

SUPPORT SERVICES COMMITTEE  
COUNTY ATTORNEY AGENDA  
APRIL 5, 2019

*Committee Members:* Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild,  
Driscoll, Dickinson

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
  - 1.) Permission to fill Legal Assistant #2
  - 2.) Decrease the salary for Legal Assistant #2 from \$48,071 to \$45,000.
  - 3.) Consent from the Board to allow Brian Reichenbach to represent the Town of Corinth regarding the complaint brought by Warren County.
- IV. Referrals/Pending Items:  
None.
- V. Discussion Items:
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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Attachments:  
Resolution Request Form No. 12  
Resolution Request Form No. 13

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Attorney Payroll Dept. No: 1420  
Title of Position: Legal Assistant #2 Base Salary of Position: \$45,000 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A1420 Legal Assistant #2 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 12802 Date of Vacancy: March 26, 2019  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other EXEMPT

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCN

Human Resources Director has approved this form when initialed. AS 3-27-19

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/27/19

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas Date 4/5/19

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Walter Lout Date 4/19/19

**RESOLUTION REQUEST FORM NO. 13**

*Request to Increase or Decrease Salary of Non-Union Position*

DEPARTMENT NAME: County Attorney

DATE: March 27, 2019

- (a) Employee Name, Title and Employee No.: Legal Assistant #2
- (b) Current Annual Base Salary (and Grade if Applicable): \$45,000
- (c) Former Annual Base Salary (and Grade if Applicable): \$48,017
- (d) Effective Date for Salary Change:\* April 22, 2019  
\*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:  
Now that the position is vacant I would like to lower the salary to be comparable to the other support staff in my office.

## 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: April 2, 2019

- (a) Purpose of Request:  
Consent for Brian Reichenbach to represent the Town of Corinth regarding lawsuit brought by the County.
  
- (b) Details:  
Brian now works for Miller Mannix Schachner & Hafner. Pursuant to 22 NYCRR section 1200.0, Rule 1.11(2) the county needs to give informed consent, confirmed in writing, to Brian for him be able to represent the Town of Cornith in a matter that was commenced while he was employed by the County.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS