Policy is subject to disciplinary action and/or legal prosecution.

Ethics of Purchasing: Purchasing shall consider the best interest of the County in the betterment of its government, always striving to obtain the greatest value for each dollar expended by the County. All offers and/or gifts that may in any way influence the procurement process will be discouraged and declined. All qualified responsible bidders will be given equal and fair consideration per Public Officers Law § 74, New

York State Finance Law Article 11.

Federal Purchasing Regulations: Any County purchases made using State or Federal Funding must follow the requirements of the United States Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Award (2CFR 200).

Any purchase of product and/or services using State or Federal funding require that the County Purchasing Policies and Procedures be adhered to. Additionally, the following additional procedures must be followed:

1. Vendors must be vetted using the U.S. Federal Government's System for Award Management (SAM) before the purchase and/or contract is completed. Vendors must be verified through this system before each purchase to ensure that they are not suspended or debarred from federally funded transactions. If a department is going to make a purchase using Federal funding, they must notify either the Purchasing Department or the County Treasurer and request a vendor check before the purchase is made. All vendors will be required to register on the SAM website.
2. Bonding Requirements for construction or facility improvement contracts or subcontracts exceeding $150,000 are as follows:
    a. Bid Bond 5% of the total bid
    b. Performance Bond 100% of the total bid
    c. Payment Bond 100& of the total bid.

Requesting Department Heads have the responsibility of ensuring that all of the federal purchasing regulations are followed for the purchase and monitoring of contractor performance as a result of that purchase.

Invitation for Bid (IFB): A type of bid document which is most typically used where requirements can be stated and award will be made based on lowest price to the responsive and qualified responsible bidder (i.e. products or commodities).

Invoice: A written request for payment that is submitted by a vendor setting forth the date, description, price, and quantity of the product, property, or services delivered or rendered per New York State Finance Law § 179(e)(5). Departments are encouraged to inform their Vendors that invoices may be emailed directly from the Vendor to any authorized staff within the ordering Department. Duplicate invoices must be marked "duplicate" in a plain and legible manner by the vendor as per General Business Law § 93.

Lowest Price: The basis for awarding contracts for commodities among responsive and qualified responsible bidders as per New York State Finance Law § 63(1)(I).

Multiple Awards: An award of a contract to more than one responsive and qualified responsible bidder who meets the requirements of a specification, where the multiple award is based upon the grounds set forth in the bid document in order to satisfy multiple factors and needs of authorized users. Those factors may include complexity of items, various manufacturers, differences in performance required to accomplish or produce required end results, price, compliance with delivery requirements, or other pertinent facts.

Piggybacking Procurement: Piggybacking is when you use an existing contract to purchase the same services or commodities at the same price as the contract holder. The New York State Office of General Services has additional information at ogs.ny.gov. In order to piggyback in purchasing per the requirements of General Municipal Law (GML) §103(16).

In order to piggyback in purchasing, a municipality must meet the requirements of General Municipal Law (GML) §103(16) as follows:

1. ***Subject Matter Comparison:*** There should be an equivalency between the product or service sought and the original contract which should reflect the County's form, function and utility requirements. Does the existing contract encompass the project or service sought? Did it anticipate the possibility of contract extension? All relevant factors in the proposed extension acquisition (including but not limited to price, quality, and nature of deliverable) should be clearly identified and compared to the original acquisition.
2. ***Procurement Method:*** The size and scope of the new acquisition should be evaluated in comparison to the original acquisition and its method of award. Does the proposed piggyback significantly unbalance the original scope, or change the nature, quantity, scope of the original contract? Could a substantially different procurement response or increased bidder pool involving greater

competition reasonably be expected based upon the volume of your proposed request?

3. ***Notice to Originating Agency***: The original contracting entity should be contacted and advised of the intended piggyback.
4. ***Consent of Vendor and Terms of Piggyback***: The vendor's consent to the piggyback request must be in written legal form (contract, letter agreement, etc.) separate from a purchase order, which sets forth the agreed terms of the piggyback.
5. ***Absence of Other Acceptable Established Contracting Alternatives:*** The following questions apply.
   - Why is piggybacking the appropriate mechanism to use for this procurement (i.e. timing, level playing field, nature of use)?
   - Were other procurement methodologies considered?
   - Are there any special, unusual or exigent market circumstances underlying this extension request?
6. ***Pricing Justification***: Similar to other methods of procurement, the County must document that the price for the proposed acquisitions is reasonable under the circumstances. You should indicate whether pricing concessions have been requested and obtained from the contractor based upon the increased volume of purchases under the piggyback contract.

Piggyback Contract: A contract let by any department, agency, office, political subdivision or instrumentality of New York State which is adopted and extended for use by the County in accordance with the requirements of the New York State Finance Law § 163. (e.g. County Contracts).

Product: Products are also called commodities. They are articles or substances that may be manufactured or found in nature. Examples of natural products, products made by nature, include hay, grass seed, flowers, sand/salt, etc. Examples of manmade or manufactured products include bullets, paper products, toner, etc.

Prevailing Wage: The Labor Law § 220(5)(a) requires public work contractors and subcontractors to pay laborers, workers, or mechanics employed in the performance of a public work contract not less than the prevailing rate of wage and supplements (fringe benefits) in the locality where the work is performed.

Preferred Source: In order to advance special social and economic goals, New York State Finance Law §162 requires that a governmental entity purchase select commodities (products) and services from designated organizations when the commodities (products) or services meet the "form, function and utility" requirements of the governmental entity. Under New York State Finance Law §163, purchases of commodities (products) and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements. The New York State preferred sources as of February 2020 include Corcraft, NYS Preferred Source Program for People Who Are Blind (NYSPSP) and New York State Industries for the Disabled, Inc. (NYSID).

Professional Services: Services which require specialized expertise, technical or special skills or training, the exercise of professional judgment or a high degree of creativity in the performance of the contract as defined by the Office of the New York State Comptroller Opinion 2007-1. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public account; investment management services; bonding accountant services; printing services involving extensive writing, editing or art work; management or municipally owned property; or computer software services for customized programs, or technology services involved in substantial modification and customizing of pre-packaged software.

Public Work: Projects for construction, reconstruction or maintenance done on behalf of a public entity. Two conditions must be fulfilled in order for the provisions of Labor Law Article 8 to apply to a project: (1) A public entity must be a party to a contract involving the employment of laborers, workers or mechanics; and (2) The contract must concern a public work project. (Outside Labor Law Article 8 are janitorial services, security services, and grounds maintenance.)

Purchase Order: A legal contract by and between the County and a Vendor authorizing the vendor to deliver a product or provide services.

Qualified Responsible: The financial ability, legal capacity, integrity, qualifications, and past performance of a business entity and as such terms have been interpreted relative to public procurements as per New York State Finance Law §163(1)©.

Request for Information (RFI): Provides a preliminary description of the program objectives and specifications and solicits input from vendors as to the availability of products and services to meet the County's needs.

Request for Proposal (RFP): A type of bid document that is used for procurements where factors in addition to cost are considered and weighted in awarding the contract and where the method of award is "best value."

Request for Quotation (RFQ): A type of bid document that can be used when a formal bid opening is not required (e.g., sole source, emergency purchases).

Requisition: A written request submitted to Purchasing authorizing a request to purchase commodities or services.

Responsive: A bidder meeting the minimum specifications or requirements as prescribed in a solicitation for commodities or services as per New York State Finance Law §163(1)(d).

Services: The performance of a task or tasks and may include the use of a material product. This definition includes technology which can be either a product or a service or a combination thereof as per New York State Finance Law §160(7).

Sole Source: A procurement where only one bidder is capable of supplying th required product as per New York State Finance Law §163(g).

Specifications: The terms and conditions required for product and/or services in the bid documents.

Standardization: A commodity (product) that establishes uniform engineering or technical specifications. Standardization to a manufacturer's brand requires Board of Supervisors approval. The use of Standardization does not legally bypass the bidding process.

Supporting Documentation: Documents that support a specific Requisition or Invoice.

True Lease: Lease of equipment whereby said equipment will be turned into the vendor at the end of the lease term with no option for buy out.

Voucher: A document used within the County to authorize payment or product or services.

Warrant: A document issued by the County, prepared by the Purchasing Agent, as a guarantee that payments as outlined will be met.

SECTION III

III. PURCHASING PROCEDURES

A. Procedures Applicable to all Purchases Regardless of Dollar Amount

Before making any purchase, the following steps must be taken.

1. Confirm that there isn't already a County bid for the item(s).

2. If there's no County bid, check Preferred Source Offerings in the following order:

   a. Corcraft
   New York State Department of Correctional Services
   Division of Industries
   550 Broadway, Menands, NY 12204
   Ph: 518-436-6321
   Fax: 518-436-6007
   website: http://www.corcraft.org

   b NYS Preferred Source Program for People Who are Blind (NYSPSP)
   136 State Street, 2nd Floor
   Albany, NY 12207
   Ph: 518-621-0605
   Fax: 518-456-3587
   website: http://www.nyspsp.org

   c. New York State Industries for the Disabled, Inc.
   11 Columbia Circle Drive
   Albany, NY 12203
   Ph: 518-463-9706
   Fax: 518-463-9708
   e-mail: administrator@nysid.org
   website: http://www.nysid.org

   Items must meet the form, function and utility of the Department. Catalogs and guidelines may be obtained in the Purchasing Department. If the price from a Preferred Source is within 15% of the lowest quote and meets the specifications of the Department, the item must be purchased from the Preferred Source.

3. If the item/service is not available from a Preferred Source, search the New York State Office of General Services (NYS OGS) website https://www.ogs.state.ny.us/Purchase/Search/default.asp for a State Contract. Purchases should be made through available State Contracts (OGS), or under County contract pursuant to Section 408-a of the County Law, and Subd 3 of General Municipal Law (hereinafter "GML") §103 revised in 2013 to allow purchases of materials, equipment or supplies, or to contract for services through any county within the state, whenever such purchases are deemed by the Purchasing Agent to be in the best interest of the County. When contemplating the use of State Contract, you MUST read the contract terms and "How To Use" attachment which will outline whether or not quotes or a mini-bid is required.

4. If no State Contract is available, or you feel the County can obtain better pricing than State Contract, then Purchasing will proceed with a County bid or the Department may obtain quotes, depending on the dollar thresholds (see pages 9-16).

5. The County is also authorized to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, as authorized by the addition of Subdivision 16 (extended through 2027) as an amendment to GML §103 through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be let in a manner that constitutes competitive bidding to the lowest responsible bidder, or on the basis of best value, "consistent with state law", meaning in harmony with New York State Law, and made available for use by other governmental entities. Purchases made in accordance with GML §103(16) are not subject to the competitive bidding requirements of GML §103 at the local level as bidding has already been done in accordance

with GML §103 by the lead agency. The stated purpose of GML §103(16) is to reduce costs, and increase efficiencies. The prerequisites that must be met are as follows:

a. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. Therefore, there must be an underlying contract let by one of the listed governmental entities. Contracts developed for use by local governments that are let by private parties (e.g. a private company, association or not-for-profit corporation is the party awarding the contract to the vendor), and not by the United States or any agency thereof, any state or any other political subdivision or district therein, would not fall within the exception.

b. The contract must have been made available for use by other governmental entities. This means that the other governmental entity has taken steps to make its contract available for New York local governments by including a clause extending the terms and conditions of the contract to other governmental entities. Unilateral offers by vendors to extend contract pricing and other terms and conditions would not fall within the exception.

c. The contract must have been let in a manner that constitutes competitive bidding "consistent with state law". "State law" refers to New York State's bidding law applicable to its political subdivisions (GML §103 and related case law). Departments exercising the option to purchase under this exemption will be required to obtain background information on the procedures used to let the contract and, as necessary, consult with counsel, to determine whether this prerequisite is met.

d. The contractor must be a sole awardee as a result of the bid/RFP. Municipalities are NOT authorized to utilize multiple award contracts.

IMPORTANT NOTE: THE PIGGYBACKING EXCEPTION SET FORTH IN GML §103(16) IS NOT AVAILABLE FOR PUBLIC WORKS, PUBLIC WORKS CONTRACTS, AND PUBLIC WORKS PROJECTS.

6. As allowed by law (see paragraph 5 above), the County has become a member of several National Cooperatives including: National Joint Powers Alliance (NJPA) now known as Sourcewell; US Communities and National IPA/TCPN now known as Omnia Partners; National Cooperative Purchasing Alliance (NCPA); and Pennsylvania Education Purchasing Program for Microcomputers (PEPPM). Vendors may reference one of these cooperatives in discussions with departmental employees. Purchasing should be consulted to confirm that the company is, in fact, a participating vendor.

7. Vendor numbers must be requested for each vendor receiving payment from Warren County. All requests for new or changed vendor numbers must be submitted to the Purchasing Department. Vendor numbers are necessary in order to complete a Purchase Order and must contain the following information:
   a. Correct and full name of the individual/organization
   b. Remittance address for payment & phone number
   c. Federal ID or Social Security Number
   d. Reason for payment (so that Purchasing can identify 1099 status)

   County Departments are responsible for obtaining W-9 forms from the vendors confirming that payment information provided to the County is valid. A W-9 form must be submitted with each new vendor request in order for a vendor number to be issued.

8. Prevailing Wages apply any time a vendor employs laborers, workmen or mechanics. Vendors are required to pay prevailing rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. Pursuant to Article 9 of the New York State Labor Law, prevailing wages must also be paid for building service contracts such as moving, landscaping, elevator maintenance, etc., for any contract exceeding $1,500 per year. Owners/operators, who have no employees, are exempt and do not need to pay themselves Prevailing Wages. Certified payrolls must be provided by the Contractor to the applicable County Department, prior to submitting an invoice. The Certified Payroll forms are required to be kept on file by the Departments for which the contract applies. The form can be found at https://warrencountyny.gov/purchasing/forms

All prevailing wage schedules must be requested through the Purchasing Department prior to obtaining quotes or bids. All vendors must be provided with the New York State Department of Labor PRC number assigned to each individual project so that appropriate labor rates are included in their quotes/bids. If the contract is cancelled at any time, Purchasing must be notified in order to cancel the prevailing wage schedule for that project.

On occasion, the New York State Department of Labor, Bureau of Public Works, upon receiving complaints for non-payment of prevailing wages shall direct the County to withhold monies due to a vendor. The original notice is forwarded to the Superintendent of the Department of Public Works, a copy is kept in Purchasing and a copy forwarded to the Treasurer's Office. These monies are held until notification is received from the Department of Labor on how they are to be disbursed. Contractors and the applicable County Department must check prevailing wage schedules for each project on the 1st of each month. The Department of Labor posts corrections to each schedule (when applicable), and both parties must be informed of all updates to ensure proper payment to Contractor's employees, and for the purpose of checking certified payrolls.

New York State Office of General Services obtains a prevailing wage schedule for the State when awarding a State Contract. However, if the County uses the State Contract, the County is required to obtain a separate prevailing wage schedule specific to the County project.

It is the County's responsibility to confirm that the Prime Contractor has provided all sub-contractors with a copy of the prevailing wage schedule. A verified, signed statement must be obtained from each sub-contractor, certifying that they were provided with a copy of the schedule.

Per New York State Labor Law Section 220-i(6), a construction contractor or subcontractor cannot submit a bid or commence work on projects subject to Article 8 prevailing wages unless the company has registered as a contractor with the NYS Department of Labor.

9. A contract is always required when a service is being provided to the County (regardless of dollar amount). Where appropriate, short form contracts are available for longer or indefinite terms, only if under the quote threshold and contract amounts don't increase. When determining the term of a contract, please take into consideration the nature of the procurement: What is the likelihood that the original term may be extended? Most contracts are capped at 3 years, with an initial one year term and two additional (optional) one year extensions. More involved contracts with larger investments by the Contractors may have longer terms which will be negotiated as part of the contract process.

   In consultation with and in a form approved by the County Attorney, the Chair of the Board of Supervisors (or the Vice-Chair in his/her absence) shall have authority to execute contracts without the need for a Board Resolution for contracts not to exceed Ten Thousand Dollars ($10,000) annually. The Department Head must provide the Chair of the Board with their approval prior to execution of the contract. Contracts over Ten Thousand Dollars ($10,000) annually shall require Board Resolutions except for the blanket authority provided to the Superintendent of Public Works by Resolution No. 375 of 2010.

10. Each set of Specifications will identify the person to which questions should be directed. This is a control mechanism so that all vendors fairly receive the same information relative to the Specifications. In the event the Purchasing Agent does not know the answer, he/she will contact the appropriate department to obtain the correct response. The appropriate information will then be distributed to the vendors in the form of a written addendum. Written addenda must be issued at least five (5) business days prior to the bid opening. If the five (5) day requirement is not met, the bid opening date will be changed in order to comply.

11. GML §103 makes it possible for the County to standardize on a particular type of material or equipment. A Resolution approved by the Department's standing committee and at least two-thirds majority of the Board of Supervisors, shall state that for reasons of efficiency or economy, there is a need for standardization. Such reasons may include, but are not limited to the following:

a. Larger quantities of fewer items;
b. More economical buying;
c. Flexibility of inventory;
d. Reduction of purchasing time;
e. Lower departmental operating costs; and
f. Reduced inventories

Adoption of such a Resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment or supply, but does not limit the vendors it can be purchased from.

12. Anticipate your needs! Once you have determined what you need, within the limitations of your budget, contact Purchasing to help you develop the specifications for the quote or bid to get the best value possible for the expenditure of tax dollars. The key is time and preparation. Turn around time is dependant on many factors ranging from the complexity of the specifications, and the need for a pre-bid meeting and addendums to the number of bids and quotes currently in process with Purchasing. **Remember, poor planning does not move your request to the top of the list!**

13. Warren County takes the position, consistent with County Law §369 and good business sense, that prepayments should not be made using County funds with the exception of travel expenses or any other prepayment justified to, and subsequently authorized by, the County Purchasing Agent in consultation with the County Attorney.

14. As standard business procedure, all County vendors are entitled to prompt payment. Invoices should be processed as soon after goods/services are obtained and in accordance to batch deadlines established by the County Auditor. **If the Auditor receives any claims for goods or services for which no Purchase Order was issued, the Purchasing Agent in conjunction with the County Auditor will have the authority to nullify the payment of such claim.**

15. The Purchasing Department endeavors to aide in getting Departments the right material on time. There will be occasions when inferior goods or services are received or they are not received in a reasonable amount of time. If the problem cannot be resolved by the Department it should be reported to Purchasing as soon as possible. This can be done via e-mail or phone. Remember to include the vendors name, bid number, the problem you have with the order and your name and extension. Purchasing will contact the vendor and try to come to a resolution of the problem. If necessary the County Attorney's Office will be contacted for assistance.

16. When developing specifications, it is understood that Departments may require the expertise of vendors. When consulting with vendors it must be clearly stated that their services, in no way, give them an advantage in the bidding or proposal process. Departments must be especially diligent in this situation to ensure that the specifications are not written in such a way that the consulting vendor is given such an advantage (i.e. writing the specifications so narrowly that only their company or firm can respond).

17. When the County is seeking commodities, public works and/or professional services to be funded by New York State and/or Federal Grants, the Purchasing Department will actively and affirmatively solicit bids for supplies and/or contracts from qualified New York State certified MBEs or WBEs as more fully set forth in Warren County Resolution No. 635 of 2014. In the event the County receives Federal grant funding, Uniform Guidance provisions apply as required by CFR Title 2 Part 200, which are attached hereto as Appendix "A".

    Expenditures and contracts funded by New York State must be in compliance with New York State Executive Law Article 15-A revised on June 16, 2019 which expands the provisions for meeting M/WBE utilization goals and awarding bids to MWBE's. The law applies to professional services public works and commodities, or any combination thereof, in excess of Twenty-Five Thousand Dollars ($25,000); and acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon in excess of One Hundred Thousand Dollars ($100,000). Whether or not such procurements meet bidding thresholds, the Purchasing Department must be

consulted to ensure compliance with the requirements of said Law.

The following language shall be included in all solicitations involving NYS and/or Federal Funding:

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of Fifty Dollars ($50) per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN. In accordance with Section 312 of the Executive Law, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of Twenty-Five Thousand Dollars ($25,000), whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of One Hundred Thousand Dollars ($100,000) whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of One Hundred Thousand Dollars ($100,000) whereby the owner of a County assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project then:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the County contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over $25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real

property and improvements thereon (the "Work") except where th Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State; or (iii) banking services, insurance policies or the sale of securities. The County shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Governor's Office of Minority and Women's Business Development pertaining hereto.

18. P-Cards may be utilized on a limited basis for purchases in accordance with the Credit Card Policy adopted by the Board of Supervisors via Resolution No. 222 of 2015 and subsequently amended by Resolution Numbers 460 of 2015, 133 of 2019, 411 of 2019, 72 of 2020, 140 of 2020, 147 of 2021, 346 of 2021, 583 of 2021, 435 of 2023 and 240 of 2024. Even when using a P-Card, procurements must be made in compliance with this policy.

B. Procedures Specific to Each Type of Purchase[1]

1. Commodity/Equipment/Furniture Purchases

These purchases may be made without a Resolution of the Board of Supervisors to the extent your Department budgeted/planned for the same. Most often, purchases made under State Contract do not require quotes, however, there are instances where quotes or a mini-bid process are required. Please read each State Contract carefully to make sure all requirements are being met before making the purchase. Some vendors may offer GSA (federal) pricing to the County. Please note, this does not exempt the County from following State and/or County procurement requirements. The GSA pricing may be used as a quote, but additional pricing is still required in accordance with the guidelines set forth below. The only exceptions to this are for Information Technology purchases offered under GSA Federal Supply Schedule 70 and Law Enforcement products under Schedule 84. Additionally, some vendors may offer to sell products as part of an Alliance or Private Cooperative. If authorized by Board Resolution, the County may purchase through National Cooperatives such as, and by way of example, Sourcewell. Please contact the Purchasing Department if a vendor has offered pricing from a national cooperative in order to determine whether or not you have authority to proceed.

a. Competitive Bidding:

Legal notices are published in the official County newspapers, informing the public of the products or services being bid. The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. All bid openings will be conducted at a public meeting and all interested parties may attend.

Where bids are required, the Department Head will assist the Purchasing Agent in the preparation of specifications and contracts. It is the responsibility of the Department Head to provide an adequate description of items needed so that the Purchasing Agent may be able to prepare the specifications to procure the desired commodity or service. The Purchasing Agent will send specifications to vendors from a list prepared jointly by the Purchasing

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[1]**Commodities vs. Public Works**

Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over $20,000.00 and public works contracts involving over $35,000.00 shall be awarded to the lowest qualified responsible bidder only after public advertising soliciting formal sealed bids (GML §103). The term public works contracts would apply to those projects involving labor or both materials and labor where the labor portion exceeds the material component. Included in this category would be construction, paving, printing, and repair contracts.

Although not defined in GML §103, the Office of the State Comptroller has expressed the opinion that the term "contract for public work" encompasses contracts for services, or labor or construction by a "laborer, workman or mechanic service requiring wage rates". When a bid involves acquisition of both goods and services, such as a commodity where installation is required, the contract should be viewed as a purchase for purposes of the competitive bidding monetary threshold only if the service portion is minor, incidental, or customarily provided by the vendor as a component of the purchase. Conversely, if the services are extensive, substantial, or involve specialized skills, so that the acquisition of the commodity is incidental to the work, the contract should be treated as a contract for public work (1987 Opns St Comp No. 87-46, p 70). For example, a contract for interior painting of a building involves both material and labor. In most cases, the labor component of the contract will be predominant, making it a contract for public work. In contrast, replacing a boiler or furnace, while involving both labor and equipment will, in most cases, consist primarily of a charge for the equipment, making it a commodity purchase.

In determining the necessity for competitive bidding and quoting, the aggregate cost of an item or commodity estimated to be purchased in a fiscal year would have to be considered. As a general guide, items of the same or similar nature which are customarily handled by the same vendor or kind of vendor should be treated as a single item for purposes of determining whether the dollar threshold will be exceeded, i.e. plumbing materials, electrical materials, lumber, hardware, etc. It is the responsibility of the Purchasing Agent and/or County Auditor to note where purchases over the course of a fiscal year are exceeding the bidding thresholds from the purchase orders submitted by the various departments.

Items purchased through Warren County bid or the New York State Office of General Services (OGS) on State Contract have already been subject to bidding and are therefore exempt. However, all political subdivisions must purchase from the vendor holding a current State or County contract, even if another vendor's price is equal or lower, or said political subdivision must go to separate bid. The purchasing exemption made through the NYS OGS does not apply to a purchase from the State Contract vendor upon terms and conditions which materially or substantially vary from the State Contract. Used items are not exempt from bidding requirements except as noted in the exceptions section of this policy.

1. **Commodity/Equipment/Furniture Purchases (continued)**

Agent and the Department Head for all bids. Warren County does NOT accept faxed documents where original (ink) signatures are required, i.e. on proposal pages, Non-Collusive Certifications, Corporate Resolutions and Iran Divestment Act Certifications.

When soliciting bids, a "Statement of General Conditions" will be included with all specifications and contracts provided to vendors. These General Conditions will be incorporated into contracts awarded for the purchase of commodities and the procurement of public works services.

Vendor lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a County department for this information are to be directed to Purchasing.

After the public opening of a sealed bid, a tabulation sheet shall be prepared, recording all pricing as submitted by the responding vendors. The appropriate Department(s) shall evaluate the bid responses and prepare a recommendation letter.

b. Bid Approval Process:

Bids for commodities will be awarded by the Purchasing Department after the following conditions are met:

i. Sufficient appropriations are contained within the Department's current budget (or after a budget transfer has been completed).

ii. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the lowest bid meets the intent of the specifications. **NOTE: Commodity bids do not require a Resolution unless the lowest bid is not accepted.**

c. Bidding Timeline:

The following represents the estimated amount of time required to complete a bidding cycle. Timelines for commodities and services will be different. Times may change depending on the complexity of the project. Not all items pertain to all bids. The cycle does not begin until Purchasing is able to move your project to the top of its system. ie: first come, first served. If in doubt of the Purchasing workload at any given time, give the Purchasing Department a call to see how long it will be before you can get your project started. These are meant as a guideline, not a rule. Times may be shorter or longer depending on the circumstances.

1. Requisition or request for bid comes to Purchasing
2. Plus up to 15 working days until Purchasing begins bidding process
3. Plus 5 working days for Purchasing to review documents
4. Plus appropriate time to supply Purchasing with approved set of documents
5. Plus 1 working day for printing of documents (except large Construction projects)
6. Plus 5 working days for papers to publish Notice to Bidders (Saturdays only, Purchasing Department's deadline is the Monday before the Saturday publication)
7. Plus 5-20 working days for vendors to pick up bids
8. Plus 1 day for prebid meeting (if applicable)
9. Plus 1-3 working days for tabulation / evaluation by Purchasing Department
10. Plus 5 working days for each addendum
11. Plus 1 day for opening of bids
12. Plus a minimum of 7 calendar days for review of bid results by the using department or by consultants.
13. Get on the agenda for all appropriate committees including sending all necessary documentation, evaluations, resolutions, etc.
14. Plus appropriate days to receive all necessary committee endorsements
15. Board of Supervisors Meeting (this may require 2 meetings)
16. Plus 1 working day for "Notice of Award" to be mailed to successful vendor
17. Plus 10 calendar days to receive contracts, bonds etc.
18. Plus anticipated delivery time (best guess or check with vendors)

1. **Commodity/Equipment/Furniture Purchases (continued)**

d. Dollar limit guidelines:

$1 - $3,000.99: (.2 & .4 codes): Purchases can be made at the discretion of the Purchasing Department and/or Department Head. All equipment/furniture costing more than $3000.00 aggregate, (ex. 10 chairs costing $350 each for a total of $3,500) requires 3 verbal quotes. For coding purposes, ANY equipment/furniture with a useful life of more than one year shall be a .2 object code regardless of cost.

$3,001 - $10,000.99: Documented verbal quotes from at least 3 separate vendors, if available. If 3 quotes cannot be obtained, the Purchasing Agent must be consulted before the goods are ordered. When the lowest quoted item is deemed as not acceptable, documented facts must support the decision and approval must be obtained from Purchasing BEFORE the item is ordered.

$10,001 - $19,999.99: Formal written or fax quotes from at least 3 separate vendors, if available. If 3 quotes cannot be obtained, the Purchasing Agent must be consulted before the goods are ordered. When the lowest quoted item is deemed as not acceptable, documented facts must support the decision and approval must be obtained from the appropriate committee, and a Board of Supervisors Resolution adopted BEFORE the item is ordered.

$20,000 & Up: Sealed bids in conformance with GML §103. When the lowest bid is deemed as not acceptable, documented facts must support the decision and approval must be obtained from the appropriate committee, and a Board of Supervisors Resolution adopted BEFORE the item is ordered.

COMMODITY PURCHASES	AS PER PURCHASING AND/OR DEPT. HEAD	3 VERBAL QUOTES	WRITTEN QUOTES	
			3	Other
Under $3,000.99 (.2 & .4 codes)	X			
$3,001 - $10,000.99		X		
$10,001 - $19,999.99			X	
$20,000 & up				Bid

e. Best Value Methodology - see section II(B)(3) for complete guidelines.

2. Public Works Projects/Contracts

A Board of Supervisors Resolution must be adopted to award a Public Works bid and authorize a contract and hence acquisition of the services. In some instances, Departments have been provided, by Resolution, with general authority to enter into Public Works contracts within certain parameters. On-call service contracts may be entered into for smaller projects (quotes or bids must be obtained on a per hour basis with a mark-up for materials). However, if a project is expected to exceed the public works threshold of Thirty-Five Thousand Dollars ($35,000), then a bid specific to that project, or portions thereof, must be established. The Thirty-Five Thousand Dollar ($35,000) threshold includes public works expenditures, as well as materials/commodities purchased as part of the public works project. However, if a project is undertaken by the County workforce, the commodity needed for that project shall be acquired pursuant to the County Purchasing Policy in accordance with the commodity thresholds. If contract labor or services should be needed for that project, the same will be independently bid or otherwise acquired pursuant to the County Purchasing Policy in accordance with the public works threshold. Regardless of the source of funding, i.e. grant funding or County funding, the County Purchasing Policy must be adhered to. (Please note that a "project" can be 2 or more construction projects lumped together for bidding purposes.)

Plan holders lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a County department for this information are to be directed to Purchasing. Construction bids are an exception as allowing subs to contact bidders will most likely result in better pricing.

After the public opening of a sealed bid, a tabulation sheet shall be prepared, recording all pricing as submitted by the responding vendors. The appropriate Department(s) shall evaluate the bid responses and prepare a recommendation letter. When required, the using Department will request a Resolution to be presented to their standing committee and then sent to the Board of Supervisors for final award. The using Department shall also handle any renewal Resolutions through their standing committee submitted with the proper supporting documentation provided by Purchasing.

Resolutions for multi-department use are handled by the predominant Department and are submitted to the appropriate Committee for approval.

a. Competitive Bidding:

See Paragraph II(B)(1)(a) above.

b. Bid Approval Process:

a. Bids for public works projects will be awarded by a Board of Supervisor's Resolution after the following conditions are met:
   i. Sufficient appropriations are contained within the Department's current budget (or after a budget transfer has been completed).
   ii. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the bids received meet the intent of the specifications.

c. Bidding Timeline:

See Paragraph II(B)(1)(c) above.

Note: The amount of time required is dependant on the frequency the Board meets. Remember, if you miss the Board meeting you may delay the start of the project for up to a month.

d. Dollar limit guidelines:

$1 - $5,000.99: At the discretion of the Department Head.

$5,001 - $19,000.99: Written or fax quotes from at least 3 separate vendors, if available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

$19,001 - $34,999.99: Formal written or fax quotes from at least 4 separate vendors, if available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

$35,000 & Up: Formal sealed bids according to GML §103. When the lowest bid is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

PUBLIC WORKS Wage rates and Board Approval Required	AS PER PURCHASING AND/OR DEPT. HEAD	WRITTEN QUOTES		
		3	4	Other
Under $5,000.99	X			
$5,001 - $19,000.99		X		
$19,001 - $34,999.99			X	
$35,000 & up				Bid

e. **Best Value Methodology - see section II(B)(3) for complete guidelines.**

f. **Retainage:**

Retainage is a form of security for proper completion of the work under construction contracts. Under General Municipal Law section 106-b(1), the County will retain five percent of each progress payment to the Contractor if the Contractor is required to provide a performance bond and a labor and material bond in the full amount of the contract. In all other cases, the County will retain 10 percent of each progress payment. The contract dollar amount that will be subject to this provision will follow the capitalization threshold as follows:

Contract Purpose	Retainage Threshold
Land Improvements	$25,000
Buildings & Improvements	$50,000
Infrastructure	$250,000

Exceptions - This policy does not apply to the following:

1. Unit price contracts where Contractors are paid per unit of work when complete and approved by the County.
2. Contracts subject to administrative requirements for Disadvantaged Business Enterprise Programs for Federally-assisted contracts.
3. Contracts which require only one payment in full after the County has reviewed and approved work.
4. Term agreement contracts which cover emergency work and work as needed during the term of the contract.

3. Best Value Methodology

General Municipal Law §103 now provides local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work (but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law) on the basis of best value. With the increased complexity of the goods and services that the County must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria that measure factors other than cost in the strictest sense. Best value procurement links the procurement process directly to the County's performance requirements, including, but not limited to, selection factors such as useful life span, quality and options and incentives for more timely performance and/or additional services. Best value procurement can provide much needed flexibility in obtaining important goods and services at favorable prices, and can reduce the time to procure such goods and services.

"Best value" means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and qualified responsible offerors. Such basis shall reflect, whenever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor of offerors that are small businesses or certified minority or women-owned business enterprises as defined in subdivision one, seven, fifteen and twenty of section three hundred ten of the Executive Law to be used in evaluation of offers for awarding of contracts for services.

When developing solicitation documents for competitive bids for the award of purchase contracts including contracts for service work, the Purchasing Agent may, and subject to the requirements herein and the applicable requirements set forth in this policy, determine that an award of a purchase contract shall be based upon best value methodology. In making such determination, the Purchasing Agent shall consider the recommendation, if any, of the Department Head or designee of the Department the purchase contract is being procured for. The Department Head or designee shall, in all instances, obtain the approval of the Purchasing Agent to utilize best value methodology prior to issuance of the competitive bid documents.

Requirements: Where the basis for an award of a purchase contract will be the best value offer, the Purchasing Agent shall, in all instances:

a. Document in the procurement record as a component of the competitive award process and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
b. Shall select a formal competitive procurement process in accordance with guidelines established under this policy and document the determination in the procurement record. The process of selection shall include, but may not necessarily be limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerors to submit responsive offers; and a balanced and fair method of award. Where the basis for award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.
c. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the County in its determination of best value.

4. Professional Services

Professional Services are not subject to competitive sealed bidding requirements, but are subject to the guidelines of GML §104-b for competitive pricing to be obtained for these services. When a Department Head determines that professional services, except for legal services pursuant to §501 of County Law are necessary, they must solicit proposals by obtaining written quotes and/or letting RFPs depending upon the anticipated cost for service (see below). Upon receiving responses, the Department Head will then bring proposals before the appropriate committee. The cost of said services shall be outlined as price per hour and/or total cost, and the names of qualified, licensed persons to perform said services will be presented to the committee. Data from other counties or individuals may be used at this time to compare costs. Department questions as to which services require Requests for Proposals should be directed to the Purchasing Department.

Engineers and other professionals may be retained in accordance with any of the following award methods:

a. The"Lowest Cost for Service" method which allows for awarding to the lowest proposer, **OR** other than the lowest proposer when the lowest proposal is deemed as non-responsive. Documented facts must support the decision and approval must be obtained from the appropriate committee. A Board of Supervisors Resolution is required prior to award.
b. The "Best Value" method, based on weighted average scores from all criteria stated in the RFP specifications and submitted by sealed proposals; or
c. The "Two Envelope" method where criteria is stated in the RFP specifications and professionals submit two separate sealed envelopes, one with the Proposal, the other with the Price. First, all Proposals are opened and the three "best" are selected. Only the "best" Proposal price envelopes will be opened and the low price will determine the award.

Proposals must be formally opened at a set time. The aforesaid methods must be authorized by the appropriate Board of Supervisors committee or used when required by Federal or State Law, Rule or Regulation.

When the County is seeking professional services to be funded by Community Development Block Grant ("CDBG") funding, a Notice to Professionals must be advertised in the official County newspapers, as well as the appropriate MWBE publications required by New York State. The Purchasing Department is responsible for placing said ads as part of the procurement process provided an RFP is required, and in all other instances the Department Head shall bare similar responsibility.

Proposals for professional services will be awarded by a Warren County Board of Supervisor's Resolution after the following conditions are met:

a. Sufficient appropriations are contained within the Department's current budget (or after a budget transfer has been completed).
b. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the bids received meet the intent of the specifications.

If passed, a service contract shall be prepared by the County Attorney and signed by the Professional before services are rendered. Contracts may contain the option for an extension for a second or third year, or more, before new RFP's need to be processed.

A Board of Supervisors Resolution must be adopted before services are ordered and shall be referenced on the Purchase Order together with the appropriate quotes.

See Paragraph II(B)(1)(c) above for bidding/RFP timeline.

3. Professional Services (continued)

Thresholds for seeking proposals is determined by the anticipated cost as follows:

$1 - $5,000.99: No solicitation of quotes or proposals is required at the discretion of the Department Head (quotes or proposals are encouraged when practical).

$5,001-$49,999.99: Written quotes from at least 3 qualified sources, where available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

$50,000 & Up: RFP through the Purchasing Department from at least 3 qualified sources, where available. When the lowest proposal is deemed as non-responsive, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered.

PROFESSIONAL SERVICES Board Approval Required	AS PER PURCHASING AND/OR DEPT. HEAD	WRITTEN QUOTES	
		3	RFP
$1 - $5,000.99	X		
$5,001 - $49,999.99		X	
$50,000 & Up			X

****For purchase contracts and service contracts that must be procured pursuant to competitive bidding or RFP under General Municipal Law §103 and §104-b, in the event that no bids or proposals are received, the Purchasing Department shall re-advertise in a manner that provides for broader circulation, if at all possible. If no bids or proposals are received after re-advertisement, the goods or services may then be procured on the open market.****

C. Exemptions and Exceptions to Purchasing Policy:

1. It will NOT be necessary to seek quotes, RFP's or bids to comply with this Purchasing Policy for the following, however, contracts for services shall still be required (unless it's determined by the County Administrator, Chairperson of the Board and/or the County Attorney that one is not required):

   a. Emergencies: GML §103(4) describes an emergency as an urgent need affecting the health and safety of citizens, which requires immediate action, where the occurrence or condition is "unforeseen". Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process. An exception to the competitive bidding requirements exists for emergency situations. There are three basic statutory criteria to be met in order to fall within this exception. These are that: (1) the situation arises out of an accident or unforseen occurrence or condition; (2) public buildings, public property or the life, health, safety or property of the political subdivision's residents are affected; and (3) the situation requires immediate action which cannot await competitive bidding. When the Board of Supervisors passes a Resolution that a public emergency exists, the public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances. The County Attorney and the Chairperson of the Board shall be consulted and will make a recommendation as to how to proceed. The Board of Supervisors' committee chairperson (and committee, if time permits) shall also be advised.

   b. Employment and Training Services obtained through SUNY Adirondack and/or Washington-Saratoga-Warren-Hamilton-Essex (WSWHE) Board of Cooperative Educational Services for educational services.

   c. Membership dues and conference fees.

   d. All Physicians, Dentists and any Medical Providers for departments including, but not limited to, the Health Services Department, Warren County Sheriff's Office, Office of Emergency Services, Self-Insurance, Countryside Adult Home and the Department of Public Works. Also included shall be treatment, clinical and counseling services for any department requiring said services. Data from other counties or individuals may be used to compare costs.

   e. Attorneys needed for a particular or specialized requirement as reviewed and approved by the Finance Committee.

   f. Process Servers required due to extenuating circumstances, i.e. time constraint or out-of-state services, which are NOT covered under any other active County contract(s).

   g. Situations not required by Law such as New York State Executive Law, Article 2B, State and Local Natural and Man-Made Disaster Preparedness Subsection 29A Suspension of Other Laws.

   h. Subscriptions for updates to existing Law Libraries.

   i. Public works services where, upon the determination by the Department Head, it is not feasible to determine the amount to be spent for repairs to vehicles, equipment or machinery (outside of standard repairs to be handled by County employees including auto body repairs), until the item is inspected and/or dismantled and a cost for inspection or diagnosis has already been incurred and for which it would not be practical to transport the equipment or machinery for multiple quotes. If auto repairs are authorized by the Insurance Carrier as a result of an accident, Department Head

may proceed upon the recommendation of the County Attorney.

j. Pursuant to GML §103(6), surplus and second hand supplies, material or equipment may be purchased without competitive bidding or competitive offering from the Federal Government, the State of New York or from any other political subdivision, district or public benefit corporation.

k. When procurements for goods or services are funded by State and/or Federal agencies, and procurement policies other than Warren County's are required, by law, to be followed, the Federal and/or State procurement policies shall supercede the County's Purchasing Policy.

l. Produce purchases which shall not exceed Twenty Thousand Dollars ($20,000) in the aggregate on an annual basis, due to the volatility of the market, large minimum order requirements, and remoteness of some County sites. In the event of large orders over One Thousand Five Hundred Dollars ($1,500) per site, quotes must be obtained.

2. Quotes or proposals are not required for Sole Source & Single Source Commodities or Services

Competitive bidding is not required under GML §103 where the subject of the contract is controlled by a monopoly, or where there is only one possible (sole) source from which to procure certain patented goods or services, and therefore no possibility of competition exists. Should certain supplies or materials be obtainable only from a specific manufacturer, then a true monopoly would exist and the purchase would not be subject to bidding requirements. The mere likelihood that only one firm will bid, however, is insufficient to justify a sole source procurement. Further, a political subdivision may not artificially create a sole source situation such as by, without proper justification, tailoring bid specifications to limit competition to only one bidder.

In determining whether a sole source item is required in the public interest, the County should show, at a minimum:

a. The unique benefits to the County of the item or service as compared to other products or services available in the marketplace;
b. That no other product or service provides substantially equivalent or similar benefits;
c. And that, considering the benefits received, the cost of the item or service is reasonable in comparison to other products or services in the marketplace.

In addition, the County should document that, as a matter of fact, there is no possibility of competition, as from competing dealers or distributors. The sole source exception may apply, for example, in those instances when:

d. Services from a regulated public utility are available from only one source;
e. There is only one source from which to acquire equipment which meets state-mandated requirements; or
f. A political subdivision, which owns equipment uniquely suited to or compatible with a particular make of equipment, has adopted a standardization resolution for that make of equipment and the equipment is only available from one source.

A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering an "or equal." Prior to a vendor being considered a sole source, a letter on the vendor's official letterhead must be on file with the Purchasing Department detailing their sole source status.

A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer's letterhead must be on file with the Purchasing Department confirming the single source authorized vendor.

Should there be ANY possibility of purchasing the item from two or more vendors, sealed bids should be requested after public advertising. Contracts ARE required when services are being provided regardless of sole source or single source status.

3. True Leases are not subject to the previous purchasing rules but rather must comply with the following requirements.

   True leases are neither purchases nor contracts for public works, and thus, are not subject to bidding under the General Municipal Law. County policy however, requires that:

   a. After a Department has been given budget funding and approval to lease equipment, unless the lease is on State Contract, RFP's must be obtained through the Purchasing Department. Where a lease will not exceed a total of Two Thousand Dollars ($2,000) annually, no RFP shall be required. Quotes must be obtained and the Purchasing Agent shall sign the lease as indicated in Section II(C)(3)(e) below.

   b. A written explanation must be sent to Purchasing when the lowest lease quotation or response to an RFP is not taken, and a Board of Supervisors Resolution must be obtained;

   c. Appropriations must be specifically available for the lease (this will be considered authorization by the Board to enter into the lease);

   d. The lease agreement entered into may be for multiple years but must:
      i. not contain any automatic buyout or automatic renewal clauses;
      ii. contain a non-appropriation clause; and
      iii. address the disposition of the equipment at the end of the lease so that the vendor pays the cost for return of the equipment, etc.

   e. All lease agreements shall be treated as purchases and signed by the Purchasing Agent; and

   f. While the lease agreement may not contain an automatic renewal clause, at the end of the lease term, departments may extend the lease agreement beyond the original term for a period of up to 18 months without securing additional quotes or engaging in an RFP process provided that:
      i. the lease payments do not increase;
      ii. the department has appropriations therefore; and
      iii. Purchasing Agent approval is received.

      Any extension longer than eighteen (18) months must be justified to, and authorized by, the Purchasing Agent.

SECTION IV

IV. PURCHASE ORDERS

A. General

The Purchasing Department is designated to review and approve Purchase Orders. It is the individual Department Heads responsibility to ensure that expenditures are within the budgetary appropriations and that the proper Department account is charged.

Should there be insufficient funds available, Departments must do a budget transfer and secure all the necessary approvals before the order can be processed.

Most purchases exceeding Seven Hundred Forty-Nine Dollars and Ninety-Nine Cents ($749.99) require a Purchase Order. The Purchase Order provides a formal document authorizing the purchase of goods and services as well as the necessary authority to pay vendor claims and proof of tax-exempt sales. Purchase Orders are prepared by the Department with all the necessary documentation such as contracts, quotes and insurance forms (where applicable) on file.

The Purchasing Department verifies the following information when approving a Purchase Order:

1. Vendor/vendor number
2. County contract/resolution/bid number/quotation information/state contract number
3. Comments/special instructions
4. Description of goods and services being ordered
5. Quantity/unit of measure
6. Unit price/extension and total cost
7. Commodity codes/budget codes
8. Asset status (if over $1,500)
9. Attached documents are correct/complete (i.e. state & national contracts, piggyback documents from other Municipalities, Travel Authorization Forms, etc.)

The Purchasing Department will determine if the best method of procurement has been followed. If available, a current County bid, NYS contract or National Contract may be suggested. If none apply, the formal bid or quotation process may be commenced depending on estimated annual expenditures.

Once the Purchase Order has been approved by the Purchasing Department, it is posted by the Treasurer's Office and is then available for use.

In all instances, Purchase Orders are to be completed before a purchase is made. The only exceptions are exempt and emergency purchases as described below.

If at any time a Department finds they will exceed the competitive bidding threshold for a particular product or service, they should notify the Purchasing Department to allow time for specifications to be developed and the formal bid process to be completed, to meet their anticipated needs.

Purchases of Seven Hundred Forty Nine Dollars and Ninety-Nine Cents ($749.99) or under do NOT require a Purchase Order. The following additional purchases do NOT require a Purchase Order. Purchases billed to the Department on a monthly basis not requiring Purchase Orders are Postal costs, Internet and Telephone charges, and routine Printing needs, which are to be handled by the Print Shop, via a Printing Order Form. Also exempt from the Purchase Order requirement are mileage, utilities and gas. To obtain routine maintenance and repairs, a Work Order Form must be completed and submitted to the Buildings & Grounds Department at the Municipal Center. Requests for shelving, bookcases, bulletin boards, and computer work stations may also be handled in this manner. When Buildings & Grounds funds are available for such requests, there will be no charge for Work Order requests to the individual departments. However, if Buildings & Grounds funds are not available or otherwise committed, it is the responsibility of the department to purchase required

materials. Department Heads must be responsible for making sure that all these procedures are complied with as outlined in this Purchasing Policy.

B. Blanket Purchase Orders

A Blanket Purchase Order (BPO) is created for products or services that are purchased on an "as needed" basis from a vendor throughout the year where the dollar value will vary for each purchase. These are issued for a maximum period of twelve (12) months and must be reissued at the beginning of each fiscal year.

For vendors used by all County Departments, each Department will issue a BPO for their Department only. There has to be quotes, a bid and/or a contract established with the vendor and insurance on file (if required) before a BPO can be issued.

PLEASE NOTE: Whenever possible, BPO's must be for the total amount (or aggregate) amount to be spent with the vendor annually or for the term of the bid and/or contract. The Purchasing Department issues several commodity bids that are for less than one-year terms. The BPO's for the commodity bids should only include enough funding for the term of the bid and not an annual total. If multiple budget codes are involved in the purchase, the department may either assign multiple codes to one PO, or individual PO's may be submitted for each code even if the PO's are less than Seven Hundred Fifty Dollars ($750.00).

Departments are responsible for providing the BPO number to the vendor and verify that the number also appears on the documentation sent to Audit for payment processing.

C. Emergency Purchase Order

General Municipal Law Section 103 (4) defines an emergency as "a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants requires immediate action".

If an emergency arises, the department must contact the Chairperson of the Board of Supervisors and the County Administrator to obtain approval prior to making any emergency purchases. Purchasing may be contacted for assistance in procuring products or services required to deal with the emergency. If the Chairperson of the Board of Supervisors and the County Administrator determine there is a true emergency, the vendor who can immediately provide the required goods or services will be given prime consideration for the purchase.

The Purchasing Department will **not** approve an Emergency Purchase Order when the purchase is not justified, where the purchase is being made to circumvent established procedures, or where there is a lack of proper planning.

D. Purchase Order Checklist

For reference purposes, the following checklist should be used when submitting PO's:

√ Is the vendor remit to address correct (submit vendor form to Purchase if a change is required).

√ Is the description complete? (One-time message should include bid number, state contract number, quotes and/or any other information relevant to the purchase). If the one-time message indicates that the purchase is from a sole source vendor, a copy of the sole source letter must be attached as a document to the PO.

√ Is the form type "REGULAR-REGULAR"? ("REG-Regular" should not be selected.)

√ Deliver by Date and Expiration Date fields must be left blank.

√ Is the correct Resolution Number referenced in the Resolution Field (not in the one-time message)? Confirm that the authorizing resolution is current.

√ Is the dollar amount correct? Does it match the contract or quote amount? We cannot approve PO's that exceed the authorized amount.

√ Create New Asset Box - if the item is less than $1,500 use the item code for items <$1500 which will automatically uncheck the asset box.

√ Contracts - If applicable, has the contract been signed? The Purchasing Department will not approve PO's until it's confirmed that the contract is fully executed. If the contract is for an exact dollar amount, it must be attached to the PO prior to approval.

E. End-of-the-Year Purchase Order Carryover

The County recognizes that money budgeted for products and services throughout the year may not be able to be expended in full in any given fiscal year. Encumbrances are those contractual commitments made by the County during a fiscal year that are related to unperformed executory contracts for goods and services which need to be recorded for budgetary control purposes in general and special revenue funds. These encumbrances at year-end represent the estimated amounts of expenditures for unperformed contracts in process at the end of the year. Encumbrances outstanding at year-end do not constitute expenditures or liabilities.

Per GASB 54, encumbrances outstanding at year-end shall be reported as reservations of fund balance for subsequent year expenditures based upon the encumbered appropriation carried over. Amounts encumbered should be considered as assigned for the purpose of the expected future expenditure and shall be captured in the outstanding purchase order as evidence of the County's intent to spend the monies appropriated.

1. Authorization & Procedure:

The following rules apply in order to carry over encumbered funds at the end of a fiscal year to utilize in the next fiscal year:

a. A valid vendor agreement or proposal must be in place which will utilize the budgeted funds available to you for the purchase of a good and/or service in accordance with this Policy.

b. The Purchase Order shall have been requested for the remainder of the funds authorized by the contract and/or bid. For services, the Purchase Order must be accompanied by a copy of the executed agreement (uploaded in the contract field) with reference to the authorizing resolution and bid or RFP number if applicable. For commodities, the Purchase Order must reference the bid number or quotes if applicable. In no event shall the amount of the funds carried over to be utilized in the subsequent year exceed the contract, bid, RFP or quote amount.

c. The Treasurer's Office shall make an accounting entry encumbering and debiting the funds by reserving them for the future purchase or payment for the product and services purchased.

d. Once the expenditure for the encumbrance is realized, i.e. the goods and/or services have been received and accepted, the vendor's invoice shall be submitted through the County's payment process at which time the encumbrance shall be marked as complete and the monies paid.

2. Lapse of Appropriations

General Fund appropriations shall lapse at the close of the County's fiscal year to the extent that the funds have not been expended for the purpose to which they were budgeted. Any encumbrance outstanding at the end of the fiscal year will be reported as part of the County's Assigned Unappropriated Fund Balance and rolled forward

to the ensuing year's fiscal budget subject to the approval of the Board of Supervisors unless a Department Head governing the encumbrance requests a carry-over for the upcoming fiscal year in writing to the County Treasurer's Office as required by the Treasurer's year-end memo requesting a listing of Purchase Orders to be carried over.

3. Monitoring & Reporting

The Treasurer's Office shall be responsible for providing quarterly and annual financial reports to the Finance Committee and the Board of Supervisors that detail budgeted appropriations, expenditures, current encumbrances and unencumbered balances by departments to ensure compliance with County policy. The County Purchasing Department shall be consulted in the preparation of quarterly and annual encumbrance reporting to the Finance Committee and Board of Supervisors and any non-compliance issues unable to be resolved between Purchasing and the Departments shall be noted. The County Risk and Safety Committee shall assist the Board of Supervisors with any compliance issues associated with the audits presented to both the Finance Committee and the Board of Supervisors including the provision of education and training programming.

SECTION V

V. ASSET MANAGEMENT

The purpose of the asset inventory management system is to establish proper procedures for monitoring the movement of fixed assets to maintain accurate reporting of asset values as required by NYS Audit and Control.

A. Fixed Assets

Fixed assets are defined as those properties the County of Warren retains more or less permanently, not for sale, but for utilization in the normal course of operations.

Fixed assets will always imply tangible fixed assets. The general accepted practice, as in Warren County, is to record and report fixed assets at their historical acquisition cost. The cost of a fixed asset should include all expenses of transporting the asset to the proper location and placing it in the condition necessary for its intended use. Only items costing One Thousand Five Hundred Dollars ($1,500.00) or more and with a useful life of more than one year will be inventoried.

Upon receipt of an asset valued at One Thousand Five Hundred Dollars ($1,500) or more, the Treasurer's Office will issue a numbered inventory sticker to be attached to the new asset. Stickers are necessary to provide positive identification of assets. They also provide a quick and accurate method of identifying assets during the annual physical inventory. If a sticker is lost or damaged the Department should contact the Treasurer's Office.

Please note that all stickers must remain on the item until the time of sale or disposition. When sold or scrapped, the sticker shall be removed and placed on the Treasurer's Office copy of the Physical Inventory Deletion Form.

Each Department Head has the ultimate responsibility to conduct and maintain the individual inventory pertaining to that Department. It is also the responsibility of the Department Head to evaluate on a continuing basis the suitability and need for materials, supplies and equipment. If they should become obsolete by reason of age, wear or technical advancement or should become surplus, unnecessary for the operation of his/her department, the department inventory manager should send and e-mail to the Purchasing Agent with details and condition of the item for sale or disposal. The Department will then complete a work order to have the item removed either for the sale or disposal.

B. Capital Assets

Capital assets include property, plant, equipment and infrastructure assets (e.g. roads, bridges, airport runways and similar items). Such assets are recorded at historical cost or estimated historical cost. The reported value excludes normal maintenance and repairs, which are essentially amounts spent in relation to capital assets that do not increase capacity or efficiency of the item or increase its estimated useful life. Donated capital assets are recorded at estimated fair market value of the item at the date of donation.

The capital assets are capitalized at certain thresholds and depreciated using a straight line method over their useful lives as follows:

Capital Assets	Capitalization Threshold	Useful Lives (Years)
Land Improvements	$25,000	20
Buildings & Improvements	$50,000	40
Vehicles & Equipment	$5,000	5-10
Infrastructure	$250,000	10-40

SECTION VI

VI. TRANSFER AND SALE OF SECOND-HAND EQUIPMENT

The Purchasing Agent is designated by the Board of Supervisors to be responsible for the salvage control program. The same precautions must be taken when disposing of property as when purchasing. A Physical Inventory Deletion Form is needed for items sold, scrapped or traded in. Surplus equipment may be transferred to another department where it is needed by using a Property Transfer Form. Both forms are available through the Purchasing Department. The Purchasing Agent is solely authorized to sell or trade in used and/or obsolete equipment to a vendor, even those under State Contract, and to accept a trade in allowance from such vendor. If all above procedures have been exhausted, the Purchasing Agent will arrange to sell such articles at a widely advertised public auction or on-line through GovDeals. Items that have no value and are broken beyond repair, must be properly disposed of by the appropriate Department

Department personnel assigned the task of inventory management are to report any surplus equipment or materials they have to the Purchasing Department. These items will be made available by the Department Head (with pictures and detailed descriptions) to all other County Departments on a first-come first-served basis. If an asset remains unclaimed after 5 business days, the Purchasing Department will make available to the Towns, Village and City in Warren County using the same pictures and description. If unclaimed by local municipalities within 5 business days, then the Purchasing Agent will determine the most beneficial disposition of the surplus equipment.

Any vehicle or equipment that requires a title to be signed for transfer will be handled by the Purchasing Agent and/or the Superintendent of the Department of Public Works or his designee.

Items under the asset threshold of $1,500 sold to another municipality shall require proper documentation of the sale, i.e. invoice of sale and completion of a deletion form created specifically for this purpose and available through the Purchasing Department. Funds shall be deposited in Purchasing Department Revenue Code A.1345 2665 unless legally required to be deposited elsewhere.

SECTION VII

VII. PURCHASING POLICY - GENERAL CONDITIONS

- The Purchasing Agent is appointed at the pleasure of the Board of Supervisors and is responsible for reviewing and administering the purchasing policy of Warren County.

- Employees of the Purchasing Department shall maintain effective and professional public, vendor and customer relationships.

- To maintain a high level of quality service to Warren County Departments and Municipal Subdivisions, Purchasing staff shall participate in educational opportunities offered in the purchasing field, and keep abreast of current developments in market conditions, pricing, new products and the Law.

- The Purchasing Policy herein shall be administered in accordance with all ethical rules called for by the County of Warren.

- Any County Officer or employee who has, will have, or acquires an interest in, any actual or proposed contract with the County of which he/she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Supervisors as soon as he/she has knowledge of an actual or prospective interest. This written disclosure will be made part of the official minutes of the Board of Supervisors. **If an officer or employee has a reason to believe that he/she may have a conflict of interest, the office of the County Attorney should be contacted immediately.**

- Each Purchase Order will be examined by a member of the Warren County Purchasing Department and processed according to the guidelines set forth under the section of applicable Purchasing Procedures.

- The Warren County Purchasing Department and Department Heads will maintain adequate documentation of all action taken in connection with each method of procurement. Such documentation may include, but not be limited to any and all pertinent Board Resolutions, Memoranda, Written Quotes, Contracts and any other appropriate form of documentation.

- Opportunity will be provided to all qualified responsible suppliers to do business with the County. To this end, the Purchasing Department will maintain a listing of potential bidders for the various types of material, equipment, supplies and services used by County Departments. This list will be used for the distribution of notices for bids and quotes. Any supplier may be included on the list upon request.

- Suppliers will be removed from the bidders list if they make a formal written request, or if the Purchasing Agent finds the supplier to be an irresponsible bidder. This is determined by failing to provide proof of responsibility, having repeatedly made slow or unsatisfactory delivery of supplies or services, or having been found by a Court of competent jurisdiction to have engaged in unlawful employment or business practices within the previous 12 months.

- Supplies used by various County Departments should be uniform whenever consistent with operational goals in the interest of efficiency or economy. The material, equipment, supplies, and services purchased by Warren County shall be of the quality and quantity required to serve ALL departments in a satisfactory manner, as will be determined by the requisitioner and the Purchasing Agent.

- Credit cards or P-Cards whose use is approved by the Clerk of the Board of Supervisors are held by same and signed out for use by County staff. Some Departments hold cards specific to their operations and reference is herein made to the County Credit Card Policy for further details.

- On occasion, County Departments are asked by vendors to complete credit applications in order to be able to set up an account. Said applications should not be returned as the County is not applying for credit. In most cases, a Purchase Order is sufficient documentation for the vendor to set up an account.

- No official or employee will be interested financially in contracts entered into by the municipality (as defined in Section 800 of General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, as stated in the Warren County Code of Ethics.

- The County of Warren will not be deemed responsible for any commitment made at the departmental level circumventing these procedures. If County procedures are circumvented, disciplinary action may be taken.

- Salespersons are encouraged to visit the Purchasing Department prior to or in conjunction with initial, individual Department contact.

- The Support Services Committee will annually review the policies and procedures set forth in this manual prior to adoption by the Warren County Board of Supervisors.

- The unintentional failure to fully comply with the provisions of GML §103 and 104-b shall not be grounds to void any action taken or give rise to cause of action against the County of Warren, the Purchasing Department, or any officer or employee thereof.

- The County Attorney and the Warren County Board of Supervisors shall make the final decision regarding any issues related to procurement of goods and services for Warren County.

- Standard lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Agent and the appropriate requisitioners. These lists shall be used as a basis for determining the feasibility for obtaining quotations on quantity purchases or the necessity of advertising for formal bids.

- It is the responsibility of the Purchasing Agent to make alternative suggestions to the requisitioner if, in the judgment of the Purchasing Agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications, the Board of Supervisors, after reviewing all available data, should make the final determination.

- The Purchasing Department offers a vendor library which includes many reference materials. NYS OGS contracts, vendor catalogues, preferred source catalogues, industrial buying guides, and all materials pertaining to Warren County bids. These materials may be viewed in the Purchasing Department Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

- When a low bidder proposes an alternative as an "equal" to that specified, it is the responsibility of the Department Head to determine whether the proposed substitution is, in fact, an equal.

- Grant/Revenue and Asset Forfeiture funding is NOT exempt from the County's Purchasing Policy or GML §103 or §104-b. These funds are still considered to be taxpayer money and procurement guidelines must be followed as with any other budgetary appropriation.

- The Purchasing Department posts all public bid documents on the County's WCEAS system, including, but not limited to:

  * Specifications
  * Recommendation Letters
  * Resolutions
  * Extension Letters
  * Addenda
  * Award Letters
  * Tab Sheets

  If a bid document is not posted, please contact the Purchasing Department for further information.

APPENDIX "A"

APPENDIX "A"

SUBPART - Post Federal Award Requirements

§200.318 - GENERAL PROCUREMENT STANDARDS

(a) **Documented procurement procedures**. The recipient or subrecipient must maintain and use documented procedures for procurement transactions under a Federal award or subaward, including for acquisition of property or services. These documented procurement procedures must be consistent with State, local, and tribal laws and regulations and the standards identified in §§200.317 through 200.327.

(b) **Oversight of contractors**. Recipients and subrecipients must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. See also §200.501(h).

(c) **Conflicts of interest**.

(1) The recipient or subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, the recipient or subrecipient may set standards for situations where the financial interest is not substantial or a gift is an unsolicited item of nominal value. The recipient's or subrecipient's standards of conduct must also provide for disciplinary actions to be applied for violations by its employees, officers, agents, or board members.

(2) If the recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian Tribe, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) **Avoidance of unnecessary or duplicative items**. The recipient's or subrecipient's procedures must avoid the acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis should be made between leasing and purchasing property or equipment to determine the most economical approach.

(e) **Procurement arrangements using strategic sourcing**. When appropriate for the procurement or use of common or shared goods and services, recipients and subrecipients are encouraged to enter into State and local intergovernmental agreements or inter-entity agreements for procurement transactions. These or similar procurement arrangements using strategic sourcing may foster greater economy and efficiency. Documented procurement actions of this type (using strategic sourcing, shared services, and other similar procurement arrangements) will meet the competition requirements of this part.

(f) **Use of excess and surplus Federal property**. The recipient or subrecipient is encouraged to use excess and surplus Federal property instead of purchasing new equipment and property when it is feasible and reduces project costs.

(g) **Use of value engineering clauses**. When practical, the recipient or subrecipient is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer

reasonable opportunities for cost reductions. Value engineering means analyzing each contract item or task to ensure its essential function is provided at the overall lowest cost.

(h) **Responsible contractors**. The recipient or subrecipient must award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of a proposed contract. The recipient or subrecipient must consider contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), past performance record, and financial and technical resources when conducting a procurement transaction. See also §200.214.

(I) **Procurement records**. The recipient or subrecipient must maintain records sufficient to detail the history of each procurement transaction. These records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price.

(j) **Time-and-materials type contracts**.
(1) The recipient or subrecipient may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a recipient or subrecipient is the sum of:
(I) The actual cost of materials; and
(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
(2) Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the recipient or subrecipient awarding such a contract must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) **Settlement of contractual and administrative issues**. The recipient or subrecipient is responsible for the settlement of all contractual and administrative issues arising out of its procurement transactions. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the recipient or subrecipient of any contractual responsibilities under its contracts. The Federal agency will not substitute its judgment for that of the recipient or subrecipient unless the matter is primarily a Federal concern. The recipient or subrecipient must report violations of law to the Federal, State, or local authority with proper jurisdiction.

(l) **Examples of labor and employment practices**.
(1) The procurement standards in this subpart do not prohibit recipients or subrecipients from:
(I) Using Project Labor Agreements (PLAs) or similar forms of pre-hire collective bargaining agreements;
(ii) Requiring construction contractors to use hiring preferences or goals for people residing in high-poverty areas, disadvantaged communities as defined by the Justice40 Initiative (see OMB Memorandum M-21-28), or high-unemployment census tracts within a region no smaller than the county where a federally funded construction project is located. The hiring preferences or goals should be consistent with the policies and procedures of the recipient or subrecipient, and must not prohibit interstate hiring;
(iii) Requiring a contractor to use hiring preferences or goals for individuals with barriers to employment (as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102(24)), including women and people from underserved communities as defined by Executive Order 14091;
(iv) Using agreements intended to ensure uninterrupted delivery of services; using agreements intended to ensure community benefits; or

(v) Offering employees of a predecessor contractor rights of first refusal under a new contract.

(2) Recipients and subrecipients may use the practices listed in paragraph (1) if consistent with the U.S. Constitution, applicable Federal statutes and regulations, the objectives and purposes of the applicable Federal financial assistance program, and other requirements of this part.

§200.319 - COMPETITION

(a) All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of this section and §200.320.

(b) To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those procurements.

(c) Examples of situations that may restrict competition include, but are not limited to:
(1) Placing unreasonable requirements on firms for them to qualify to do business;
(2) Requiring unnecessary experience and excessive bonding;
(3) Noncompetitive pricing practices between firms or between affiliated companies;
(4) Noncompetitive contracts to consultants that are on retainer contracts;
(5) Organizational conflicts of interest;
(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
(7) Any arbitrary action in the procurement process.

(d) The recipient or subrecipient must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
(1) Are made in accordance with § 200.319(b);
(2) Incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must provide minimum essential characteristics and standards to which the property, equipment, or service must conform. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features may be used to provide procurement requirements. The specific features of the named brand must be clearly stated; and
(3) Identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

(e) The recipient or subrecipient must ensure that all prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to ensure maximum open competition. When establishing or amending prequalified lists, the recipient or subrecipient must consider objective factors that evaluate price and cost to maximize competition. The recipient or subrecipient must not preclude potential bidders from qualifying during the solicitation period.

(f) To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and

assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

(g) Noncompetitive procurements can only be awarded in accordance with §200.320(c).

§200.320 - PROCUREMENT METHODS

There are three types of procurement methods described in this section: informal procurement methods (for micro-purchases and simplified acquisitions); formal procurement methods (through sealed bids or proposals); and noncompetitive procurement methods. For any of these methods, the recipient or subrecipient must maintain and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319.

(a) **Informal procurement methods for small purchases**. These procurement methods expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under the Federal award does not exceed the simplified acquisition threshold as defined in §200.1. Recipients and subrecipients may also establish a lower threshold. Informal procurement methods include:

(1) Micro-purchases -

(I) Distribution. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold defined in §200.1. To the extent practicable, the recipient or subrecipient should distribute micro-purchases equitably among qualified suppliers.

(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion. Purchase cards may be used as a method of payment for micro-purchases.

(iii) Micro-purchase thresholds. The recipient or subrecipient is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the recipient or subrecipient must be authorized or not prohibited under State, local, or tribal laws or regulations. The recipient or subrecipient may establish a threshold higher than the Federal threshold established in the Federal Acquisition regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) Recipient or subrecipient increase to the micro-purchase threshold up to $50,000. The recipient or subrecipient may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The recipient or subrecipient may self-certify a threshold up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold is consistent with State law.

(v) Recipient or subrecipient increase to the micro-purchase threshold over $50,000. Micro-purchase thresholds higher than $50,000 must be approved by the cognizant agency for indirect costs. The recipient or subrecipient must submit a request that includes the requirements in paragraph (a)(1)(iv) of this section. The increased threshold is valid until any factor that was relied on in the establishment and rationale of the threshold changes.

(2) Simplified acquisitions -

(I) Simplified acquisition procedures. The aggregate dollar amount of the procurement transaction is higher than the micropurchase threshold but does not exceed the simplified acquisition threshold. If simplified acquisition procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate.

(ii) Simplified acquisition thresholds. The recipient or subrecipient is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures, which may be lower than, but must not exceed, the threshold established in the FAR.

(b) **Formal procurement methods**. Formal procurement methods are required when the value of the procurement transaction under a Federal award exceeds the simplified acquisition threshold of the recipient or subrecipient. Formal procurement methods are competitive and require public notice. The following formal methods of procurement are used for procurement transactions above the simplified acquisition threshold determined by the recipient or subrecipient in accordance with paragraph (a)(2)(ii) of this section:

(1) Sealed bids. This is a procurement method in which bids are publicly solicited through an invitation and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price. The sealed bids procurement method is preferred for procuring construction services.

(I) For sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders have been identified as willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally based on price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate. For local governments, the invitation for bids must be publicly advertised.

(B) The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids. For local governments, the bids must be opened publicly.

(D) A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.

(E) The recipient or subrecipient must document and provide a justification for all bids it rejects.

(2) Proposals. This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:

(I) Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

(ii) The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.
(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and
(iv) The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

(c) Noncompetitive procurement. There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:
(1) The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
(2) The procurement transaction can only be fulfilled by a single source;
(3) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
(4) The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
(5) After soliciting several sources, competition is determined inadequate.

§200.321 - CONTRACTING WITH SMALL BUSINESSES, MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, VETERAN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS

(a) When possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as set forth below.

(b) Such consideration means:
(1) These business types are included on solicitation lists;
(2) These business types are solicited whenever they are deemed eligible as potential sources;
(3) Dividing procurement transactions into separate procurements to permit maximum participation by these business types;
(4) Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types;
(5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
(6) Requiring a contractor under a Federal award to apply this section to subcontracts.

§200.322 - DOMESTIC PREFERENCES FOR PROCUREMENTS

(a) The recipient or subrecipient should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards, contracts, and purchase orders under Federal awards.

(b) For purposes of this section:
(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

(c) Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR part 184.

§200.323 - PROCUREMENT OF RECOVERED MATERIALS

(a) A recipient or subrecipient that is a State agency or agency of a political subdivision of a State and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 as amended, 42 U.S.C. 6962. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(b) The recipient or subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. See Executive Order 14057, section 101, Policy.

§200.324 - CONTRACT COST AND PRICE

(a) The recipient or subrecipient must perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the simplified acquisition threshold. The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the recipient or subrecipient should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the recipient or subrecipient must make independent estimates before receiving bids or proposals.

(b) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the recipient or subrecipient under subpart E of this part. The recipient or subrecipient may reference its own cost principles as long as they comply with subpart E of this part.

(c) The recipient or subrecipient must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

§200.325 - FEDERAL AGENCY OR PASS-THROUGH ENTITY REVIEW

(a) The Federal agency or pass-through entity may review the technical specifications of proposed procurements under the Federal award if the Federal agency or pass-through entity believes the review is needed to ensure that the item or service specified is the one being proposed for acquisition. The recipient or subrecipient must submit the technical specifications of proposed procurements when requested by the Federal agency or pass-through entity. This review should take place prior to the time the specifications are incorporated into a solicitation document. When the recipient or subrecipient desires to accomplish the review after a solicitation has been

developed, the Federal agency or pass-through entity may still review the specifications. In those cases, the review should be limited to the technical aspects of the proposed purchase.

(b) When requested, the recipient or subrecipient must provide procurement documents (such as requests for proposals, invitations for bids, or independent cost estimates) to the Federal agency or pass-through entity for pre-procurement review. The Federal agency or pass-through entity may conduct a preprocurement review when:
   (1) The recipient's or subrecipient's procurement procedures or operation fails to comply with the procurement standards in this part;
   (2) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition, or only one bid is expected to be received in response to a solicitation;
   (3) The procurement is expected to exceed the simplified acquisition threshold and specifies a "brand name" product;
   (4) The procurement is expected to exceed the simplified acquisition threshold, and a sealed bid procurement is to be awarded to an entity other than the apparent low bidder; or
   (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

(c) The recipient or subrecipient is exempt from the pre-procurement review in paragraph (b) of this section if the Federal agency or pass-through entity determines that its procurement systems comply with the standards of this part.
   (1) The recipient or subrecipient may request that the Federal agency or pass-through entity review its procurement system to determine whether it meets these standards for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding and third-party contracts are awarded regularly.
   (2) The recipient or subrecipient may self-certify its procurement system. However, self-certification does not limit the Federal agency's or pass-through entity's right to review the system. Under a self-certification procedure, the Federal agency or pass-through entity may rely on written assurances from the recipient or subrecipient that it is complying with the standards of this part. The recipient or subrecipient must cite specific policies, procedures, regulations, or standards as complying with these requirements and have its system available for review.

§200.326 - BONDING REQUIREMENTS

The Federal agency or pass-through entity may accept the recipient's or subrecipient's bonding policy and requirements for construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold. Before doing so, the Federal agency or pass-through entity must determine that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute any required contractual documents within the specified timeframe.
(b) A performance bond on the contractor's part for 100 percent of the contract price. A performance bond is a bond executed in connection with a contract to secure the fulfillment of all the contractor's requirements under a contract.
(c) A payment bond on the contractor's part for 100 percent of the contract price. A payment bond is a bond executed in connection with a contract to assure payment as required by the law of all persons supplying labor and material in the execution of the work provided for under a contract.

§200.327 - CONTRACT PROVISIONS

The recipient's or subrecipient's contracts must contain the applicable provisions described in Appendix II of this part.

Warren County Board of Supervisors

RESOLUTION NO. 350 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS GILLIGAN, STROUGH, TURNER, DRISCOLL, STRAINER, MADAY AND ETU

AUTHORIZING ARROW BANK TO ISSUE A LETTER OF CREDIT ON BEHALF OF WARREN COUNTY TO HIGHMARK BLUE SHIELD OF NORTHEASTERN NEW YORK AS AN ALTERNATIVE TO PRE-FUNDING THE HEALTH INSURANCE ACCOUNT

WHEREAS, pursuant to Resolution No. 324 of 2017, the Warren County Board of Supervisors authorized the transition to a self-funded health insurance/prescription plan for County officers, employees and retirees (less than sixty-five years of age), and

WHEREAS, the County's health insurance broker, Marshall & Sterling Employee Benefits, Inc., recommended that Warren County request a letter of credit from Arrow Bank in the amount of Two Hundred Thirty-Three Thousand Five Hundred Forty-Eight Dollars ($233,548) to be submitted to Highmark Blue Shield of Northeastern New York as an alternative to pre-funding the account with Highmark Blue Shield of Northeastern New York, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes Arrow Bank to issue a letter of credit on behalf of Warren County to Highmark Blue Shield of Northeastern New York in the amount of Two Hundred Thirty-Three Thousand Five Hundred Forty-Eight Dollars ($233,548).

Warren County Board of Supervisors

RESOLUTION NO. 351 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS TURNER, CROCITTO, STROUGH, RUNYON, GILLIGAN, BUTLER AND GOODSPEED

AUTHORIZING WEBSITE CONSULTING AND LICENSE AGREEMENT WITH GRANICUS, LLC FOR THE TOURISM DEPARTMENT'S VISITLAKEGEORGE.COM WEBSITE

WHEREAS, the Director of Tourism requested, and the Tourism Committee agreed, to enter into an agreement with Granicus, LLC, for website consulting and license agreement for the Tourism Departments visitlakegeorge.com website, for an amount not to exceed Sixty Thousand Dollars ($60,000) per year, for a term commencing November 1, 2026 and terminating October 1, 2028, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute a website consulting and license agreement for the Tourism Department's visitlakegeorge.com website with Granicus, LLC, 1152 15th Street NW, Suite 800, Washington, DC 20005, in an amount not to exceed Sixty Thousand Dollars ($60,000) per year, over a term commencing November 1, 2026 and terminating October 1, 2028, in a form approved by the County Attorney, and be it further

RESOLVED, that funds for this agreement shall be expended from Budget Code A.6417.0001 470, Tourism/Occupancy, Tourism, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 352 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON, CROCITTO, DRISCOLL, ETU, MADAY, TURNER AND CONOVER

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2026 TO CREATE A POSITION WITHIN THE COUNTY ATTORNEY'S OFFICE

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2026 are hereby amended as follows:

COUNTY ATTORNEY

Creating Position of:	EFFECTIVE DATE	BASE ANNUAL SALARY
A.1420 110		
TITLE:	October 1, 2026	$61,389
Secretary to County Attorney #2		

Warren County Board of Supervisors

RESOLUTION NO. 353 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON, CROCITTO, DRISCOLL, ETU, MADAY, TURNER AND CONOVER

AUTHORIZING CONTINUATION OF HEALTH, DENTAL, VISION AND VOLUNTARY LIFE, ACCIDENT AND CRITICAL ILLNESS INSURANCE BENEFITS FOR COUNTY OFFICERS, EMPLOYEES AND RETIREES

WHEREAS, on December 1, 2017 Warren County offered a self-funded health insurance and prescription drug plan benefit for County officers and employees who work thirty (30) hours or more per week (hereafter, "Employees"), and for whose retirees that were not yet eligible to receive Medicare benefits (hereafter, "Retirees"), and

WHEREAS, the County's health insurance benefits broker, Marshall & Sterling Employee Benefits, Inc., recommended, and the Personnel Committee agreed to, the renewal of medical insurance benefit offered through Highmark Northeastern New York, to include the Voluntary High Deductible Option, with a Medical Expense Reimbursement Plan to be administered by Highmark Blue Shield, the prescription drug insurance benefit with ProAct, Payer Matrix and Counter Health and the dental insurance plan benefit through Delta Dental, the vision insurance plan benefit through Anthem, and the voluntary life, accident and critical illness insurance benefit through Guardian–which offers group rates determined by the coverage elected and age of insured, for Employees and Retirees, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors approves the renewal of benefit plans for Employees and Retirees, in accordance with the terms and provisions provided for above, at monthly premium equivalents not to exceed those listed below:

Highmark Northeastern New York EPO 5098	
Individual	$ 1,028.58
Two Person	$ 2,108.57
Family	$ 2,956.81

Highmark Northeastern New York HDEPO 6398	
Individual	$ 784.33
Two Person	$ 1,607.89
Family	$ 2,254.70

Delta Dental	
Individual	$ 37.93
Family	$ 97.50

Anthem Blue View Vision - Base Plan	
Individual	$ 4.81
Family	$ 12.06

Anthem Blue View Vision - Buy-Up Plan		
Individual	$	7.91
Family	$	19.82

Guardian Accident Plan		
Employee	$	10.26
Employee/Spouse	$	16.08
Employee/Child(ren)	$	16.20
Family	$	22.02

Guardian Voluntary Life		Monthly Rate per $1,000
<30	$	.094
30-34	$	.098
35-39	$	.136
40-44	$	.190
45-49	$	.304
50-54	$	.506
55-59	$	.786
60-64	$	1.212
65-69	$	2.406
70-74	$	4.596
75-79	$	4.596
AD&D	$	.040
Child(ren)	$	.160

Guardian Critical Illness		Monthly Rates per $1,000
15-29	$	.28
30-39	$	.46
40-49	$	1.06
50-59	$	2.20
60-69	$	3.98
70-99	$	7.26
Wellness Rider	$	0.16

and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute any and all documents and/or agreements of any kind or nature that may be necessary to renew the medical insurance benefit with Highmark Northeastern New York, to include the Voluntary High Deductible Option, with a Medical Expense Reimbursement Plan to be administered by Highmark Blue Shield, a prescription drug insurance benefit with ProAct, Payer Matrix and Counter Health and to renew the dental insurance benefit with Delta Dental, to renew the vision insurance benefit with Anthem, and to renew the agreement with Guardian Voluntary Life, Accident and Critical Illness insurance benefit, in a form approved by the County Attorney, for a term commencing December 1, 2026 and terminating November 30, 2027.

Warren County Board of Supervisors

RESOLUTION NO. 354 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON, CROCITTO, DRISCOLL, ETU, MADAY, TURNER AND CONOVER

AUTHORIZING CONTINUATION OF MEDICARE ADVANTAGE INSURANCE PLAN FOR WARREN COUNTY RETIREES

WHEREAS, Warren County has offered health insurance through Anthem Blue Cross for Medicare eligible retirees of the County receiving Medicare benefits, and

WHEREAS, as a result of a review of the Medicare Advantage health insurance program performed by the County's health insurance broker, Marshall & Sterling Employee Benefits, Inc., it has been recommended to the Personnel, Administration & Higher Education Committee that the County renew the Anthem Blue Cross Medicare Advantage plan for Medicare eligible County retirees at a monthly premium of Two Hundred Fifty-One Dollars and Nineteen Cents ($251.19) per Medicare eligible retiree, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute any and all documents and/or agreements that may be necessary to renew the Medicare Advantage Plan with Anthem Blue Cross, at a monthly premium of Two Hundred Fifty-One Dollars and Nineteen Cents ($251.19) per Medicare eligible County retiree, for a term commencing January 1, 2027 and terminating December 31, 2027, at which time all policies will once again be reviewed, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 355 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS ETU, CROCITTO, CONOVER, MADAY, BRUNO, STROUGH AND RUNYON

FURTHER AMENDING RESOLUTION NO. 40 OF 2026, WHICH AUTHORIZED APPROPRIATIONS FROM BUDGET CODE A.863.00, RESERVE, INSURANCE, TO FUND PROPERTY AND CASUALTY SELF-INSURED DEDUCTIBLE LINES FOR VARIOUS DEPARTMENTS, TO ADD ADDITIONAL APPROPRIATIONS TO THE WARREN COUNTY SHERIFF'S OFFICE

WHEREAS, pursuant to Resolution No. 40 of 2026, later amended by Resolution No. 203 of 2026, the Warren County Board of Supervisors authorized the appropriation of One Hundred Twenty Thousand Dollars ($120,000) from Budget Code A.863.00, Reserve, Insurance, to Insurance Reserve-Deductible (A.1610 418.1) under the Department of Public Works ($25,000); Insurance Reserve-Deductible (A.3110 418.1) under the Warren County Sheriff's Law Enforcement ($25,000); Insurance Reserve-Deductible (A.6010 418.1) under the Department of Social Services ($25,000); Insurance Reserve-Deductible (A.4010 418.1) under the Warren County Health Services ($25,000); Insurance Reserve-Deductible (A.3140 418.1) under the Probation Department ($10,000); and Insurance Reserve-Deductible (A.1165 418.1) under the District Attorney ($10,000), and

WHEREAS, the County Attorney requested, and the Finance & Budget Committee agreed, to appropriate an additional Forty Thousand Dollars ($40,000) from Budget Code A.863.00, Reserve Insurance, to Insurance Reserve-Deductible (A.3110 418.1) under the Warren County Sheriff's Law Enforcement, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby appropriates the sum of Forty Thousand Dollars ($40,000) from Budget Code A.863.00 Reserve, Insurance, to Insurance Reserve-Deductible (A.3110 418.1) under the Warren County Sheriff's Law Enforcement for payment of out-of-pocket commercial deductible property and casualty claims and actions incurred during 2026 that do not exceed the sum of Twenty-Five Thousand Dollars ($25,000), upon the approval of the County Attorney, which the County Treasurer is hereby authorized and directed to make, and be it further

RESOLVED, that the Warren County budget for 2026 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 356 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS ETU, CROCITTO, CONOVER, MADAY, BRUNO, STROUGH AND RUNYON

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED FUND BALANCE (A.918.00) TO THE SHERIFF'S OFFICE BUDGET TO COVER THE COST OF THE SETTLEMENT OF KATHLEEN INNES V. COUNTY OF WARREN, ET AL.; AND AMENDING 2026 WARREN COUNTY BUDGET

WHEREAS, the County Attorney requested, and the Finance & Budget Committee agreed, to appropriate funds to cover the cost of the settlement of Kathleen Innes v. County of Warren, et al., now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby appropriates funds in the amount of Eighty-Seven Thousand Five Hundred Dollars ($87,500.00) from the General Fund Unappropriated Fund Balance (A.909.00) to the following budget code to cover the cost of the settlement of Kathleen Innes v. County of Warren, et al.:

CODE	DEPARTMENT	AMOUNT
A.3110 419	Sheriff's Law Enforcement, Settlement	$87,500.00

and be it further

RESOLVED, that the Warren County Budget for 2026 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 357 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS ETU, CROCITTO, CONOVER, MADAY, BRUNO, STROUGH AND RUNYON

ESTABLISHING CAPITAL PROJECT NO. H459, NBRC FISH HATCHERY; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2026

WHEREAS, the County Planner requested, and the Finance & Budget Committee agreed, to the establishment of Capital Project No. H459, NBRC Fish Hatchery, to administer the Warren County Fish Hatchery Improvement project, now, therefore, it is

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H459, NBRC Fish Hatchery, as follows:

1. Capital Project No. H459, NBRC Fish Hatchery, is hereby established.
2. The estimated cost of such Capital Project is the amount of Two Hundred Eighty-Nine Thousand Six Hundred Dollars ($289,600.00).
3. The proposed method of financing such Capital Project consists of the following:
   a. Northern Border Regional Commission grant funding in the amount of Two Hundred Thirty-One Thousand Six Hundred Eighty Dollars ($231,680.00);
   b. Capital Project No. H459.9550 2791 In-Kind Contributions in the amount of Twenty-Five Thousand Dollars ($25,000.00); and
   c. Local share funding in the amount of Thirty-Two Thousand Nine Hundred Twenty Dollars ($32,920.00), to be transferred from Budget Code A.9950 910, Transfers-Capital Projects, Interfund Transfers,

and be it further

RESOLVED, that the Warren County Budget for 2026 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

ADVANCE TO	AMOUNT
H459 - NBRC Fish Hatchery	$289,600.00

Warren County Board of Supervisors

RESOLUTION NO. 358 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS ETU AND WILD

ENACTING LOCAL LAW NO. 7 OF 2026, ENTITLED "A LOCAL LAW ESTABLISHING A DEPARTMENT OF FINANCE, CREATING THE POSITION OF COMMISSIONER OF FINANCE, PRESERVING THE STATUTORY AUTHORITY OF THE COUNTY TREASURER, AND REPEALING LOCAL LAW NO. 4 OF 1969"

WHEREAS, a proposed Local Law was duly presented to the Board of Supervisors and considered by them, said proposed local law entitled "A Local Law Establishing a Department of Finance, Creating the Position of Commissioner of Finance, Preserving the Statutory Authority of the County Treasurer, and Repealing Local Law No. 4 of 1969," and

WHEREAS, the Board of Supervisors adopted Resolution No. 328 of 2026, which authorized a public hearing to be held by the Board of Supervisors on the 18th day of September, 2026 in the Supervisors' Room in the Warren County Municipal Center on the matter of the proposed local law, and notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at such public hearing desiring to be heard, having been heard, now, therefore, be it

RESOLVED, that the Board of Supervisors of the County of Warren, New York, on this 18th day of September, 2026, does hereby enact and adopt Local Law No. 7 of 2026, as annexed hereto.

COUNTY OF WARREN
LOCAL LAW NO. 7 OF 2026

"A LOCAL LAW ESTABLISHING A DEPARTMENT OF FINANCE, CREATING THE POSITION OF THE COMMISSIONER OF FINANCE, PRESERVING THE STATUTORY AUTHORITY OF THE COUNTY TREASURER, AND REPEALING LOCAL LAW NO. 4 OF 1969"

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York as follows:

SECTION 1. TITLE This Local Law shall be entitled "A Local Law Establishing a Department of Finance, Creating the Position of Commissioner of Finance, Preserving the Statutory Authority of the County Treasurer, and Repealing Local Law No. 4 of 1969."

SECTION 2. PURPOSE AND LEGISLATIVE INTENT. The purpose of this local law is to strengthen the County's financial management framework, enhance accountability, and promote efficient, transparent use of public resources. The Board of Supervisors seek to protect taxpayer money through reliable finance decision-making, multi-department controls, checks and balances, and segregation of duties to reduce risk of error, waste, fraud, and loss. It is the express intent of the Board of Supervisors that nothing in this local law shall transfer, diminish, supersede, or interfere with the statutory powers, duties, and independent functions of the County Treasurer.

SECTION 3. ENACTMENT AUTHORITY. Pursuant to County Law §400, Municipal Home Rule Law §10, and the County's constitutional home rule authority granted pursuant to Article IX, Section 2 of the State Constitution, the Board of Supervisors is authorized to establish the Department of Finance, to create the position of Commissioner of Finance and related positions, to prescribe their powers and duties, and fix their terms of office.

SECTION 4. DEPARTMENT OF FINANCE. There is hereby established a Department of Finance headed by a Commissioner of Finance, who shall serve as the Department Head for the Department of Finance and be responsible for administering the Department's functions as set forth in this local law. The Commissioner of Finance shall report to and be only accountable to the Board of Supervisors.

SECTION 5. APPOINTMENT AND QUALIFICATIONS. The Commissioner of Finance shall be appointed by the Board of Supervisors and shall serve a term consistent with the term of the Board of Supervisors. The Commissioner of Finance shall reside within the County of Warren upon appointment and during the term of appointment. At the time of appointment, the Commissioner of Finance shall possess, at minimum, the following qualifications:

(a) a master's degree from an accredited college or university in accounting, finance, economics, business administration, public administration, or a closely related field;

(b) is licensed as a New York State Certified Public Accountant ("CPA"); and

(c) at least five (5) years of professional experience in governmental finance, municipal accounting, budgeting, auditing, financial management, or a related field, including

supervisory or administrative experience.

Preference may be given to candidates possessing a professional certification such as Certified Government Financial Manager ("CGFM"), or other recognized financial management credential. The Board of Supervisors may waive or modify the education requirements upon a finding that a candidate possesses equivalent experience and qualifications sufficient to perform the duties of the Commissioner of Finance.

SECTION 6. POWERS AND DUTIES. Without curtailing, diminishing, or transferring the statutory powers and duties of the County Treasurer, the Commissioner of Finance shall be responsible for the supervision, coordination, and oversight of all administrative fiscal functions of the County of Warren, that are not expressly prescribed to the County Treasurer by statute. Such powers and duties granted to the Commissioner of Finance by this local law, include but are not limited to:

(a) Providing administration and administrative fiscal management services to all County Departments, offices, and agencies as authorized by the Board of Supervisors.

(b) Overseeing the day-to-day activities of accounting functions, including banking, account reconciliations, accounts payable, accounts receivable, inter-fund billings, and capital asset reporting.

(c) Developing monthly, quarterly, and annual accounting reports for the Board of Supervisors, County Administrator, and County Treasurer.

(d) Administering countywide accounting systems, chart of accounts, and financial processes for recording revenues, expenditures, assets, liabilities, and fund balances; prepare interim and annual financial reports; prepare financial statements; and support external audits.

(e) Providing fiscal support for grant management, including budget integration.

(f) Aiding with the Budget Officer in the creation and implementation of the annual budget, analyzing departmental budget requests, and providing periodic budget status reports to the Board of Supervisors, Budget Officer, and County Administrator.

(g) Administration and supervision of the County's payroll system, including the preparation, processing, certification, and disbursement of payroll of all County officers and employees, in accordance with applicable federal, state, and local laws, collective bargaining agreements, and polices adopted by the Board of Supervisors.

(h) Overseeing the County's financial investment program and provide policy direction and administrative oversight to the County Treasurer with respect to the investment of County funds, the implementation of the County's Investment Policy, cash management practices, and related financial activities, subject to the Treasurer's statutory powers and duties.

(i) Administration of the County's debt program, including the planning, issuance, sale, delivery, recordkeeping, continuing administration, and retirement of bonds, notes, and other

evidences of indebtedness, and shall coordinate with the County Treasurer, bond counsel, financial advisors, and the Board of Supervisors to ensure compliance with the County's financial policies.

(j) Proposing, administering, and monitoring of the County's fiscal policies and financial management practices, including policies governing budgeting, accounting, cash management, investment, debt administration, internal controls, and financial reporting.

(k) Providing oversight and administration of the financial status of capital projects, provide fiscal analysis and budgetary oversight of capital projects, and recommend measures necessary to promote efficient and fiscally responsible administration of the County's capital improvement program.

(l) Providing analysis and recommendations to support the County's cash management and fund balance strategies.

(m) Administration of the County's Occupancy Tax program as the County's Occupancy Tax Enforcement Officer as further defined in the County's adopted Occupancy Tax Law.

(n) Supervising, providing direction, and administration of the operations of the Department of Finance, having authority over the employees assigned thereto, including the responsibility to assign duties, supervise performance, establish work procedures, and manage the day-to-day operations of the Department.

(o) Performing of such additional administrative and fiscal management functions as may be assigned by the Board of Supervisors by resolution.

(p) Require any County officer or Department Head to furnish an inventory of supplies and equipment on hand and necessary purchases contracted for or contemplated.

SECTION 7. PRESERVATION OF AUTHORITY. The powers and duties conferred upon the Commissioner of Finance by this local law are intended to compliment, not to supersede, diminish, impair, or otherwise affect the statutory powers and duties of the County Treasurer. Nothing herein shall be construed to authorize the Commissioner of Finance to exercise any authority expressly vested in the County Treasurer by the laws of the State of New York.

SECTION 8. DEPUTY COMMISSIONER OF FINANCE. The Commissioner of Finance shall have the authority to appoint a Deputy Commissioner of Finance, who shall serve at the pleasure of the Commissioner of Finance. During any period when the Commissioner of Finance is absent, unable to perform the duties of the office, or when the office of the Commissioner is vacant, the Deputy Commissioner shall serve as Acting Commissioner of Finance and shall exercise the powers and duties of the Commissioner until such time as the Commissioner resumes the duties of the office or a successor is appointed by the Board of Supervisors. The Deputy Commissioner of Finance shall hold similar qualifications as the Commissioner of Finance.

SECTION 9. ACTING COMMISSIONER OF FINANCE. The Chair of the Board of Supervisors shall be the Acting Commissioner of Finance in the event of the Commissioner's or Deputy's absence from the County or inability to perform and exercise the powers and duties of the office for an extended period of time. If the Chair of the Board of Supervisors is unable to serve as Acting Commissioner of Finance, then the Chair of the Finance & Budget Committee shall serve as the Acting Commissioner of Finance. If the Chair of the Finance & Budget Committee is unable to serve as Acting Commissioner of Finance, then the Board of Supervisors shall appoint an Acting Commissioner of Finance. In no event may a person serve as Acting Commissioner of Finance for a period greater than sixty (60) calendar days in any calendar year unless authorized by the Board of Supervisors. The Acting Commissioner of Finance shall have all the power and duties of the Commissioner of Finance during the period of designation or until a new Commissioner of Finance shall be appointed pursuant to law and qualify to assume that office upon executing and filing an oath of office.

SECTION 10. STAFF. The staff of the Department of Finance shall include such personnel as may be authorized from time to time by the Board of Supervisors, including but not limited to, the position of Confidential Secretary to the Commissioner of Finance, subject to the applicable provisions of Civil Service Law, rules and/or regulations, who shall serve at the pleasure of the Commissioner of Finance.

SECTION 11. SALARY. The salary to be paid to the Commissioner of Finance shall be fixed by local law.

SECTION 12. INTER-DEPARTMENTAL COOPERATION. All County departments, officers, boards, and employees shall cooperate with and assist the Commissioner of Finance and the Department of Finance in the performance of their duties and responsibilities under this local law. Cooperation shall include the affirmative duty to promptly provide access to and copies of records, data, reports, contracts, financial information, and any other information reasonably requested for the purposes of carrying out their functions. The Commissioner of Finance and their designee shall be afforded access to County financial systems, databases, and related applications.

In the event of an unresolved refusal or failure to cooperate or provide access as required by this Section, the Commissioner of Finance may report the matter to the Chair of the Board of Supervisors for administrative resolution. If the matter remains unresolved, the matter shall be elevated to the full Board of Supervisors to act as it deems necessary.

SECTION 13. CONSTRUCTION WITH STATE LAWS. This local law is intended to be consistent with New York State law and shall not supersede any inconsistent State statute unless expressly authorized. To the extent any portion of this local law may be construed to be inconsistent with State law governing the powers, duties, or independence of the County Treasurer, State law shall control and such portion shall be deemed modified and applied in a manner consistent with State law, without affecting the validity of the remainder of this local law.

SECTION 14. SUPERSESSION AND CONSTRUCTION WITH LOCAL ENACTMENTS. This local law shall supersede and replace all prior local laws, resolutions, rules, regulations, and enactments of the Board of Supervisors to the extent that they are inconsistent with or addressed by this local law, including but not limited to Local Law No. 4 of 1969. Upon the effective date of this local law, any provisions contained in prior local enactments that conflict with or are otherwise governed by this local law shall be deemed repealed, amended, or superseded.

SECTION 15. SEVERABILITY. If any clause, sentence, paragraph, subdivision, section, or part of this local law shall be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 16. EFFECTIVE DATE. This local law shall take effect November 1, 2026 with the understanding that if a Commissioner of Finance is not appointed yet, the working group established by Resolution No. 273 of 2026 will oversee the functions and duties of the Department of Finance and Commissioner of Finance to ensure continuity of services.

Warren County Board of Supervisors

RESOLUTION NO. 359 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS WILD, ETU, PATCHETT, CROCITTO AND O'NEILL

SUPPORTING THE ADIRONDACK COMMUNITY COLLEGE CAPITAL IMPROVEMENT PLAN FOR 2027-28

WHEREAS, improvements to Adirondack Community College's facilities are necessary to provide an improved learning environment, repair old equipment and upgrade existing facilities which have deteriorated, and

WHEREAS, the following capital projects exist within the needs of critical/deferred maintenance and academic equipment, all of which are required for the Campus:

CAPITAL EXPENDITURE	BUILDING/ AREA	CATEGORY	ESTIMATED COST
Title III Grant - Allied Health & Biotechnology Classrooms	Humanities/ Adirondack Hall	Program Improvement	$2,000,000
Northern Border Regional Commission - Wastewater & Sewer	Campus Wide	Health/Safety	$6,000,000
Congressionally Directed Spending - Advanced Manufacturing/Automation/ Cybersecurity Equipment	Dearlove	Program Improvement	$4,372,176

and,

WHEREAS, the total cost of the above referenced capital projects is Twelve Million Three Hundred Seventy-Two Thousand One Hundred Seventy-Six Dollars ($12,372,176), of which fifty percent (50%) will be funded by the State of New York and the remaining fifty percent (50%) will be funded by the Sponsors, and

WHEREAS, the Sponsors' share in the amount of Six Million One Hundred Eighty-Six Thousand Eighty-Eight Dollars ($6,186,088) shall be borne by Federal Funding and donations the College may received with capital chargebacks covering any gaps, now, therefore, be it,

RESOLVED, that the Warren County Board of Supervisors hereby supports the Adirondack Community College Capital Improvement Plan for 2027-28, and be it further

RESOLVED, that the Sponsors' share of project costs in the amount of Six Million One Hundred Eighty-Six Thousand Eighty-Eight Dollars ($6,186,088), shall be paid from accumulated capital chargeback funds and/or other resources, including Federal aid and donations that the College may receive, with no additional contribution from Warren County.

TURNING VALUES INTO ACTION

Warren County

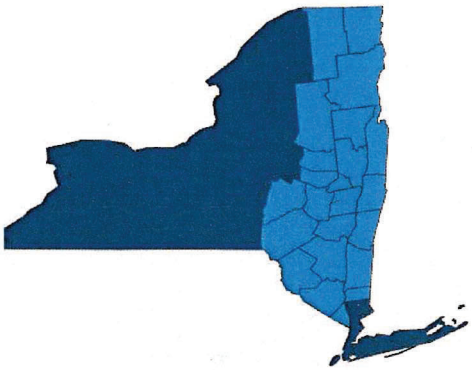
WARREN COUNTY NEW YORK

REGIONAL FOOD BANK

PARTNER FOOD BANK OF FEEDING AMERICA

Helping neighbors in need throughout Warren County

The mission of the Regional Food Bank is to lead a network of partners to alleviate hunger, prevent food waste, and nourish the communities we serve. Our vision is that all people have the nutritious food they need to thrive. The Food Bank distributes nearly 54 million pounds of healthy and nutritious food annually to neighbors in need throughout 23 counties we serve.



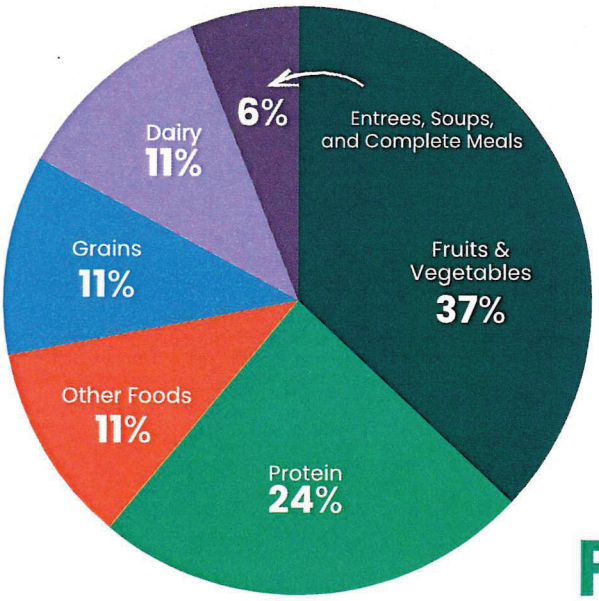
Food insecurity affects 12.5% of the population: 8,200 people in Warren County

including 1,890 children

Regional Food Bank provided 1,903,731 pounds of food in Warren County in 2025

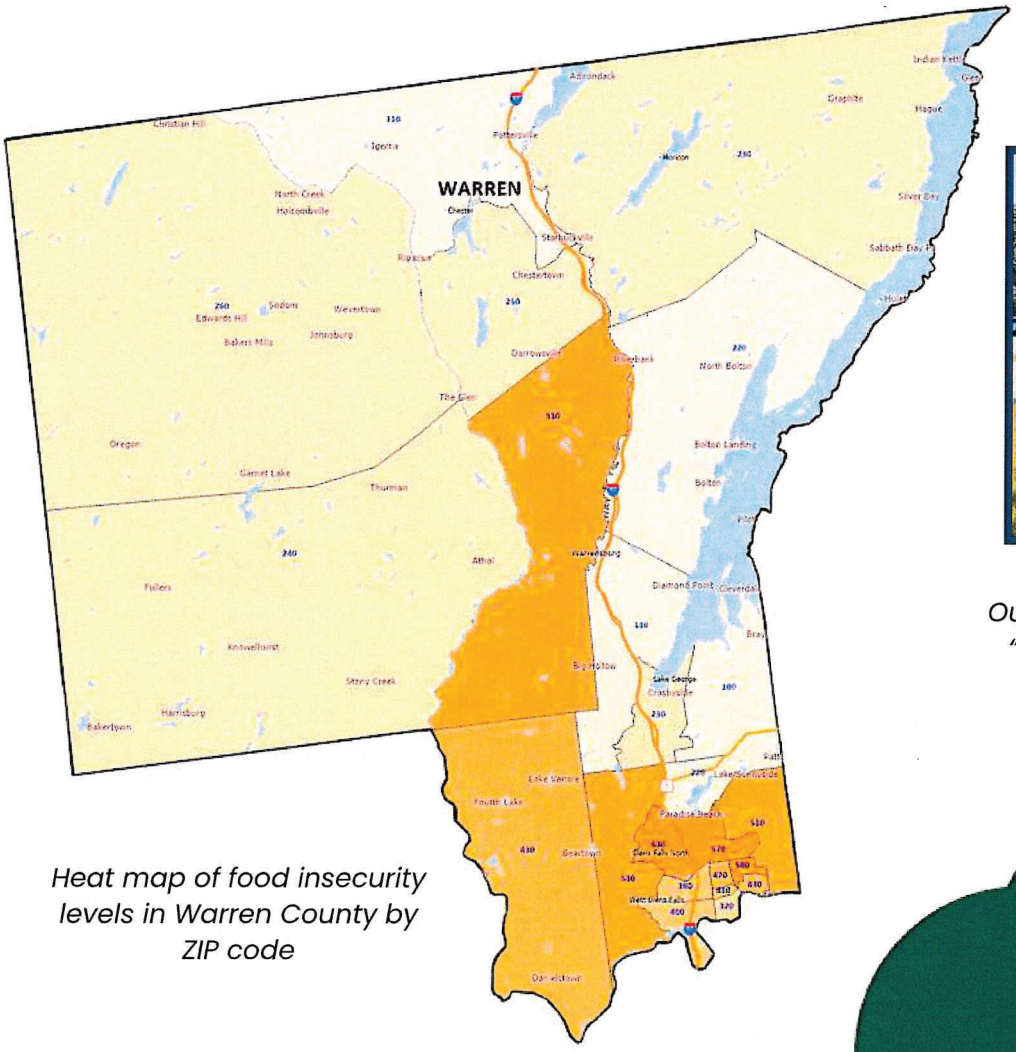
equivalent to 1,586,442 meals

The Food Bank's Distribution



For every neighbor in need.

Mapping the Meal Gap



Heat map of food insecurity levels in Warren County by ZIP code

Our partners Adirondack Community Outreach Center's Johnsburgh Food Pantry "going orange" for Hunger Action Month

2026 WARREN COUNTY MEAL GAP: 1,556,900

The **meal gap** is a measure of food insecurity and food costs at the local level in the United States. Reporting is produced by county annually by Feeding America.

Volunteers preparing for a food distribution in Glens Falls

Food Bank Partner Agencies in Warren County

FOOD PANTRIES
Alliance for Positive Health
Calvary Assembly of God
Chestertown Food Pantry
Family Services Association
First Presbyterian Church Warrensburg
Johnsburg Food Pantry
Lake George Food Pantry
Maxfield Community Food Pantry
North Country Ministry
Open Door Food Pantry
Sacred Heart Food Pantry
Salvation Army - Glens Falls
St. Mary's Food Pantry- Glens Falls
UMC of Queensbury Food Pantry
Warren-Hamilton ACEO

SHELTERS
Domestic Violence Project

SOUP KITCHEN
Open Door Soup Kitchen
Salvation Army - Glens Falls

OTHER PARTNERS
820 River St.

Food Bank Direct Service Programs

BACKPACK PROGRAM
Bolton
Hadley-Luzerne High School
North Warren
Prospect Center

FOOD AS MEDICINE
Warren County Patients

SCHOOL PANTRY
Warrensburg

DRIVE-THRU
Salvation Army - Glens Falls
Warren-Hamilton Community Action

REGIONAL FOOD BANK

965 Albany Shaker Road
Latham, NY 12110

regionalfoodbank.net

SIGN-IN SHEET FOR GUESTS

COMMITTEE: Board Meeting

DATE: September 18, 2026

PLEASE PRINT

NAME:	REPRESENTING:
Chris Laince	
Travis Whitehead	
Valerie Whitehead	
David LaPell	Warren County Corrections (unofficial
MIKE PARWANA	
ILANA MORGAN	
Terry McCabe	
Jackie Herscheb	
Doug Herschleb	
Lois McPhillips	
Kayla Carlozzi	
Sheila Mender	
Amy Dean	
Kevin Luibrand	County Treasure
Richard Straut	Taxpayer
Bill Norton	Resident Taxpayer
Tony Hall	LG MIRROR
Cathy Dose	Chronicle
Luke Mosseau	Post Star

SIGN-IN SHEET FOR GUESTS

COMMITTEE: Board Meeting

DATE: September 18, 2026

PLEASE PRINT

NAME:	REPRESENTING:
Linda Clark	
Connie Hite	Global Air Race Group
[illegible]	RGL Cateney
CHRIS MATIN	
MARK ST. PIERRE	ADK FLYING CLUB
Jim Burns	APK Flying Club
Teri Rogers	Warren County Historical Socie
BOB DILLON	RESIDENT
ED LARKIN	
Robin Larkin	
Jean Lapper	Resident
PAUL DERBY	RESIDENT
LORRAINE STEIN	"
Tennessee Fima	ADK Flying Club
Susan Rizzo	