

**Amending The 2025 Ulster County Budget In Relation To Grant Funding From The New York State Education Department, State Archives Division, Local Government Records Management Improvement Fund (LGRMIF), And Creating Two Full-Time Archival Processing Technicians – County Clerk**

Referred to: The Laws, Rules and Government Services Committee (Chairman Kovacs and Legislators Gavaris, Hansut, Harmon, Kitchen, Levine, and Uchitelle), and The Ways and Means Committee (Chairman Gavaris and Legislators Collins, Hansut, Kovacs, Nolan, Roberts, and Uchitelle)

Chairman of the Laws, Rules and Government Services Committee, Jason Kovacs, and Deputy Chair Aaron Levine offer the following:

WHEREAS, this resolution has been submitted at the request of the Acting Ulster County Clerk; and

WHEREAS, the New York State Education Department, State Archives Division, has awarded the Ulster County Clerk's Office a grant from the Local Government Records Management Improvement Fund (LGRMIF) in the amount of \$68,013.00 to support archival processing initiatives; and

WHEREAS, the grant funding will be used to hire two full-time Archival Processing Technicians under the supervision of the County Archivist to reprocess and re-catalog historical records, ensuring their preservation and accessibility; and

WHEREAS, the hiring of these positions will allow for improved intellectual control over county archives, enhanced research access, and the replacement of deteriorating storage materials to ensure long-term document preservation; and

WHEREAS, the grant funding will cover the salaries and up to 35% of fringe benefits for these positions; and

WHEREAS, an amendment to the 2025 Ulster County Budget is necessary to accept and allocate these funds appropriately; now, therefore, be it

RESOLVED, that the Ulster County Legislature hereby approves usage of the LGRMIF grant in the amount of \$68,013.00 to support the hiring of two full-time Archival Processing Technicians for a six-month period; and, be it further

RESOLVED, if no new non-County funding source has been secured by the time funds are exhausted, the Chair of the Ways and Means Committee shall be immediately notified and these positions will sunset; and, be it further

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RESOLVED, that the Ulster County Clerk's Office shall be responsible for covering the \$7,361.00 balance of the benefits costs for these positions not funded by the grant, and that these funds will need to be appropriated in addition to the current budget; and, be it further

RESOLVED, that the positions of Archival Processing Technician are hereby created and the 2025 Budget is hereby amended as follows:

**CREATE**

<b><u>POSITION #</u></b>	<b><u>TITLE</u></b>	<b><u>AMOUNT</u></b>
1410-xxxx	Archival Processing Technician (Full-Time, CSEA) *Annual Salary Annual Benefits (\$ 23,038.00) (F/T Salary to Year End Starting 9/1/25: \$ 16,374.00 Benefits to Year End Starting 9/1/25: \$ 7,768.00) Effective September 1, 2025	* \$48,562.00
1410-xxxx	Archival Processing Technician (Full-Time, CSEA) *Annual Salary Annual Benefits (\$ 23,038.00) (F/T Salary to Year End Starting 9/1/25: \$ 16,374.00 Benefits to Year End Starting 9/1/25: \$ 7,768.00) Effective September 1, 2025	* \$48,562.00

and, be it further,

RESOLVED, that the 2025 Ulster County Operating Budget is hereby amended as follows:

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	<b><u>INCREASE</u></b>	<b><u>AMOUNT</u></b>
AA.1410.1134-1300.1300 (App.#)	Regular Pay	\$ 32,747.00
AA.1410.1134-4000.4025 (App.#)	Office Supplies	\$ 2,494.00
AA.1410.1134-8010.8010 (App.#)	Social Security	\$ 1,457.00
AA.1410.1131-8000.8000 (App.#)	Retirement	\$ 5,256.00
AA.1410.1134-8020.8020 (App.#)	Dental	\$ 488.00
AA.1410.1134-8020.8035 (App.#)	Health Insurance	\$ 7,221.00
AA.1410.1134-8020.8055 (App.#)	Optical	\$ 65.00
AA.1410.1134-3300.3060 (Rev.#)	State Aid Records Management	\$ 46,701.00
MM.9060.4102-4600.4660 (App.#)	Miscellaneous Contractual - Other	\$ 7,221.00
MM.9060.4102-4510.4565 (App.#)	Insurance Contractual – Dental	\$ 488.00
MM.9060.4102-4510.4566 (App.#)	Insurance Contractual – Optical	\$ 65.00
MM.9060.4102-3290.2801 (Rev.#)	Interfund Revenues - In	\$ 7,774.00

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	<u><b>DECREASE</b></u>	<u><b>AMOUNT</b></u>
AA.1410.1134-1400.1400 (App.#)	Part Time Pay	\$13,697.00
AA.9900.9900-3700.9990 (Rev.#)	Appropriated Fund Balance	\$10,670.00

and move its adoption.

ADOPTED BY THE FOLLOWING VOTE:

AYES:    22                      NOES:    0  
(Absent: Legislator Lopez)

Passed Committee: Laws, Rules and Government Services on August 14, 2025

Passed Committee: Ways and Means on August 14, 2025

**FINANCIAL IMPACT:**

\$ 46,701.00 – INCREASE TO 2025 STATE REVENUE DOLLARS  
\$ 36,031.00 – INCREASE TO 2025 APPROPRIATION DOLLARS  
\$ 10,670.00 – DECREASE TO 2025 APPROPRIATED FUND BALANCE  
\$ 7,774.00 – INCREASE TO 2025 HEALTH INSURANCE FUND  
                    APPROPRIATION DOLLARS  
\$ 7,774.00 – INCREASE TO 2025 INTERFUND REVENUES  
\$ 21,312.00 – ANTICIPATED 2026 STATE REVENUE DOLLARS  
\$ 23,681.00 – ANTICIPATED 2026 APPROPRIATION DOLLARS  
\$ 2,369.00 – ANTICIPATED 2026 COUNTY FUNDS

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STATE OF NEW YORK

ss:

COUNTY OF ULSTER

I, the undersigned Clerk of the Legislature of the County of Ulster, hereby certify that the foregoing resolution is the original resolution adopted by the Ulster County Legislature on the 19<sup>th</sup> Day of August in the year Two Thousand Twenty-Five, and said resolution shall remain on file in the office of said clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the County of Ulster this 22<sup>nd</sup> Day of August in the year Two Thousand Twenty-Five.

[s] Victoria A. Fabella  
Victoria A. Fabella, Clerk  
Ulster County Legislature

Submitted to the County Executive this  
22<sup>nd</sup> Day of August 2025.

[s] Victoria A. Fabella  
Victoria A. Fabella, Clerk  
Ulster County Legislature

Approved by the County Executive this  
29<sup>th</sup> Day of August 2025.

[s] Jen Metzger  
Jen Metzger, County Executive