

FINANCE & BUDGET COMMITTEE

AGENDA

AUGUST 28, 2026

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

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) **Request for transfer of funds as attached for Committee approval.**

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

3) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Maday): Sheriff (Jim LaFarr, Sheriff) -**

Request to amend the 2026 Warren County Budget in the amount of \$1,024,736 to reflect receipt of funding from New York State Division of Homeland Security and Emergency Services for Statewide Interoperable Communications Grant Program (SICG).

4) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Wild): Planning & Community Development -**

A) Request to provide \$32,920 from a source of funding to be determined to cover the local share match of the Northern Border Regional Commission Catalyst Program grant for improvements to the Warren County Fish Hatchery.

B) Request to establish Capital Project No. H459, *NBRC Fish Hatchery*, in the amount of \$289,600.

5) **Referral from the Support Services Committee (Chaired by Supervisor Gilligan): County Attorney (Kimberly Richards, County Attorney) -**

A) Request to amend Resolution No. 203 of 2026 to include an additional appropriation in the amount of \$40,000 from Budget Code A.863.00, *Reserve, Insurance*, to Budget Code A.3110 418.1, *Sheriff's Law Enforcement*, to cover the cost of out-of-pocket commercial deductible property and casualty claims and actions incurred in 2026.

B) Request to appropriate \$87,500 from a source of funding to be determined to Budget Code A.3110 419, *Sheriff's Law Enforcement, Settlements*, to cover the cost of the settlement agreement in the matter of Kathleen Innes v. County of Warren, et. al.

6) **Finance Committee action is required on the following Personnel Agenda item, contingent upon approval by the Personnel Committee - 3.**

PERSONNEL AGENDA ITEM 3:

3) **Referral from the Support Services Committee (Chaired by Supervisor Gilligan): County Attorney (Kimberly Richards, County Attorney) -**

Request to amend the Table of Organization and Salary Schedule to create the new position of Secretary to County Attorney #2, *Annual Salary \$61,389*, effective October 1, 2026.

7) **Budget Discussion - review of the 2026 Multi-Year Plan Summary to be led by the Budget Officer.**

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Warren County Public Defender's Office**SIGNED:****DATE:** 8/24/2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171.4202 110	Public Defender - Hurrell-Harring Salaries	A.1171.4202 120	Public Defender - Hurrell-Harring Overtime	250.00

Please state reason for transfers requested:

To correct Budget Exception Report and account for possible future expenditures from the 2026 Public Defender Hurrell-Harring Overtime budget line.

CONTINGENT FUND TRANSFER REQUESTS

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

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

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** SHERIFF**SIGNED:** **DATE:** August 24, 2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3020 130	Sheriff 911 Center Salaries - Part Time	A.3020 120	Sheriff 911 Center Salaries - Overtime	\$30,000
A.3110 110	Sheriff LE Salaries - Regular	A.3110 130	Sheriff LE Salaries - Part Time	\$200,000
A.3110 110	Sheriff LE Salaries - Regular	A.3110 120	Sheriff LE Salaries - Overtime	\$100,000

Please state reason for transfers requested: Transfers are necessary to fund salary codes currently, or anticipated to be, in deficit.

CONTINGENT FUND TRANSFER REQUESTS

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

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

WARREN COUNTY

July 2026 Journal Report

G/L Date	G/L Account Number	Account Description	Description	Amount	Amount
Brd. of Election - Board of Elections					
7/13/2026	A.1450 428	Data Processing & Internet Fees	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 6.00	
7/13/2026	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 428		\$ 6.00
7/13/2026	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A. 1450 442		\$ 250.00
7/13/2026	A.1450 442	Automotive - Gas & Oil	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 250.00	
7/13/2026	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 470		\$ 279.00
7/13/2026	A.1450 470	Contract	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 279.00	
Clk of Legislati - Clerk of the Legislative Board					
7/30/2026	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 428		\$ 225.65
7/30/2026	A.1010 428	Data Processing & Internet Fees	Budget Transfer from Object Code A.1010 410	\$ 225.65	
7/30/2026	A.1010 428	Data Processing & Internet Fees	Budget Transfer from Object Code A.1010 444	\$ 132.54	
7/30/2026	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 425		\$ 132.54
County Clerk - County Clerk					
7/2/2026	A.1410 428	Data Processing & Internet Fees	Transfer within budget code from A1410 439	\$ 380.00	
7/2/2026	A.1410 439	Misc Fees & Expenses	Transfer within budget code to A.1410 428		\$ 380.00
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
7/10/2026	A.1165 260	Other Equipment	Budget transfer outside of budget code from A.1165 410 Supplies	\$ 40.82	
7/10/2026	A.1165 410	Supplies	Budget transfer outside of budget code to A.1165 260 Other Equip		\$ 40.82
DPW_DPW Admin - DPW,DPW Administration					
7/1/2026	A.1620 410	Supplies	Transfer In Code to A.1620 421		\$ 90.00
7/1/2026	A.1620 421	Equipment Rental	Transfer In Code from A.1620 410	\$ 90.00	
7/6/2026	A.1620 410	Supplies	Transfer In Code to A.1620 428		\$ 156.00
7/6/2026	A.1620 428	Data Processing & Internet Fees	Transfer In Code from A.1620 410	\$ 156.00	
7/8/2026	A.1620 415	Electricity	Transfer In Code to A.1620 422		\$ 899.23
7/8/2026	A.1620 422	Repair/Maint-Equipment	Transfer In Code from A.1620 415	\$ 899.23	
7/16/2026	D.5110 810	Retirement	Transfer In Code to D.5110 850		\$ 4,125.73
7/16/2026	D.5110 850	Unemployment Insurance	Transfer In Code from D.5110 810	\$ 4,125.73	
7/17/2026	A.1610 410	Supplies	Transfer In Code from A.1610 441	\$ 182.99	
7/17/2026	A.1610 441	Auto-Supplies & Repair	Transfer In Code to A.1610 410		\$ 182.99
7/22/2026	A.1490 428	Data Processing & Internet Fees	Transfer Out of Code from A.1620 413	\$ 2,550.00	
7/22/2026	A.1490 428	Data Processing & Internet Fees	Transfer Out of Code from A.1620 470	\$ 2,550.00	
7/22/2026	A.1620 410	Supplies	Transfer In Code to A.1620 421		\$ 75.00
7/22/2026	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Out of Code to A.1490 428		\$ 2,550.00
7/22/2026	A.1620 421	Equipment Rental	Transfer In Code from A.1620 410	\$ 75.00	
7/22/2026	A.1620 470	Contract	Transfer Out of Code to A.1490 428		\$ 2,550.00
7/28/2026	A.7110 413	Repair & Maint.-Bldg/Property	Transfer In Code to A.7110 421		\$ 40.00
7/28/2026	A.7110 421	Equipment Rental	Transfer In Code from A.7110 413	\$ 40.00	
7/28/2026	D.5110 260	Other Equipment	Transfer In Code from D.5110 410	\$ 56.98	

7/28/2026	D.5110 410	Supplies	Transfer In Code to D.5110 260	\$	56.98
7/30/2026	A.1610 442	Automotive - Gas & Oil	Transfer In Code to A.1610 444	\$	150.00
7/30/2026	A.1610 444	Travel/Education/Conference	Transfer In Code from A.1610 442	\$	150.00
7/30/2026	A.1620 410	Supplies	Transfer In Code to A.1620 422	\$	163.81
7/30/2026	A.1620 422	Repair/Maint-Equipment	Transfer In Code from A.1620 410	\$	163.81
7/31/2026	D.5110 465	Road/Bridge Materials	Transfer In Code from D.5110 470	\$	45,000.00
7/31/2026	D.5110 470	Contract	Transfer In Code to D.5110 465	\$	45,000.00
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
7/6/2026	40.6293.0305 423	Telephone	object code change - from 40.6293.0305 424	\$	200.00
7/6/2026	40.6293.0305 424	Postage	object code change - to 40.6293.0305 423	\$	200.00
7/8/2026	40.6293.0358 411	Rent-Building/Property	object code change - to 40.6293.0358 421	\$	300.00
7/8/2026	40.6293.0358 421	Equipment Rental	object code change - from 40.6293.0358 411	\$	300.00
7/22/2026	40.6293.0300 411	Rent-Building/Property	object code change to 40.6293.0300 434	\$	700.00
7/22/2026	40.6293.0300 434	Allowances	object code change from 40.6293.0300 411	\$	700.00
7/22/2026	40.6293.0313 428	Data Processing & Internet Fees	object code change to 40.6293.0313 434	\$	100.00
7/22/2026	40.6293.0313 434	Allowances	object code change from 40.6293.0313 428	\$	100.00
7/22/2026	40.6293.0358 428	Data Processing & Internet Fees	object code change from 40.6293.0358 433	\$	500.00
7/22/2026	40.6293.0358 433	Training-Client	object code change to 40.6293.0358 428	\$	500.00
Office of EMS - Office of Emergency Services					
7/13/2026	A.3640 410	Supplies	Budget Transfer within Object Code to A.3640 439	\$	25.00
7/13/2026	A.3640 439	Misc Fees & Expenses	Budget Transfer within Object Code from A.3640 410	\$	25.00
7/16/2026	A.3640 410	Supplies	Budget Transfer within Object Code to A.3640 453	\$	175.00
7/16/2026	A.3640 453	Uniforms & Clothing	Budget Transfer within Object Code from A.3640 410	\$	175.00
7/23/2026	A.3640 220	Office Equipment	Budget Transfer Out of Budget Code from A.3640 410	\$	50.00
7/23/2026	A.3640 410	Supplies	Budget Transfer Out of Budget Code to A.3640 220	\$	50.00
7/29/2026	A.3645.4118 410	Supplies	Budget Transfer within Object Code to A.3645.4118 453	\$	297.31
7/29/2026	A.3645.4118 453	Uniforms & Clothing	Budget Transfer within Object Code from A.3645.4118 410	\$	297.31
7/29/2026	A.3645.4118 453	Uniforms & Clothing	Budget Transfer within Object Code from A.3645.4118 470	\$	1,097.00
7/29/2026	A.3645.4118 470	Contract	Budget Transfer within Object Code to A.3645.4118 453	\$	1,097.00
7/30/2026	A.3410 424	Postage	Budget Transfer within Object Code from A.3410 444	\$	534.00
7/30/2026	A.3410 444	Travel/Education/Conference	Budget Transfer within Object Code to A.3410 424	\$	534.00
Public Health_Health Services - Public Health,Health Services					
7/10/2026	A.4054 410	Supplies	Budget Transfer to A.4054 410 from A.4054 444	\$	400.00
7/10/2026	A.4054 444	Travel/Education/Conference	Budget Transfer to A.4054 410 from A.4054 444	\$	400.00
7/10/2026	A.4189 410	Supplies	Budget Transfer to A.4189 410 from A.4189 423	\$	1.00
7/10/2026	A.4189 423	Telephone	Budget Transfer to A.4189 410 from A.4189 423	\$	1.00
7/13/2026	A.4189 410	Supplies	Budget Transfer to A.4189 410 from 442	\$	10.00
7/13/2026	A.4189 442	Automotive - Gas & Oil	Budget Transfer to A.4189 410 from 442	\$	10.00
7/13/2026	A.4197 410	Supplies	Budget Transfer to A.4197 410 from 444	\$	20.00
7/13/2026	A.4197 444	Travel/Education/Conference	Budget Transfer to A.4197 410 from 444	\$	20.00
7/16/2026	A.4018.0058 260	Other Equipment	Budget Transfer to A.4018.0058 260 from 436	\$	1,700.00
7/16/2026	A.4018.0058 436	Advertising Fees	Budget Transfer to A.4018.0058 260 from 436	\$	1,700.00
7/17/2026	A.4189 410	Supplies	BT Budget transfer to A.4189.442 from .410	\$	5.00
7/17/2026	A.4189 442	Automotive - Gas & Oil	BT Budget transfer to A.4189.442 from .410	\$	5.00
7/21/2026	A.4018.0058 260	Other Equipment	Budget trans car seat to A.40180025260 from 410,442,444	\$	1,200.00
7/21/2026	A.4018.0058 410	Supplies	Budget trans car seat to A.40180025260 from 410,442,444	\$	400.00

7/21/2026	A.4018.0058 442	Automotive - Gas & Oil	Budget trans car seat to A40180025260 from 410,442,444		\$	300.00
7/21/2026	A.4018.0058 444	Travel/Education/Conference	Budget trans car seat to A40180025260 from 410,442,444		\$	500.00
7/22/2026	A.4010 220	Office Equipment	Budget transfer to A4010220 fm 260 441 Chha Tablets	\$	1,500.00	
7/22/2026	A.4010 260	Other Equipment	Budget transfer to A4010220 fm 260 441 Chha Tablets		\$	1,000.00
7/22/2026	A.4010 441	Auto-Supplies & Repair	Budget transfer to A4010220 fm 260 441 Chha Tablets		\$	500.00
7/27/2026	A.4018 410	Supplies	Budget Transfer to A.4018 .410 from .444	\$	100.00	
7/27/2026	A.4018 444	Travel/Education/Conference	Budget Transfer to A.4018 .410 from .444		\$	100.00
Residential Hall - Countryside Adult Home						
7/28/2026	A.6030 428	Data Processing & Internet Fees	Budget Transfer within object code to A6030 428 from A6030 470	\$	2,000.00	
7/28/2026	A.6030 470	Contract	Budget Transfer within object code from A6030 470 to A6030 428		\$	2,000.00
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement						
7/1/2026	A.3150 424	Postage	budget transfer within object code from A.3150 470	\$	1,000.00	
7/1/2026	A.3150 470	Contract	budget transfer within object code to A.3150 424		\$	1,000.00
7/6/2026	A.3150 422	Repair/Maint-Equipment	budget transfer within object code from A.3150 470	\$	115.00	
7/6/2026	A.3150 470	Contract	budget transfer within object code to A.3150 422		\$	115.00
7/20/2026	A.3110 470	Contract	transfer out of object code to A.3150 422		\$	5,000.00
7/20/2026	A.3150 422	Repair/Maint-Equipment	transfer out of object code from A.3110 470	\$	5,000.00	
Social Services - Social Services						
7/6/2026	A.6119 470	Contract	Budget transfer out of object code to A.6123 470		\$	12,000.00
7/6/2026	A.6123 470	Contract	Budget transfer out of object code from A.6119 470	\$	12,000.00	
7/15/2026	A.6010 850	Unemployment Insurance	Budget transfer within object code from A.6010 860	\$	500.00	
7/15/2026	A.6010 860	Hospitalization	Budget transfer within object code to A.6010 850		\$	500.00

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

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

DEPARTMENT NAME: Sheriff

DATE: August 24, 2026

- (a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Division of Homeland Security and Emergency Services Statewide Interoperable Communications Grant Program (SICG) grant award.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|------------------------------------|-------------|
| A.3020.4058 250 | Sheriff's 911 Center | \$1,024,736 |
| | FY2025-26 Interoperable Comm Grant | |
| | Technical Equipment | |
- (c) **Revenue Code (with title), and amount:**
- | | | |
|------------------|---------------------------------------|-------------|
| A.3020.4058 3380 | Sheriff's 911 Center | \$1,024,736 |
| | FY2025-26 Interoperable Comm Grant | |
| | State Homeland Security Grant Program | |

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Planning

DATE: 8/13/2026

- (a) Purpose of Request:
Transfer County cash match to Capital Project H459 – NBRC Fish Hatchery.

- (b) Details:
Resolution No. 117 of 2026 identified the County local match for the Warren County Fish Hatchery Improvements project as \$25,000 in in-kind services and \$32,920 from a source to be determined. This request is to authorize the transfer of \$32,920 from a source to be determined to Capital Project H459 – NBRC Fish Hatchery to provide the cash portion of the required local match.

- (c) Previous Resolution Number:
R 117 of 2026

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Source to be determined — \$32,920 to be transferred to Capital Project H459 – NBRC Fish Hatchery

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: Planning and Community Development

DATE: August 13, 2026

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
Capital Project No. H459 – NBRC Fish Hatchery

- (b) Is this a Capital Project?
Yes

- (c) Is this a Capital Reserve Project?
No

- (d) Amount of Project:
\$289,600

- (e) Source of Funding (including name & title of codes, etc.):
NBRC grant funding: \$231,680 County in-kind services: \$25,000 County cash match: \$32,920 from a source to be determined, to be authorized by separate Res
- (f) Purpose of Establishment:
Establish Capital Project H459 – NBRC Fish Hatchery to administer the Warren County Fish Hatchery Improvements project. The project will be funded through a Northern Border Regional Commission grant and required County local match. Resolution No. 117 of 2026 identified the County match as \$25,000 in in-kind services and \$32,920 from a source to be determined. The separate transfer of the \$32,920 cash match to this capital project will be requested through Resolution Request Form No. 20.

*Title should reflect department if possible:

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport *Replace VASI with PAPI*.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Attorney

DATE: 8/24/26

- (a) Purpose of Request: **Amending Resolution No. 203 of 2026 to include additional appropriation from Budget Code A.863.00 Reserve, Insurance to Budget Code A.3110 418.1 Sheriff's Law Enforcement in the amount of \$40,000**
- (b) Details: **For payment of out-of-pocket commercial deductible property and casualty claims and actions incurred in 2026**
- (c) Previous Resolution Number: **203 of 2026 and 40 of 2026**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.863.00 Reserve, Insurance**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Attorney

DATE: 8/24/26

- (a) Purpose of Request: **Appropriation of funds in the amount of \$87,500 to cover the settlement amount in the matter of Kathleen Innes v. County of Warren, et. al. to Budget Code A.3110 419 Sheriff's Law Enforcement, Settlements**
- (b) Details: **A settlement agreement was agreed upon in the matter of Kathleen Innes v. County of Warren, et. al., Docket No. 1:22-cv-00641, in the United States District Court for the Northern District of New York on August 18, 2026**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **To be determined by the Committee**

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

* as listed in budget and LOGOS

AGENDA

AUGUST 28, 2026

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

I. Committee meeting called to order by Chair.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) Discussion regarding benefit renewal for 2026 - 2027 plan year and request approval of same.

2) Notice of Intent to Fill Tracking Report - provided for informational purposes

**3) Referral from the Support Services Committee (Chaired by Supervisor Gilligan):
County Attorney (Kimberly Richards, County Attorney) -**

Request to amend the Table of Organization and Salary Schedule to create the new position of Secretary to County Attorney #2, *Annual Salary \$61,389*, effective October 1, 2026.

V. Pending Items: None.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** County Attorney**DATE:** 8/24/26

(a) Title of Requested Position: Secretary to County Attorney #2

(b) Annual **Base** Salary (and Grade if Applicable): \$61,389

(c) Effective Date for New Position*: October 1, 2026

**Please do not backdate unless the purpose is to correct an error.*(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):

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

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

A.1420 110

(f) Is a Budget Transfer needed? ☐ YES ☒ NO

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

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

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title? ☒ YES ☐ NO*(approval is necessary **BEFORE** bringing the request to Committee)*HR Director Initial JZ 8/24/26(h) Had County Administrator Reviewed and Approved Creation of New Position? ☒ YES ☐ NO*(approval is necessary **BEFORE** bringing the request to Committee)*Co. Admin Initial J 8/24/26(i) Is this a mandated position? ☐ YES ☒ NO

If yes, please explain:

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

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

SECRETARY TO COUNTY ATTORNEY**Salary: \$61,389****Full-Time with Benefits**

The Secretary to the County Attorney provides executive, legal, secretarial and administrative support to the Warren County Attorney. Responsibilities include performance of complex legal secretarial tasks involving the frequent exercise of independent judgment as well as knowledge of Warren County municipal, legal and administrative processes, codes, policies and practices. This is a position of special trust and confidence, requiring exchange of sensitive and confidential information.

The successful candidate must have excellent organizational skills, interpersonal skills and the ability to independently prepare a variety of documents, including monthly Board of Supervisors resolutions, contracts, local laws and other related documents.

The Secretary to the County Attorney is appointed by the County Attorney and serves at the discretion of the County Attorney. The position is in the Exempt class under Warren County Civil Service Rules.

Warren County residency is required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and

- A) Graduation from an accredited two year college with a Legal Secretary Associate's Degree, and two (2) years of experience as a paid, full-time legal secretary or administrative assistance with municipal or public agency experience,
OR
- B) Four (4) years of experience as a full-time paid legal secretary or administrative assistant with municipal or public agency experience,
OR
- C) A combination of A and B above.

**CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION,
RESUME AND LETTER OF INTENT TO:**

Amy Turcotte
Legal Office Coordinator
Warren County Attorney's Office
1340 State Route 9
Lake George, New York 12845

Warren County is a EOE/AA employer
Applications are being accepted until October 18, 2026
Applications may be obtained at: www.warrencountyny.gov/civilservice

	A	B	C	D	E	F	G	H	I	J	K
1	Warren County										
2	Four Year Financial Plan, Fiscal Years				2027-2030						
3	Major Fund Summary Financing Plan										
4											
5											
6											
7	General Fund										
8	Revenues	\$163,536,816	\$173,424,433	\$177,621,090	\$184,480,757	\$188,482,496	\$191,557,646	\$194,078,064	\$196,607,399	\$199,336,323	
9	Expenditures by Object	\$155,199,081	\$173,055,284	\$183,671,021	\$185,700,288	\$190,564,795	\$193,685,867	\$198,250,596	\$203,500,991	\$209,344,888	
10	Surplus (Deficit)	\$8,337,735	\$369,149	(\$6,049,931)	(\$1,219,531)	(\$2,082,299)	(\$2,128,222)	(\$4,172,532)	(\$6,893,592)	(\$10,008,565)	
11											
12	County Road										
13	Revenues	\$14,044,596	\$15,841,577	\$17,105,310	\$15,837,470	\$16,170,008	\$16,481,721	\$16,728,402	\$17,327,332	\$18,420,150	
14	Expenditures	\$14,548,148	\$15,124,678	\$15,628,634	\$16,685,742	\$17,170,008	\$17,820,247	\$17,959,014	\$18,298,855	\$18,414,373	
15	Surplus (Deficit)	(\$503,552)	\$716,899	\$1,476,676	(\$848,272)	(\$1,000,000)	(\$1,338,525)	(\$1,230,612)	(\$971,523)	\$5,776	
16											
17	Road Machinery										
18	Revenues	\$2,594,694	\$3,368,810	\$3,609,902	\$3,246,125	\$3,296,971	\$3,338,359	\$3,377,090	\$3,416,256	\$3,456,205	
19	Expenditures	\$2,889,807	\$2,630,016	\$2,901,089	\$3,479,708	\$3,511,971	\$3,565,021	\$3,647,860	\$3,732,705	\$3,820,752	
20	Surplus (Deficit)	(\$295,113)	\$738,794	\$708,813	(\$233,583)	(\$215,000)	(\$226,662)	(\$270,770)	(\$316,449)	(\$364,547)	
21											
22	Debt Service										
23	Revenues	\$3,875,657	\$3,822,823	\$2,678,087	\$4,433,781	\$4,402,844	\$4,390,844	\$4,394,101	\$4,386,087	\$4,377,464	
24	Expenditures	\$3,861,588	\$3,818,613	\$2,673,413	\$4,398,738	\$4,402,844	\$4,390,844	\$4,394,101	\$4,386,087	\$4,377,464	
25	Surplus (Deficit)	\$14,069	\$4,210	\$4,674	\$35,043	\$0	\$0	\$0	\$0	\$0	
26											
27	All Major Funds										
28	Revenues	\$184,051,763	\$196,457,643	\$201,014,389	\$207,998,133	\$212,352,319	\$215,768,570	\$218,577,656	\$221,737,073	\$225,590,142	
29	Expenditures	\$176,498,624	\$194,628,591	\$204,874,157	\$210,264,476	\$215,649,618	\$219,461,979	\$224,251,571	\$229,918,638	\$235,957,477	
30	Surplus (Deficit)*	\$7,553,139	\$1,829,052	(\$3,859,768)	(\$2,266,343)	(\$3,297,299)	(\$3,693,409)	(\$5,673,915)	(\$8,181,564)	(\$10,367,335)	
31											
32	General Fund Unreserved Fund Balance*	\$40,208,673	\$40,242,022	\$35,929,149	\$35,180,744	\$35,580,631	\$35,542,058	\$31,533,064	\$24,811,113	\$14,982,696	
33	Debt Service Unreserved Fund Balance	\$103,533	\$107,743	\$112,417	\$147,460	\$147,460	\$147,460	\$147,460	\$147,460	\$147,460	
34	County Road Unreserved Fund Balance	\$2,307,808	\$2,218,095	\$3,029,110	\$1,046,982	\$4,272,873	\$2,934,348	\$1,703,735	\$732,213	\$737,989	
35	Road Machinery Unreserved Fund Balance	\$145,061	\$412,083	\$566,483	\$507,122	\$2,636,615	\$2,409,953	\$2,139,183	\$1,822,734	\$1,458,187	
36	Total Actual/Estimated Unreserved Fund Balance	\$42,765,075	\$42,979,943	\$39,637,159	\$36,882,308	\$42,637,579	\$41,033,818	\$35,523,443	\$27,513,519	\$17,326,332	
37											
38						18.67%	18.35%	15.91%	12.19%	7.16%	