

# Warren County Board of Supervisors

**MARCH 19, 2021**  
**BOARD MEETING**  
**INDEX**



<b><u>RES. NO.</u></b>	<b><u>VOTE</u></b>	<b><u>DESCRIPTION</u></b>
PR01		<b>PROCLAMATION - CHILD ABUSE PREVENTION MONTH</b>
PR02		<b>PROCLAMATION - AUTISM AWARENESS MONTH</b>
PR03		<b>PROCLAMATION - NATIONAL COUNTY GOVERNMENT MONTH</b>
PR04		<b>PROCLAMATION - WOMEN'S HISTORY MONTH</b>
70	ROLL CALL	<b>FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS</b>
71	ROLL CALL	<b>FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY</b>
72		<b>COUNTY FACILITIES (<i>AIRPORT</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION/AIRPORT IMPROVEMENT PROGRAM FOR THE REIMBURSEMENT OF ELIGIBLE AIRPORT COSTS UNDER THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT, 2021 FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT</b>
73		<b>COUNTY FACILITIES (<i>BUILDINGS &amp; GROUNDS</i>)-AWARDING BID AND AUTHORIZING AGREEMENT WITH BPI MECHANICAL SERVICE FOR HVAC REPAIRS, REHABILITATION AND INSTALLATION (WC 9-21)</b>
74		<b>COUNTY FACILITIES (<i>BUILDINGS &amp; GROUNDS</i>)-AWARDING BID AND AUTHORIZING AGREEMENT WITH WINCHIP OVERHEAD DOOR COMPANY, INC. FOR OVERHEAD DOOR REPAIR, REPLACEMENT, INSTALLATION AND PREVENTATIVE MAINTENANCE (WC 16-21)</b>
75		<b>CRIMINAL JUSTICE (<i>ASSIGNED COUNSEL</i>) - AMENDING AND EXTENDING AGREEMENT WITH A SUPERVISING ATTORNEY FOR THE ASSIGNED COUNSEL OFFICE, TO REMOVE THE NOT TO EXCEED AMOUNT, ADD LANGUAGE REGARDING CELL PHONE COSTS AND EXTEND THE TERMS</b>
76		<b>CRIMINAL JUSTICE (<i>ASSIGNED COUNSEL</i>) - AUTHORIZING AGREEMENT WITH WEST PUBLISHING CORPORATION AND SUBSCRIBER TO PROVIDE LEGAL RESEARCH SERVICES TO ASSIGNED COUNSEL PANEL MEMBERS ON THE MAJOR FELONY AND THE HOMICIDE AND PREDATORY SEXUAL ASSAULT PANEL</b>

# Warren County Board of Supervisors

**MARCH 19, 2021**  
**BOARD MEETING**  
**INDEX**



<b><u>RES. NO.</u></b>	<b><u>VOTE</u></b>	<b><u>DESCRIPTION</u></b>
77		<b>CRIMINAL JUSTICE (<i>DISTRICT ATTORNEY</i>)</b> - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR CRIMINAL JUSTICE DISCOVERY REFORM GRANT FUNDING FOR THE DISTRICT ATTORNEY'S OFFICE
78		<b>CRIMINAL JUSTICE (<i>PROBATION</i>)</b> - AUTHORIZING THE CONTINUATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY PROBATION DEPARTMENT AND THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION FOR THE RAISE THE AGE EMPLOYMENT AND TRAINING PROGRAM
79		<b>CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>)</b> - AUTHORIZING EXTENSION OF AGREEMENT (C800052 - DISTRIBUTION #8) WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE PUBLIC DEFENDER'S OFFICE
80		<b>ECONOMIC GROWTH &amp; DEVELOPMENT (<i>PLANNING</i>)</b> - ACCEPTING AND EXPRESSING APPRECIATION TO MANNIX MARKETING, INC. FOR THE GIFT OF PRINTING OF TOWN SELL SHEETS FOR THE PLANNING DEPARTMENT
81		<b>JOINT ECONOMIC GROWTH &amp; DEVELOPMENT AND GOVERNMENTAL OPERATIONS &amp; ADVOCACY</b> - WARREN COUNTY BOARD OF SUPERVISORS RESOLUTION ON BRIDGING DIVISIONS AND WORKING TOGETHER
82		<b>GOVERNMENTAL OPERATIONS &amp; ADVOCACY (<i>BOARD OF ELECTIONS</i>)</b> - DECLARING OLD ADA VOTING BOOTHS AND TWENTY-FIVE (25) BMD DOMINION VOTING MACHINES SURPLUS; AUTHORIZING DISPOSITION OF OLD ADA VOTING BOOTHS AND TWENTY-FIVE (25) BMD DOMINION VOTING MACHINES TO OTHER NEW YORK STATE COUNTIES OR TO SCRAP SAME
83		<b>HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>)</b> - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE FOR THE AGING FOR MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT

# Warren County Board of Supervisors

**MARCH 19, 2021**  
**BOARD MEETING**  
**INDEX**



<b><u>RES. NO.</u></b>	<b><u>VOTE</u></b>	<b><u>DESCRIPTION</u></b>
84		<b>HEALTH SERVICES (<i>OFFICE OF COMMUNITY SERVICES</i>)</b> - AUTHORIZING INTERMUNICIPAL AGREEMENT WITH SARATOGA COUNTY FOR SHARED MENTAL HEALTH HOME-BASED CRISIS AND MOBIL CRISIS SERVICES PROVIDED BY PARSONS CHILD AND FAMILY CENTER/NORTHERN RIVERS FAMILY FOR CHILDREN, YOUTH AND FAMILIES
85		<b>HEALTH SERVICES (<i>PUBLIC HEALTH</i>)</b> - AUTHORIZING AGREEMENT WITH HIGH PEAKS HOSPICE & PALLIATIVE CARE, INC. TO PROVIDE HOSPICE CARE TO PATIENTS REFERRED BY WARREN COUNTY
86		<b>HUMAN SERVICES (<i>COUNTRYSIDE ADULT HOME</i>)</b> - AUTHORIZING AGREEMENT WITH JENNIFER LINEHAN, REGISTERED DIETICIAN, FOR DIETARY CONSULTANT SERVICES AT COUNTRYSIDE ADULT HOME
87		<b>PUBLIC SAFETY (<i>SHERIFF</i>)</b> - AUTHORIZING AGREEMENT WITH MCI COMMUNICATIONS SERVICES, LLC/D/B/A VERIZON BUSINESS SERVICES TO INSTALL AND PROVIDE ETHERNET E-LINE FIBER OPTIC COMMUNICATIONS SERVICE AT THE WARREN COUNTY SHERIFF'S OFFICE AND THE HAGUE RADIO TOWER SITE TO IMPROVE RADIO COMMUNICATIONS
88		<b>PUBLIC WORKS (<i>DPW</i>)</b> - AWARDED BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR CONSTRUCTION SERVICES FOR THE 13TH LAKE ROAD CULVERT REPLACEMENT PROJECT (WC 6-21)
89		<b>PUBLIC WORKS (<i>DPW</i>)</b> - AWARDED BID AND AUTHORIZING AGREEMENT WITH ATLANTIC PAVEMENT MARKINGS, INC. FOR APPLICATION OF PAVEMENT MARKINGS (WC 7-21)
90		<b>PUBLIC WORKS (<i>DPW</i>)</b> - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH MOST RESPONSIBLE BIDDER FOR PERIODIC PROFESSIONAL MULTIDISCIPLINE ENGINEERING SERVICES IN CONNECTION WITH THE WARREN COUNTY DEPARTMENT OF PUBLIC WORKS (WC 22-21)
91		<b>PUBLIC WORKS (<i>DPW</i>)</b> - AMENDING AGREEMENT WITH CHA CONSULTING, INC. FOR CONSULTANT SERVICES IN CONNECTION WITH CAPITAL PROJECT H375 13TH LAKE ROAD CULVERT REPLACEMENT, TO INCLUDE SUPPLEMENTAL AGREEMENT NO. 1 FOR THE DEPARTMENT OF PUBLIC WORKS

# Warren County Board of Supervisors

**MARCH 19, 2021**  
**BOARD MEETING**  
**INDEX**



<b><u>RES. NO.</u></b>	<b><u>VOTE</u></b>	<b><u>DESCRIPTION</u></b>
92		<b>PUBLIC WORKS (DPW)</b> - AUTHORIZING CONTINUATION OF THE FUEL FARM LEASE AGREEMENTS WITH THE TOWNS OF BOLTON, HAGUE, HORICON, JOHNSBURG AND LAKE LUZERNE
93		<b>TOURISM &amp; OCCUPANCY TAX COORDINATION</b> - EXTENDING AGREEMENT WITH THE ADIRONDACK REGIONAL TOURISM COUNCIL, INC. FOR REGIONAL MARKETING SERVICES
94	ROLL CALL	<b>PERSONNEL, ADMINISTRATION &amp; HIGHER EDUCATION</b> - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021
95		<b>PERSONNEL, ADMINISTRATION &amp; HIGHER EDUCATION (HIGHER EDUCATION)</b> - RESOLUTION URGING THE GOVERNOR AND LEGISLATURE TO INCREASE SUPPORT FOR COMMUNITY COLLEGES
96		<b>PERSONNEL, ADMINISTRATION &amp; HIGHER EDUCATION (HUMAN RESOURCES)</b> - APPROVING THE REMOTE WORK AGREEMENT
97		<b>PERSONNEL, ADMINISTRATION &amp; HIGHER EDUCATION (SELF INSURANCE)</b> - ADOPTING THE WARREN COUNTY PUBLIC EMPLOYER HEALTH EMERGENCY PLAN
98	ROLL CALL	<b>FINANCE (COUNTY ADMINISTRATOR)</b> - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE VEHICLE RESERVE TO DEPARTMENTAL BUDGETS TO PURCHASE VEHICLES; AMENDING 2021 WARREN COUNTY BUDGET
99		<b>FINANCE (DPW)</b> - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE DEPARTMENT OF PUBLIC WORKS
100	ROLL CALL	<b>FINANCE (DPW)</b> - INCREASING CAPITAL PROJECT NO. H322, PALISADES ROAD OVER BRANT LAKE INLET BRIDGE (CR 26); AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021

# Warren County Board of Supervisors

## MARCH 19, 2021 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
101		<b>FINANCE (DPW)</b> - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR CONSTRUCTION SERVICES FOR THE PALISADES ROAD OVER BRANT LAKE INLET BRIDGE REPLACEMENT PROJECT (WC 5-21)
102		<b>FINANCE (DPW)</b> - AUTHORIZING SUPPLEMENTAL AGREEMENT NO. 3 WITH FOIT-ALBERT ASSOCIATES TO PROVIDE ADDITIONAL RIGHT-OF-WAY AND CONSTRUCTION INSPECTION SERVICES FOR THE PALISADES ROAD (CR 26) OVER BRANT LAKE INLET BRIDGE REPLACEMENT PROJECT
103	ROLL CALL	<b>FINANCE (PARKS, RECREATION &amp; RAILROAD)</b> - AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUES TO THE UP YONDA FARM BUDGET FOR THE PURPOSE OF UTILIZING THE JUNIOR PEARSALL GRANT AND THE CHARLES R. WOOD FOUNDATION GRANT; AMENDING 2021 WARREN COUNTY BUDGET
104	ROLL CALL	<b>FINANCE (PLANNING)</b> - AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUE-TOWN POSTER SALES TO THE PLANNING AND COMMUNITY DEVELOPMENT BUDGET; AMENDING 2021 WARREN COUNTY BUDGET
105		<b>FINANCE (TREASURER)</b> - CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS AND CHARGEBACKS OF TAXES FOR PILOT PAVEMENTS MADE IN 2021

*RESOLUTION NOS. 70-105 DISTRIBUTED TO THE BOARD OF SUPERVISORS ON MARCH 15, 2021*

106		<b>PUBLIC SAFETY (SHERIFF)</b> - ADOPTING THE WARREN COUNTY POLICE REFORM AND REINVENTION PLAN
107		<b>PUBLIC WORKS (PARKS, RECREATION &amp; RAILROAD)</b> - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH GLAMPADK, LLC FOR USE OF THE WARREN COUNTY FAIRGROUNDS (WC 1-21)

*RESOLUTION NOS. 106-107 WERE PRODUCED PURSUANT TO ACTION TAKEN AT COMMITTEE MEETINGS HELD ON MARCH 15<sup>TH</sup> AND WERE DISTRIBUTED TO THE BOARD OF SUPERVISORS ON MARCH 16, 2021*

# Warren County Board of Supervisors

**BOARD MEETING  
FRIDAY, MARCH 19, 2021**



***Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed"***

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 10:09 a.m.

Ms. Rachel E. Seeber presiding.

Salute to the flag was led by Supervisor Frasier.

Roll called, the following members present:

Supervisors Conover, Leggett, Diamond, McDevitt, Braymer, Bruno, Driscoll, Frasier, Smith, Hogan, Dickinson, Merlino, Strough, Wild, Magowan, Beaty, Thomas, Shepler, Geraghty and Seeber-20 Absent -0

Supervisors Diamond, Leggett, McDevitt, Braymer, Bruno, Driscoll, Frasier, Hogan, Merlino, Wild, Magowan, Thomas, Shepler, Geraghty and Seeber were physically present, while Supervisors Conover, Smith, Dickinson, Strough and Beaty attended virtually.

Chairwoman Seeber noted a motion was necessary to approve the minutes of the February 19, 2021 Board Meeting, subject to correction by the Clerk of the Board. The necessary motion was made by Supervisor Diamond, seconded by Supervisor Magowan and carried unanimously.

Continuing to the presentation of the Employee of the Month Award, Chairwoman Seeber asked Supervisor Braymer and Ryan Moore, *County Administrator*, to come forward and accompany her to present the award. She apprised she was pleased to announce this month's Employee of the Month Award was being presented to Don Lehman, *Director of Public Affairs*, and she asked Mr. Moore if he would like to express why Mr. Lehman had been selected for this recognition. Mr. Moore informed Mr. Lehman had been indispensable to not only him, but the entire County throughout the entire pandemic, adding Mr. Lehman's employment with the County coincided with the beginning of the pandemic and since then Mr. Lehman was working twelve hour days seven days a week. He stated if they viewed the manner in which the County and its residence had responded related largely due to the level of information they had available to them, adding the County had one of the most active presence out there from a public information perspective with all of the updates provided on its social media accounts. He mentioned the County currently had the 4<sup>th</sup> highest vaccination rate within the State which related to individuals wanted to get the vaccine due to their understanding of how important it was to do so, as this was what was required in order for the County to recover from this pandemic. He added a significant amount of the County's success in responding to this pandemic related to Mr. Lehman's efforts which he would never be able to thank him enough for. A round of applause was given.

Mr. Lehman advised he had followed the lead of Mr. Moore, Ginelle Jones, *Director, Public Health*, and the other County employees who have worked so tirelessly throughout this pandemic that the public could never comprehend. He concluded by thanking them for the recognition which he did not think he was deserving of due to his lack of time being employed by the County.

Supervisor Braymer stated she had been a member of the selection team for the Employee of the Month program since its introduction and when Mr. Lehman's name came forward all of them had been excited to honor him. She added the amount of time Mr. Lehman had been employed by the County was irrelevant, as he had worked tirelessly and provided support for the entire Board and she personally was appreciative of him. She apprised she would also like to recognize Mr. Lehman's wife for developing the vaccine logo for the stickers that were being given out. Mr. Moore informed individuals may be unaware that Mr. Lehman's wife, who was a talented graphic artist, had donated her time and efforts to create the logo for the County which had played a significant part in their vaccine efforts which everyone was appreciative of. Mr. Lehman indicated his wife had observed him struggling with developing a logo and saved him by taking over these efforts which he was grateful for, as he did not believe they would have been able to use what he would have come up with. Another round of applause was given.

Chairwoman Seeber once again thanked Mr. Lehman for all of his hard work and extensive efforts he put into all of the County's social media sites, as well as the daily newsletter to get information out to the public. She stated there was nothing more important than having factual information available on a timely basis.

Proceeding to the report by the Chair of the Board, Chairwoman Seeber apprised over the last four weeks and just over sixty days into her term as Chairwoman of the Board she had continued her commitment to enhance communication with all members of the Board and with the community. She mentioned she had emailed them as a group and on an individual basis, as well as the opportunity to speak with nineteen members of the Board by phone or in person and she distributed her fifth Board member update on February 26<sup>th</sup>. She stated these updates and other notifications had provided a consistent basis highlighting everything from enhancements, remote meetings, the County's vaccination Plan, the County's partnership with New York State and Washington County. She informed she was pleased to announce as of this morning they had officially opened the New York State Mass Vaccinate site at the Aviation Mall in the Town of Queensbury which she had the opportunity to tour this morning with representatives from New York State, Sam Hall, *Chairman of the Washington County Board of Supervisors*, and Mike Bittel, *President & CEO, Adirondack Regional Chamber of Commerce*. She indicated without a doubt they recognized this vaccination center would not only impact Warren County, but also all New York State residents. She informed she continued to be impressed with the tireless efforts of the County's incredible team in Warren County, the efforts in each department and leadership provided by so many talented and dedicated individuals which repeatedly made the difference to the County residents and truly defined public service. She apprised County Government had never been more essential than it currently was and she knew she was speaking on behalf of the entire Board when she stated job well done to each and every employee in County, adding they were grateful for each and every one of them. She informed she would be filing a detailed report of meetings over the last month with the Clerk of the Board, but she would like to highlight a few of these meetings. She stated she had represented this Board on multiple Zoom and in-person meetings this month, several training sessions with conferences currently being held online with NYSAC (*New York State Association of Counties*) and NACo (*National Association of Counties*), as well as every Committee meeting in addition to Workshops, Task Force meetings and various other County functions. She advised all appointments had been made and in addition at this point in time she would like to call attention to those that were appointed to the LDC (*Local Development Corporation*), whose

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

---

reorganizational meeting would be held later this month and she would like to recognize those who stepped up when asked to take an interest in the LDC as follows: Supervisor McDevitt, Supervisor Magowan, Supervisor Merlino, Supervisor Leggett, Supervisor Wild and Supervisor Diamond. She added they also had the addition of Travis Whitehead, *Town of Queensbury Resident*, as a community member, as they had the opportunity to review their By-Laws and confirmed it was permissible to appoint both Board and community members. She said there was a single appointment left to fill to the LDC and after determining it was permissible she was honored and excited to have Mr. Whitehead agree to be that additional member. She indicated it had also been confirmed that these two year appointments were not tied to the Supervisors elected positions which meant they could elect to continue to serve on the LDC even after their elected term was over. She advised she had also extended local emergency orders which were posted to the County website and distributed via email to the full Board. She restated she was grateful for this collaboration and dialogue with each Board member, as it was imperative to be aware of how their Committee work impacted the County and its daily operations. She voiced she was pleased to share in their goals and objectives as they each represented their municipalities on the County Board. She indicated it was in this spirit that a few members of the Board had asked her to consider amending the 2021 Standing Committee Listing, informing at this time she would like to thank those of them who had continued the hard work they had been asked to do as Committee Chairs, as well as Supervisor Leggett who had reconsidered a Chair person and was being appointed as the Chair of the Criminal Justice Committee for the remainder of the year with Supervisor Shepler serving as the Vice-Chair and she thanked them both for making that commitment. She advised she would also like to recognize the Board members who had adjusted to the Committees with fewer members and required more responsibilities, as their hard work and focus was impressive for the goals in 2021 of their respective Committees. She mentioned she would ask Amanda Allen, *Clerk of the Board*, to distribute via email a revised 2021 Standing Committee Listing later today, as some other minor revisions had to be made.

Moving along, Chairwoman Seeber stated at this point she would be requesting that each Chair of a Committee by alphabetical order of their last name provide a report on the past months meetings and activities. She remarked the key to the success of the Board of Supervisors was the hard work that each member provided to the County with their Committee work, adding judging by the results in just a few months she had observed how hard each Committee was working which she was grateful for. She advised it was a privilege to serve as the Chairwoman of the Board, adding she was looking forward to working with each and every Board member in 2021. She noted the Executive Committee did not meet this month because there were no items to go before them and she asked Supervisor Beaty to lead off on the Committee reports regarding Finance and Governmental Operations & Advocacy.

Supervisor Beaty began by reporting on the activities of the Governmental Operations & Advocacy Committee who approved proposed Resolution No. 82 which he asked William VanNess, *Commissioner of the Board of Elections (R)*, to speak to. Mr. VanNess advised the BMD (*Ballot Making Device*) machines they were replacing had no value to anyone other than another Board of Elections Office, as Dominion refused to provide the County with a trade in value on them. He said they would like to donate them to an adjoining County who had started having some of the same issues that were experienced here with these BMD machines. He informed of the twenty operable BMD machines they had, Saratoga County had asked for ten, Washington County was asking for two and Essex County requested eight of them, as well as the four machines that were inoperable to be used for parts. He stated the plan was to dispose of this equipment when they received their new machines which he did not anticipate would be in operation until November. In regard to the ADA (*American with Disabilities Act*) voting booths, Elizabeth McLaughlin, *Commissioner, Board of Elections (D)*, apprised Nassau County had first choice on all of the booths and planned on taking whatever fit in the trucks they were picking them up with and then there was a listing of a few Counties that would take any remaining booths the County would

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

---

like to dispose of. In regard to the Finance Committee, Supervisor Beaty offered privilege of the floor to Mike Swan, *County Treasurer*, to provide a report on the County finances.

Mr. Swan advised since his Office was still in the process of closing out the books for 2020 he could not provide any concrete figures regarding where the County stood at the end of the year, but he did not believe the financial impact was as harmful as they had originally anticipated. In regard to the Federal Stimulus Package that was just signed by the President and would provide the County around \$12.5 million, he informed he had been notified yesterday these funds would be allocated to the State to provide to the County which caused him some concerns, but was something they had no control over. He mentioned this stimulus money came with a tremendous amount of restrictions regarding what the County could spend this money on, adding he had reservations that they would be able to spend all of the funds. He stated first and foremost it was necessary for them to calculate what their loss in revenue was and then they could use a portion of these funds to cover this loss and then move forward from there. Mr. Swan stated that Supervisor Wild had requested he compile information regarding other Counties occupancy tax collections over the past year; however, he noted, much like Warren County most of them would not have this information available until the end of the month due to the accounting cycle. He stated Tompkins County which was one of the Counties Supervisor Wild had requested information from collected around \$3 million a year, but they would not indicate how much of a decline they had realized and neither would Essex County, who typically collected \$2.5 million on an annual basis. He read aloud data from the following Counties: Seneca County, who collected around \$500,000 on an annual basis, but they were down around 30%; and Ontario County, who collected around \$1 million on an annual basis, but they were down around 6%.

In regard to the short-term rentals, Mr. Swan apprised they were still working on an agreement with Airbnb, informing there were thirty-five Counties in the State that had an agreement with them and the ones he had spoken to received a check from them, but had no way of clarifying whether it was an accurate amount. He stated he felt the County would be able to enter into an agreement with Airbnb, but not without a lengthy and stressful negotiating process. He added even though his staff had been overwhelmed by the amount of work required relating to collecting occupancy tax from the short-term rentals in the County he believed the County would be better off handling the work in-house.

Supervisor Beaty informed the Finance Committee had approved proposed Resolution Nos. 70-71 and 98-105 and he proceeded with providing a brief overview of each.

Supervisor Braymer advised the Personnel, Administration & Higher Education Committee had met on March 4<sup>th</sup>, approving proposed Resolution Nos. 94-97 and she provided a brief overview of each. She stated she would be requesting an amendment to proposed Resolution No. 94 at the appropriate time. She thanked Jackie Figueroa, *County Human Resources Director*, for developing the Remote Work Policy and Mr. Swan, Robert Lynch, *Deputy County Treasurer*, Mike Colvin, *Director of Information Technology* and Mr. Moore for assisting in the process. She indicated she was pleased they would now have a policy in place that allowed for flexibility, but also ensured there was accountability and consistency in how employees who worked from home were managed. Supervisor Braymer also recognized Amy Clute, *Self-Insurance Administrator*, for her efforts to develop the Warren County Public Employer Health Emergency Plan which related to the actions required by the County if another public health emergency were to occur going forward. Supervisor Braymer thanked the State officials for their assistance in getting the State mass vaccination site in the County operational at the Aviation Mall, adding she was pleased it was located in the County and was easily accessible to all of its residents. She stated she would personally like to thank Sam Parker, the State representative who worked closely with County officials on a daily basis and who assisted with advocating for a State mass vaccination site to be located within the County. She noted one of the Proclamations included in their resolution packet

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

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concerned Women's History Month that included a listing of women who had been involved in Warren County history which was impressive. She called attention to Diane Struble, who in 1958 was the first individual to swim the length of Lake George, as well as the many Department Heads within the County who were women, the female Committee Chairs and Chairwoman Seeber, all of whom were doing an excellent job.

Supervisor Conover stated the Public Works Committee had met on February 23<sup>rd</sup>, approving proposed Resolution Nos. 88-92. He apprised the Committee met again on March 15<sup>th</sup> to consider a lease arrangement on the Warren County Fairgrounds and he thanked Supervisors Bruno, Hogan and Geraghty for negotiating this lease. He offered privilege of the floor to Kevin Hajos, *Superintendent of Public Works*, to elaborate on the lease agreement and answer any questioned posed by the Board members.

Mr. Hajos apprised proposals had been put out at the end of last year and only one response was received in January from Glamp Adk, LLC who would like to use the County Fairgrounds for glamping on the property. He stated the proposal was for one year with the possibility of renewing it for an additional year with the approval of himself and Supervisor Geraghty to ensure no issues occurred this year. He said the agreement required them to pay slightly more than \$26,000 for the first year with a 5% increased if the agreement was renewed for an additional year.

Supervisor Diamond informed the Public Safety Committee had approved proposed Resolution Nos. 87 and 106 and he provided a brief summary of each.

Supervisor Dickinson indicated he had nothing to report on.

Supervisor Driscoll advised the Human Services Committee had met on February 22<sup>nd</sup>, approving proposed Resolution No. 86 which he provided a brief overview of. He said the next Committee meeting was scheduled for March 22<sup>nd</sup> and the Department of Social Services and Veterans' Services would be presenting requests for the Committee to consider.

Supervisor Frasier stated the Health Services Committee had met on February 22<sup>nd</sup> during which Public Health, Office for the Aging and Office of Community Services went before the Committee. She proceeded with a brief summary of the proposed Resolutions that were approved of the Committee consisting of 83-85. She acknowledged the Departments for all of their efforts, as she believed they went above and beyond and did not receive the credit they deserved.

Supervisor Geraghty informed the Tourism & Occupancy Tax Coordination Committee had met on February 22<sup>nd</sup> during which a significant amount of the discussion centered around the RFP (*Request for Proposal*) for the best practices in determining what the other regions located within and outside of New York State process was for marketing tourism. He said the RFP had been formulated and the County had signed off on it and they were awaiting word from the Hospitality & Tourism Task Force regarding any potential changes they would like made. He advised they had also discussed Americade and the Adirondack Balloon Festival being held on the same weekend in September, as well as approving the revised application for Warren County Occupancy Tax funding and was posted on the County website under the County Treasurer's page. He stated the Committee also approved proposed Resolution No. 92 which he provided a brief summary of. He mentioned the Personnel, Administration & Higher Education Committee had approved proposed Resolution No. 94 which included the creation of the Tourism Development & Events Coordinator which he was requesting support of. Supervisor Geraghty recognized Joanne Conley, *Director of Tourism*, and her staff for all of their hard work, as well as the Town Supervisors, Village of Lake George and City of Glens Falls for submitting their annual

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

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municipal reporting for occupancy tax. He indicated they would begin working on an auxiliary Occupancy Tax Spending Plan for 2021 in the near future.

Supervisor Hogan apprised the Economic Growth & Development Committee met on February 23<sup>rd</sup> during which the Planning & Community Development and Employment & Training Administration provided updates regarding their activities and a presentation was given by a representative of SLIC Network Solutions outlining some of the impediments relating to the broadband rollout in this region. She apprised the Economic Task Force continued to meet, adding the County was grateful to those dedicated volunteers who worked to identify issues both COVID and non-COVID related and relaying them to the Board of Supervisors, as these efforts were much appreciated. She stated the Committee approved proposed Resolution No. 80 which she provided a brief summary of.

Supervisor Magowan stated the County Facilities Committee had met on February 23<sup>rd</sup>, approving proposed Resolution Nos. 72-74 and he provided a brief summary of each. He offered privilege of the floor to Mr. Hajos to provide an update on the solar negotiations for the Airport.

Mr. Hajos advised a total of eight proposals had been received for solar land lease at the Airport and this had been narrowed down to the top three proposers. He informed he had been working with Supervisors Leggett, Wild and Strough to negotiate with these top three proposers and had asked them questions to which they had replied. He said he hoped to be able to provide more information at the March 23<sup>rd</sup> meeting of the County Facilities Committee.

Supervisor Magowan thanked Mr. Hajos for the update and voiced his appreciation of Supervisors Leggett, Wild and Strough for their efforts on the negotiating process and ensuring the County's best interests were honored. He thanked everyone involved in getting the State's mass vaccination site in the County operational at the Aviation Mall, apprising he knew many individuals who had scheduled appointments for this weekend to receive their first shot.

Supervisor Merlino reported on the February 23<sup>rd</sup> meeting of the Park Operations & Management Committee where they discussed the issues with a deteriorating retaining wall on the County's property near the Tiki Resort in Lake George which they were working on determining how to have it repaired. He mentioned now that the Governor had eased the sanctions on outdoor activities the Committee would be working with the Mayor for the Village of Lake George to determine how they could attract more bookings of events at the Festival Commons, as they had lost a significant amount of revenue from all of the events that were cancelled last year.

Chairwoman Seeber noted that Supervisor Shepler, as the former Chair of the Criminal Justice Committee would be delivering the Committee Report since Supervisor Leggett had just been appointed as the new Chair of the Committee.

Supervisor Shepler apprised the Criminal Justice Committee had approved proposed Resolution Nos. 75-79 which she requested support of.

Supervisor Smith advised Extension Services Committee had met via Zoom on February 22<sup>nd</sup> during which they learned the Cornell Cooperative Extension had a new range hood installed in their commercial kitchen of the new building. She added they were looking forward to using the facility for educational purposes for both youth and adults. She announced their annual plant sale would be held on May 21<sup>st</sup> from 8:30 a.m. until 4:00 p.m. and again on May 22<sup>nd</sup> from 9:00 a.m. until 3:00 p.m. She stated annual and perennial flowers would be available to purchase, as well as a selection of herbs and vegetables with the order forms available on their website. She informed the next meeting was

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

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scheduled via zoom on March 22<sup>nd</sup> and she asked Supervisor Driscoll to Chair the meeting in her absence, as she had a prior commitment and she was unsure if she would be able to attend.

Supervisor Thomas indicated he had nothing to report on regarding the Budget Committee.

Continuing to the report by the County Administrator, Mr. Moore apprised as everyone was well aware today was the first day of operation for the State's mass vaccination site at the Aviation Mall which would be open seven days a week, eleven hours a day with around five hundred doses of the vaccine given a day to start with, but they had the ability to increase this significantly from there. He added this site was currently fully booked until April 7<sup>th</sup> which was representative of the twentieth day this clinic was in operation which was demonstrative of the need in this region. He informed he provided daily updates to the Board regarding how the vaccination rate in Warren County compared to all of the other Counties in the State and currently had the fourth highest rate, with Hamilton, Essex and Clinton Counties ahead of the County. He mentioned because the results were always of the prior morning these results concerned yesterday morning and since then the County held a clinic where two hundred doses of the vaccine were administered and now they would be including all of the vaccinations given at the Aviation mall site.

Mr. Moore stated he would also like to highlight the County's partnership with Washington County and the State on getting the mass vaccination site at the Aviation Mall fully operating. He added they had also worked closely with Washington County to obtain some additional doses of the Pfizer vaccine to hold the clinic in the Town of Queensbury on Sunday, March 7<sup>th</sup> and he thanked the County staff who worked tirelessly to make this come to fruition on such short notice. He informed this event was a huge success, with 1,170 doses given in one day. He remarked he believed the County's joint advocacy efforts with Washington County were what resulted in bringing the mass vaccination site here to fruition.

Mr. Moore advised there had been significant advances of some requests the County had made to the State over the past few weeks, most notably was what he had already mentioned regarding the mass vaccination site and the vaccination clinic in the Town of Queensbury. He stated there was also the fact that the State had increased eligibility for the vaccine to those who were ages 60+ effective March 10<sup>th</sup>, as the County had been advocating for them to change the eligibility from ages 65+ to 60+. He added part of the change in eligibility was as of March 17<sup>th</sup> the eligibility was expanded to all of the essential worker population who were public facing workers which the County had also advocated for. He stated another change the State had made to the vaccination program was that those providers giving out the vaccine could vaccinate anyone who was eligible rather as of March 17<sup>th</sup> rather than only specific groups which was a positive step forward. He apprised all of these items coming together with regard to the vaccine was imperative to getting the economy reopened because the key to getting individuals to spend money and have the capacity restrictions lifted related to the County's strong vaccination percentage rate, as well as recoveries. In regard to the travel quarantines, Mr. Moore indicated it had been difficult from a time management perspective it had been difficult for not only employers to keep track of those who needed to quarantine when they returned from vacations out of State, as well as the local health departments who also had to manage contract tracing, vaccination clinics, etc. He stated this had also taken a toll on morale due to the fact that individuals could not see friends or relatives who lived out-of-State in quite some time. He advised the County had requested that New York State waive those travel requirements for individuals who were fully vaccinated, as well as for individuals who had fully recovered from the virus and the State announced on March 10<sup>th</sup> that they were doing this. He added the Medical Director for the County wrote a letter on behalf of the County to the Commissioner of Health for New York State requesting that travel quarantines that were not related to COVID-19 be eliminated altogether because the number of cases in New York State was around the same as most of the other States which the Governor and NYS DOH was agreeable effective April 1<sup>st</sup>.

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

---

He stated this would be beneficial for Public Health, employers, hoteliers who no longer had to take this under consideration with their guests and morale all around.

In regard to gathering limits, Mr. Moore indicated this coming Monday, March 22<sup>nd</sup> the residential social gathering limit remained ten for indoors; however, he noted, it was increasing from 10 to 25 for those held outdoors. He continued, stating the current limit of 50 for non-residential gatherings would be increasing to 100 for those held indoors and 200 for ones that were outside which was a significant increase. He said as of Friday, April 2<sup>nd</sup> if testing was incorporated for everyone attending the limit for indoor gatherings was increased to 150 and 500 for outdoor ones. He informed this announcement had caused confusion regarding the State guidance for weddings and catered events, as they had been requesting clarification for a few weeks now from the State and recently received a response that he distributed to the Board for review. He apprised in summary standing cocktail were now permissible, as well as dancing at any event beginning this past Monday and on March 22<sup>nd</sup> the enhanced protocols in place for events with 50 to 150 attendees that required testing for all attendees, as well as notification for the NYS DOH would only be valid on outdoor gatherings with 200+ attendees and indoor gatherings with 150 attendees.

Mr. Moore informed yesterday afternoon he was notified by the State that arenas, such as the Cool Insuring Arena and outdoor arenas like Painted Pony Championship Rodeo, that had a capacity of 1,500 they could reopen at 10% capacity beginning April 1<sup>st</sup> and outdoor arenas with capacities of 2,500 could reopen at 20% capacity. He added this was something the County had been advocating for some time, as well as sports travel which previously only allowed teams from continuous regions which caused a significant amount of confusion. He mentioned all of these requirements would be listed as of March 29<sup>th</sup> resulting in teams located anywhere in the State being permitted to play here and teams from the County could play anywhere in the State, as well.

Mr. Moore remarked things were moving in the right direction and it was all tied to vaccinations which the County was leading with one of the highest vaccination rates within the State. He added as indicated by the County Treasurer, the County would be receiving Federal Stimulus funding for which they were awaiting guidelines regarding what these funds could be used for and was working with NYSAC, NACo and Senator Schumer in an attempt to get the County's concerns up front while these guidelines were being written by the United States Treasury. He advised there were a number of unanswered questions regarding this, but there was a plan in place on how to begin to quantify how the County could determine what it could use and they would continue to address this going forward.

Privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, to provide a report from the County Attorney. Ms. Kissane stated she had attended Committee meetings on February 22<sup>nd</sup>, 23<sup>rd</sup>, March 3<sup>rd</sup>, 15<sup>th</sup> and 19<sup>th</sup>, as well as the Special Board Meeting held on March 2<sup>nd</sup>. She informed she has attended a meeting between the County Administrator, Chairwoman Seeber and Kristin O'Neill, *Assistant Director, New York State Department of State Committee on Open Government*, as well as meetings with Chairwoman Seeber, Supervisor Braymer and staff from Real Property Tax Services. She apprised she had drafted numerous advisory emails, the resolutions that were before them today and a significant number of contracts, as well as provided advice to multiple department heads and Supervisors.

Continuing with the Agenda review, Chairwoman Seeber called for a reading of communications, which Mrs. Allen read, as follows:

Other:

1. Capital District Regional Off Track Betting Corp. - January 2021 surcharge payment in the amount of \$2,555.

**WARREN COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING**

**FRIDAY, MARCH 19, 2021**

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2. Capital District Regional Off Track Betting Corp. - 2020 Regional Benefit Distribution Installments #4 & #5, each in the amount of \$2,408.
3. Hamilton County Board of Supervisors - Resolution No. 63 of 2021 entitled "*Resolution Urging the Governor and Federal Government to Expand Broadband and Rural Cellular Coverage to all New Yorkers*".
4. Washington County Board of Supervisors - Resolution No. 27 of 2021 entitled "*Appoint Members to the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation*".

Proceeding to the reading of resolutions, Mrs. Allen announced proposed Resolution Nos. 70-107 were distributed to the Board and posted to the Warren County website on or before Tuesday, March 16<sup>th</sup>, which met the distribution deadline specified in the Rules of the Board. She announced proposed Resolution No. 96 was amended after mailing and had just been distributed this morning and concerned the Policy for Remote Work to include the policy and not just the arrangement. She stated a motion was required to approve the revision made to the proposed resolution; the necessary motion was made by Supervisor Magowan and seconded by Supervisor Braymer.

Supervisor Driscoll apprised as a member of the Personnel, Administration & Higher Education Committee he had approved moving the Remote Work Policy forward to the full Board for approval, as he believed this was a good tool to have. He stated he would also like to ensure it did not appear as if they were untrusting that the County employees working from home and were in fact getting their work done. He mentioned he had been working for not-for-profits for over forty years now during which too often he had to account for his time because his salary was paid using several different funding sources. He said often times he had been multi-tasking and would take some time for him to record the time he spent on each task. He opined in no way was the County targeting its employees who he considered to be the most valuable asset of the County and he recognized they were working hard regardless of whether they were working on site or from home.

Mr. Moore stated thus far he had only received positive feedback regarding the Remote Work Policy from Department Head's and was also reviewed by the CSEA (*Civil Service Employees Association*). Supervisor Braymer mentioned that some concerns were expressed regarding the fact that the policy had originally indicated personal computers at home could not be used due to security concerns expressed by the Information Technology Department; however, she noted, the policy was changed to take into consideration not all County employees had access to County equipment to use when working from home. She stated she wanted to ensure employees were aware they trusted them and the purpose of the policy was to ensure there was consistency across the board in regards to working from home. She added she believed the employees would be pleased this option would be available to them even after the pandemic was over.

Chairwoman Seeber called the question and the motion to approve the revision made to proposed Resolution No. 96 was carried unanimously.

Chairwoman Seeber proceeded with the Agenda review, continuing to the discussion and public comment on proposed Resolutions and requests for Roll Call Votes.

Supervisor Strough advised he had distributed copies of a resolution he was proposing to all of the Board members that indicated the nature of the creation of the Majority and Minority Leader positions appeared to seek division, adding this was not the appropriate time to be seeking this type of detachment. He noted George Washington, the 1<sup>st</sup> President of the United States, had proclaimed in his farewell address in 1796 that political parties may appear to answer popular ends, but over the course

of time they were likely to become potent engines by which cunning, vicious and unprincipled men would be enabled to subvert the power of the people and assert for themselves the reigns of government destroying afterwards the very engines which had lived in them to unjust dominion.

Chairwoman Seeber interjected as a point of order was that what Supervisor Strough was proposing was to Waive the Rules of the Board to present this resolution which was distributed prior to today's Board Meeting. She inquired whether Supervisor Strough would like to read the resolution because at this point in time it was just a motion to Waive the Rules of the Board. Supervisor Strough responded he had to preface what he would like to achieve with his proposed resolution because he believed it was imperative for the Board to be aware of what they were voting to Waive the Rules of the Board on. Chairwoman Seeber apprised there were two separate resolutions and at this point in time she would like to call a vote on Waiving the Rules of the Board. Supervisor Strough remarked partisan politics could cause intelligent individuals to make irresponsible decisions. Chairwoman Seeber interjected once again as a point of order as much as she was appreciative of this dialogue and looked forward to it if the motion to Waive the Rules of the Board moved forward at this point in time the appropriate parliamentary procedure was to ask if he was making a motion to Waive the Rules of the Board to discuss the resolution he was proposing and Supervisor Strough replied affirmatively. She asked if there was a second to that motion. Supervisor Strough apprised if the motion to Waive the Rules of the Board did not move forward he would not be able to discuss what he was trying to achieve. Chairwoman Seeber interposed that at this point in time there was a motion before them that was now seconded by Supervisor Wild which was specifically to discuss the motion to Waive the Rules of the Board. Supervisor Strough inquired if the motion would allow him to discuss his proposed resolution and Chairwoman Seeber responded the motion before them was to Waive the Rules of the Board to bring Supervisor Strough's proposed resolution to the floor. Supervisor Strough questioned whether he would have the opportunity to speak regarding his proposed resolution if the motion to Waive the Rules of the Board failed and Chairwoman Seeber replied she would defer to the County Administrator or the County Attorney to answer that question. Supervisor Strough informed this was why he was taking the current opportunity to discuss his proposed resolution. Chairwoman Seeber advised this was why they had a process in place to go through Committee. Supervisor Strough interjected that he still had a few more points he would like to make. Chairwoman Seeber requested that Mr. Moore clarify the parliamentary process moving forward.

Mr. Moore indicated they were currently discussing the motion that was on the floor concerning Waiving the Rules of the Board to consider the resolution that was being proposed by Supervisor Strough. Supervisor Strough remarked this was why he was attempting to explain his proposed resolution. Chairwoman Seeber interjected there was a copy of the proposed resolution on each of their desks. Supervisor Strough interjected it was necessary for him to explain the background regarding his proposed resolution, adding Supervisor Conover had recently stated it was necessary for the Board to come together to solve these problems and find solutions and proposed Resolution No. 81, *Warren County Board of Supervisors Resolution on Bridging Divisions and Working Together*, was complimentary of what he was trying to achieve, but was not mentioned. Supervisor Seeber apprised at this point in time she was asking if there was any objection from the Board to allow him to continue to discuss his proposed resolution to which there were none.

Supervisor Strough explained the purpose of his proposed resolution was nothing personal nor did it concern personalities, but rather involved these two positions and what they tended to do which was to cause and suggest that there was division. He indicated one of the reasons he had enjoyed working on this Board for over seven years now was because of the unity. He mentioned other than appointing a Chair of the Board none of them had ever discussed politics or partisan differences, apprising when they looked at the issues they did so together. He stated it was necessary for them to continue to look

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

---

at the issues as one unit with no division, adding he would take the position that Democrat or Republican had no place within the Warren County Board of Supervisors. He informed what he was advocating for was for the Majority and Minority Leader positions to be eliminated.

Chairwoman Seeber inquired whether Supervisor Strough would like to discuss anything concerning the motion to Waive the Rules of the Board and he replied he was hopeful the Board would vote in favor of moving forward with Waiving the Rules of the Board to allow them to entertain his proposed resolution.

Prior to allowing Supervisor Wild to comment, Chairwoman Seeber reminded the Board members their remarks should only concern the motion to Waive the Rules of the Board. Supervisor Wild commented he was concerned when the Board did not permit individuals to express their opinions and used the Rules of the Board to prevent them from expressing their opinions that may differ from others. Chairwoman Seeber called for point of order, informing they had permitted great latitude in this discussion morning and there was a motion to Waive the Rule of the Board. She said in regard to Supervisor Wild's remarks they had allowed and authorized without objection Supervisor Strough to discuss why his proposed resolution was imperative, adding she would like to afford this same courtesy to Supervisor Wild. Supervisor Wild asked if he could comment regarding Supervisor Strough's proposed resolution and Chairwoman Seeber questioned whether there was any objections to affording Supervisor Wild this opportunity. Supervisor Hogan responded she would like for them to vote on whether they would like to Waive the Rules of the Board to bring Supervisor Strough's objections to the floor and then hold discussion if it was approved, as this was the proper procedure.

Chairwoman Seeber announced the motion to Waive the Rules of the Board required a two thirds majority vote in favor in order to bring Supervisor Strough proposed resolution to the floor for discussion and she requested a roll call vote on the motion.

Following a roll call vote it was determined the motion to Waive the Rules of the Board relating to the requirement that resolution be provided to the Board of Supervisors on the Tuesday prior to a regular Board Meeting in order to entertain a resolution eliminating the Majority and Minority Leader positions failed due to obtaining the lack of two thirds majority vote required with 603 voting in favor (*Supervisors Smith, Dickinson, Merlino, Strough, Wild, Thomas, Shepler, Geraghty, Conover, Leggett, McDevitt, Bruno and Driscoll*), and 244 against (*Supervisors Hogan, Magowan, Diamond and Seeber*) and 11 absent (*Supervisor Frasier*) and 142 abstaining (*Supervisors Beaty and Braymer*).

Supervisor Braymer requested discussion on proposed resolution Nos. 75, *Amending and Extending Agreement with a Supervising Attorney for the Assigned Counsel Office, to Remove the Not to Exceed Amount, Add Language Regarding Cell Phone Costs and Extend the Terms*, and 94, *Amending Tables of Organization and Warren County Salary and Compensation Plan for 2021*. In regard to proposed Resolution No. 75, Supervisor Braymer inquired whether removing the not to exceed amount did not mean they could surpass the amount of the grant funding awarded and Mr. Moore replied the amount of the contract was subject to the total sum of the grant funding awarded. Moving on to proposed Resolution No. 94, Supervisor Braymer apprised with the consent of Supervisor Geraghty, who was the Chair of the Tourism & Occupancy Tax Coordination Committee, she would like to amend this resolution to delete the position that was vacant and the funds were being used to cover a portion of the Tourism Development & Events Coordinator position. Supervisor Geraghty stated his preference would be to approve what the Tourism & Occupancy Tax and Personnel, Administration & Higher Education Committee had approved which was to create the position, but leave the other position in the County Budget unfunded. He added he would be comfortable eliminating the position at a future date; however, he noted, he did not feel it was appropriate to do so at the Board Meeting without having

**WARREN COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING**  
**FRIDAY, MARCH 19, 2021**

---

the rest of the Committee members involved in the discussion. Supervisor Braymer apprised she was agreeable to Supervisor Geraghty's suggestion that this be discussed at a meeting of the Tourism & Occupancy Tax Coordination Committee. Supervisor Geraghty stated this was not included on this month's agenda, but they could discuss it at a future Committee meeting.

In regard to the motion to delete the Majority and Minority Leader positions that just failed, Supervisor Merlino noted Supervisor Frasier had stepped out of the room during the vote and he inquired whether her vote in the affirmative would have changed the outcome of the motion. Mr. Moore responded there would have been no change in the outcome because Supervisor Frasier's affirmative would have accounted for eleven weighted votes.

In Regard to Proposed Resolution No. 81, *Warren County Board of Supervisors Resolution on Bridging Divisions and Working Together*, Supervisor Hogan stated she had often heard the phrase "Do not let perfect be the enemy of good", which she had never really approved of it; however, she noted, this was why she would be voting in favor of this resolution today. She said in theory she was agreeable to everything stated in the resolution, adding she believed it provided a respectable impression. She advised it was indicated to her that this was an appropriate beginning; however, she noted, she felt it was embarrassing for them to admit they had only just begin working on this, as there were many who lived in the region who lived their lives far past the starting line. She indicated the time should have been taken to gather their input and learn from their experiences. She informed she was only aware of one town having addressed this resolution and she wanted to give credit to Supervisor Frasier and the Town of Hague. She noted her concern that there was no substantive action included in this resolution and she asked whether the County would be reviewing its hiring practices and policy language for unconscious bias; examining departments for systemic issues; would the Supervisors be calling each other out for micro aggressions; and would training be provided on more thoughtful use of language. She indicated for some reason they could not take the time to draft this resolution better and create something that was really inclusive and active in promoting diversity, honest and respectful dialogue and committed to progress; however, she restated, she would be voting in favor of the proposed resolution. She added she would be taking the responsibilities attached to her vote seriously which she hoped all of them would, as well.

Supervisor Strough indicated proposed Resolution No. 81, *Warren County Board of Supervisors Resolution on Bridging Divisions and Working Together*, was brought forward by the ANCA (*Adirondack North Country Association*), who were a not-for-profit who was active in promoting economic development in the Adirondacks. He stated their goal was to build more dynamic local economies in the northern region, adding although he believed this was an appropriate resolution he concurred with the points made by Supervisor Hogan, as well.

Chairwoman Seeber asked Mr. Lehman if any public comments had been received regarding the resolutions before them today and Mr. Lehman replied a comment had been received from Christianne Strough, *Town of Queensbury Resident*, regarding the resolution that had been proposed by Supervisor Strough. He apprised Ms. Strough indicated monies saved by cutting stipends should be just that, saved and not put back into the pockets of the newly created, highly controversial Majority and Minority Leader positions. He apprised she stated no law in New York State mandated politically oriented caucuses and she was strongly supportive of the resolution dissolving the Majority and Minority Leader positions. He advised she indicated should the resolution fail to garner the necessary two thirds majority vote they should kindly consider the following: In high school the Principle appointed the school officers; Governor Cuomo appoints the New York State Majority and Minority Leaders in both Legislative Chambers; and President Biden appointed his cabinet. He apprised Ms. Strough advised if anyone had answered no to all of these statements they would be correct, as the fact was that high

school classmates chose their officers and not the principle, the rank and file from both legislative bodies chooses their Majority and Minority Leaders and not the Governor and the President nominated candidates for his cabinet, the Senate went through a vetting and confirmation process for each cabinet member appointed and if a candidate did not have the required number of votes then their appointment failed. He stated she indicated it was that simple and how things operated in a democracy and she questioned why in Warren County was it acceptable that Chairperson Seeber choose the Majority and Minority Leaders. He apprised Ms. Strough was urging all Warren County Supervisors to end this government overreach and demand that they and not the Chairperson select their Majority and Minority Leaders. Mr. Lehman concluded by stating he was unsure of this was a resolution that Ms. Strough was commenting on. Chairwoman Seeber advised it was not a resolution, but she would like to thank Ms. Strough for her comments and she asked if any other public comments had been made.

Mr. Lehman stated he had received a comment from Diane Collins, *representing the Zero Waste Planning Committee*, but he did not believe that pertained to any resolutions before the Board today. Supervisor Braymer advised if there was no objection she would request that Ms. Collins comment be read into the record. Chairwoman Seeber noted there was another opportunity for public comment before the meeting was adjourned and she asked Supervisor Braymer if that was acceptable and Supervisor Braymer replied affirmatively.

Chairwoman Seeber inquired whether there were any requests for roll call votes, but no requests were made.

Chairwoman Seeber called for a vote on resolutions, following which Resolution Nos. 70-107 were approved as presented.

Chairwoman Seeber apprised at this point in time she would like to offer privilege of the floor first to the Board members and then to the public and she asked if there were any Board members who would like to comment on any matter.

Supervisor Conover stated as everyone was already aware he was a real stickler when it came to the Rules of the Board and the matters involving these should go directly to the Board for consideration. He said he believed most, if not all of the Supervisors, had participated in the discussions relative to Robert's Rules of Order and voting at Committee meetings and were wondering why he was being so insistent on what might be considered by some a small matter relative to that; however, he noted, this matter was more significant then just the specific item because it related to the Rules of the Board. He apprised his position was regardless of their opinions on an issue when it related to the Rules of the Board he believed it should be brought before the Board for their consideration and no Committee despite how many members they consisted of should be denying the movement of a matter that related to the Rules of the Board. He indicated assuming Supervisor Frasier had voted in favor of the motion to Waive the Rules of the Board relating to the requirement that a resolution be provided to the Board of Supervisors on the Tuesday prior to a regular Board Meeting in order to entertain a resolution eliminating the Majority and Minority Leader positions would have resulted in thirteen individuals voting in favor, four voting in opposition and two Supervisors who abstained and yet the motion failed properly so based on the Board's weighted votes because the two thirds majority vote requirement existed to protect the minority and/or smaller group. He remarked when considering a vote like that the message to every member of the Board was that there were some real concerns and divisions within the Board relative to some matters and he was hopeful that they could determine how they could all come together going forward. He remarked he believed it was telling when thirteen out of eighteen Supervisors voted for something regardless of whether it was in favor or not that there was division amongst them and he felt they should heed that warning.

*WARREN COUNTY BOARD OF SUPERVISORS*

*BOARD MEETING*

*FRIDAY, MARCH 19, 2021*

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In regard to the Rules of the Board and the number of individuals voting versus the weighted vote system, Supervisor Braymer stated she believed this demonstrated the need to move away from a Board of Supervisors that had individuals whose weighted vote was eleven and others whose vote totaled eighty-five. She indicated they needed to be considering a Legislative Board where every members vote totaled the same with equal representation across the County. She added she would be continuing to advocate for a change to a Legislative Board where they would no longer use this unreasonable weighted vote system.

Supervisor Leggett expressed his gratitude to the Sheriff Lafarr, Undersheriff Comeau and their staff for putting together the Warren County Police Reform and Reinvention Plan that was approved today, as it required a significant amount of effort on their part and they deserved to be recognized for their efforts.

Chairwoman Seeber apprised although this was non-traditional now that they had been provided with such a great training on the Rules of the Board she would like to step down as Chair and appoint Supervisor Diamond to Chair the meeting in her place to allow her to debate an issue. Supervisor Wild inquired whether this was typically handled without anyone objecting to it and Chairwoman Seeber replied in the negative.

Supervisor Diamond assumed Chairing the meeting at 11:36 a.m. and stated for the record that he did not have any ambitions to serve as the Chairman of the Board, as he was aware of how hard Chairwoman Seeber and Supervisors Thomas, Conover and Geraghty worked in the position which he was appreciative of. He indicated he had supported each of them having the opportunity to deliver the message they wanted to carry during their tenures as Chair of the Board and he proceeded to offer privilege of the floor to Chairwoman Seeber.

Chairwoman Seeber remarked as Chair she needed to step down if she would like to debate any issues and during privilege of the floor they all had that opportunity to speak. She mentioned today what they had heard some Supervisors state was the importance of protecting the minority which she took seriously, as she believed they were a community that displayed a diverse population in both the County electorate and its residents. She advised it was their job as Supervisors to ensure they represented everyone and protecting the minority was exactly why the legislation was there. She added it was not required, but rather was an option that was tied with compensation. She stated they had discussed this every month at great length since the beginning of the Board Meetings because for years they had the position of Vice-Chair of the Board that did not go through the proposition process, placed on a ballot and allowed the voters to have the opportunity to weigh in on paying additional compensation. She indicated when she was appointed the Chairwoman of the Board the majority of the Board voted in favor of the Majority and Minority Leader positions which she was appreciative of, noting leading up to and at that point in time, following the vote and before the Rules of the Board were adopted discussions had taken place and these positions were approved not once, but rather twice. She said there was a process in place and these positions had been discussed at several Committee meetings and they continued to discuss them. She said in the spirit of protecting the minority which was their responsibility, as well they had these opportunities and options available to them to ensure they were in accordance with the law. She voiced her appreciation that the Board members wanted to follow procedures and the law, adding if they so chose not to be compensated for their positions as Supervisors she would like them to consider that they should volunteer and set their salaries at \$1 and remove the stipend for Chair; she noted they all worked tirelessly in their positions. She indicated she concurred with Supervisor Conover that protecting the minority was imperative and she would like to remind the majority members on this Board that they were close in terms of their Republican, Democrat and Independent representations and throughout this entire procedure all of

them had been engaged in dialogue, phone calls, meetings to the extent that they would take them and discuss this with her. She pointed out the Supervisors represented their community and its constituents and she hoped they were encouraging one another to do that respectfully. She added although Supervisor Conover had been a member of the Board for a longer term than her she was not aware of their ever being an outcome similar to the vote that had just occurred regarding the Waiving of the Rules of the Board to bring Supervisor Strough's proposed resolution to the floor for consideration. She remarked she would appreciate in the spirit of what they represented which was every resident in the County that they moved forward and worked together. She apprised she had always been supportive of a legislative body, but that was not before them today; however, she noted, equal representation was something they should all be considering. As it related to the Rules of the Board, she indicated she had gone before them several times since she was appointed as Chairwoman of the Board on January 8<sup>th</sup> and asked both patiently and respectfully that they all participate and receive training from Mrs. Allen, Ms. Kissane and Mr. Moore. She informed they had an opportunity next month when they met with their NACo Parliamentarian at a Board Workshop meeting to assist all of them with becoming more familiar with Robert's Rules of Order and the Rules of the Board which historically had several changes made each year when they adopted them at their annual Organization Meetings at the beginning of the year, as well as through resolutions throughout the year. She mentioned Supervisor Beaty had agreed to include discussion regarding the Rules of the Board as a standing agenda item for the Governmental Operations & Advocacy Committee to allow them to determine what changes and/or updates were required. She said historically they continued to see issues that they needed to continue to update; she added she was not being critical and was just pointing out that as time went on items needed to be updated and the Board had updated the representation that they had. She advised she concurred that they should be protecting the minority. She stated she wanted to take this opportunity to notify them that she had repeatedly requested a chance to lead this Board and she was hopeful that they would all find a way to do just that. She thanked them for the opportunity for allowing her to do just that and she recognized Supervisor Diamond for agreeing to Chair the meeting to provide her with the chance to make some comments during the privilege of the floor.

Chairwoman Seeber resumed the Chait at 11:44 a.m.

Resuming the Agenda review, Chairwoman Seeber offered privilege of the floor to any Board members wishing to comment on any matter.

Supervisor Magowan thanked Supervisor Seeber for her comments, adding he believed she was well spoken. He remarked he believed the communication amongst the Board members had increased immensely to the point where he felt it was an honor to work with all of them and he equated this to the changes that had been made this year because in the previous years when he was Board member he did not have this interconnection with everyone. He said he believed the system in place was working in the right manner that it should be and he respectfully requested that they stop bringing the elimination of the Majority and Minority Leaders positions forward every month and support these positions going forward. He noted he believed the unity on this Board was greater than it had ever been and he would like it to continue on in this manner.

Supervisor Beaty stated he had been a proponent for a legislative form of government for years, adding most Counties within New York State used this format for County government. He explained the legislative form of County government consisted of the population being divided equally among a specific amount of Supervisors which meant Supervisor Magowan whose weighted vote equaled eighty-five would instead have the same amount of votes as Supervisor Frasier, whose weighted vote currently equaled eleven votes. He added this would also result in a significant savings for the County because the twenty salaries that were currently paid would be reduced to nine. He opined the legislative form

*WARREN COUNTY BOARD OF SUPERVISORS  
BOARD MEETING  
FRIDAY, MARCH 19, 2021*

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of government would be one of the main issues that was discussed at the Governmental Operations & Advocacy Committee meetings because the reality was equal representation and saving money was essential and was why most of the Counties within the State were Legislative Board's.

Supervisor Wild apprised he would not discuss the difference between a County Legislative Board and a Board of Supervisors even though he would like to make a significant number of comments on this; however, he noted, he would like to discuss the issue of dissent. He stated during his three year tenure as a Board member when an issue of dissent had been discussed it had always been accepted that there was opposition and it was discussed. He mentioned he valued losing arguments as a result of someone having a better case than he did, as well as different experiences. He indicated the ability to have these discussions was imperative to this Board which he believed they would all be agreeable to. He said when they began discussion regarding the topic of the Majority and Minority Leaders it was not the result of an attack on the Board's leadership, but rather about one issue alone in his mind. He stated when he reflected upon all of the discussions that have occurred he became confused about their priorities, as there had been a substantial number of discussions with a strong focus regarding the Rules of the Board and the law which needed to be followed. He informed he was not present to state that they should do anything differently, adding he concurred with Supervisor Conover that any discussion regarding the Rules of the Board should go before the full Board. He advised he believed it was appropriate that they were focused on these items; however, he noted, to him the matter they were discussing was inconsistency with that priority. He stated what they had been told was that New York State did not permit Supervisors to be paid an additional stipend unless they held certain positions, such as the Chair of the Board, Budget Officer and some other positions, but he was unsure of the specifics. He said Chairwoman Seeber has notified them they had been illegally paying the Vice-Chair of the Board a stipend for several years following which another State law was located that could be manipulated to allow them to break the law which he took issue with and when they wanted to debate this they could not because there were a few Supervisors that blocked this discussion. He remarked he thought this was a worthwhile discussion and anytime this matter came up again he fully intended to participate in the discussion. He noted this was not an attack on Chairwoman Seeber's leadership or her position, but rather this one issue.

Chairwoman Seeber thanked Supervisor Wild for his support which she was appreciative of.

Supervisor McDevitt remarked what troubled him was the full Board other than a rushed vote in January had vaguely discussed the issues with the Majority and Minority Leader positions. He said over the last few months they had the opportunity to come to a semi-educated opinion as it related to that; however, he noted, he opined their actions today were very anti-democratic because this Board should enable the Supervisors who represented the citizens of this County to specifically vote on the issue involved. He stated that issue was whether the elected officials of Warren County were supportive of the Majority and Minority Leader positions, but they had not been given this opportunity which he believed was anti-democratic. He informed they voted whether or not to Waive the Rules of the Board to prevent the issue from going before the full Board to enable them to talk, debate and vote on the matter. He indicated he did not believe they had a public record as a legislative body on this issue and unless the issue was voted on by the full Board it would keep coming up resulting in more drama.

Supervisor Diamond exited the meeting at 11:56 a.m.

Supervisor Strough informed he took consolation to the fact that the majority of the Supervisors on the Board were aware of the issue with the Majority and Minority Leader positions. He said setting this aside for now to discuss the Legislative Board form of County Government which had previously been discussed at great length. He mentioned the Town of Queensbury would likely benefit from this form

**WARREN COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING**

**FRIDAY, MARCH 19, 2021**

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of County Government because it was probable they would have their own legislator to represent their Town; however, he noted, due to the population requirement the smaller towns located in the northern portion of the County, such as the Towns of Johnsbury, Thurman, Bolton and Horicon would have to be tied together under one legislator. He said this meant they would no longer have an individual voice as they currently did with a Supervisor who lived in and was well aware of the needs of their town, as this would be replaced with a legislator who resided in one of their towns. In regard to the comment that a County Legislative Board would save the County taxpayers money, Supervisor Strough indicated there were some County's who had County Legislators earning salaries in the \$90,000 range and had their own offices and staff and was rather costly. He mentioned Steven J. Acquario, Esq., *Executive Director, NYSAC*, had attended a prior Board Meeting and did a presentation regarding the difference between the Board of Supervisors and Legislative Board forms of Government in New York State during which he indicated Warren County had a sound government in place that allowed it to manage its budget properly and had a strong tourism industry which he equated to its employees and the actions of the Board that represented each community separately. He apprised while they may have differing opinions upon occasion they did share ideas which were not based off of partisan politics.

Supervisor Driscoll advised he had just finished up campaigning and acquiring the number of signatures required for the petition to place his name on the ballot; however, he noted, as a result of the pandemic he was not able to obtain the number of signatures he typically did. He said while he was campaigning in the 5<sup>th</sup> Ward of the City of Glens Falls he spoke regarding the pandemic, the County's economy and small businesses, noting he took his "marching orders" from these residents who elected him to represent them. He apprised while he respected all of his colleagues in this Board engaging in conversations, discussions and debates his concern was with the opinions of those he represented which was why he voted in favor of Waiving the Rules of the Board to allow Supervisor Strough's proposed resolution to go before them for discussion.

Supervisor Braymer informed she hoped the Board was supportive of Chairwoman Seeber, who was working tirelessly and communicating with all of them on a regular basis in an attempt to do the best job she could for the County and more specifically on dealing with their most pressing issue right now which was the pandemic and obtaining enough of a supply for County residents to get vaccinated. She stated while she understood Supervisor Wild's point that this was not personal it was difficult for her to separate that which is why she recused herself from that vote. She noted she was a Democrat on a Board of Supervisors whom the majority of the members were Republicans which made it difficult at times for her to get the Democrats position across. She said on many occasions she was the sole dissent or a few of the members of the Board who were Democrats dissented at which time she did not believe their voices were heard and was why she felt the Minority Leader position was important; however she noted, she would continue to do her work to the best of her ability as a Supervisor representing the City of Glens Falls regardless of whether she had a title or received additional compensation as Minority Leader. She pointed out to Supervisor McDevitt the Board had voted on the Minority and Majority Leader positions and in fact he had requested to change his vote on that, as well as many debates having taken place regarding same. She noted she understood Supervisor McDevitt's point that if this was going to continue to be an issue then this matter would keep being brought before them every month, but as an elected official they had the ability to keep bringing the matter forward. In regard to the comment that changing to a Legislative Board would result in them losing the ability to have their Town Supervisor represent them on the County Board, Supervisor Braymer apprised the Mayor for the City of Glens Falls was not a member of the Board. She stated she believed the City of Glens Falls could represent itself with those it currently had representing them and she found it to be disingenuous for individuals to indicate they must have the Town Supervisors as members of the Board when the Mayor was not a sitting member of their Board. She remarked when it involved representing the County as a whole she believed they should have County Legislators who were actively dealing with County issues,

*WARREN COUNTY BOARD OF SUPERVISORS  
BOARD MEETING  
FRIDAY, MARCH 19, 2021*

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adding no where did it state that they had to be paid a salary of \$90,000. She mentioned individuals would serve because they had a desire to be a good public servant and were present to do their civic duty.

Supervisor Conover apprised his original point was a substantial amount of energy was put into this issue at Committee to prevent this question from going before the Board. He noted this was not a rule made by the Chairwoman of the Board and was not related in anyway to that position or its title. He indicated the Rules of the Board were what governed them and the executive power did not lay with the Chair of the Board, as this and the lawmaking authority was the responsibility of the Board. He informed a substantial number of the members of the Board felt that something they approved should be changed, but there was an enormous amount of effort from a small group of individuals who disagreed with this which was their right to do and he would not want this privilege to be taken away from them; however, he noted, questions regarding the Rules of the Board should go before them and exercise a vote. He added he would like to clarify that this matter never went before a Committee before it was initially presented to the Board, as the Rules of the Board were tabled at the January 8<sup>th</sup> Organization Meeting and then they were brought before the Board at the January 15<sup>th</sup> Board Meeting with the changes that had been made. In regard to a Legislative Board form of County Government, Supervisor Conover advised there were some who would view the towns located in the northern portion of the County as the “cash cow” for the entire County, adding he was the only member of this Board who had served as a member of a Legislative Board and on a Board of Supervisors. He indicated as a result of this Board and the ones prior the County had one of the lowest tax rates and debt services and one of the highest qualities of life anywhere in New York State and more specifically when compared against Legislative Board forms of County government. He remarked Warren County’s current form of government as a Board of Supervisors worked well, noting it had been an honor for him to serve on the Board with all of them and those that would like to change it had the right to propose doing so, but he believed there were bigger questions regarding that proposal that the Supervisors from the outlining towns would have to deal with. He restated the any changes to the Ruled of the Board should go before the Board, informing this issue went to Committee and was prevented from moving forward for the Board to discuss by two votes in opposition which they had the right to do. He noted his question pertained to the application of that authority in terms of denying the Board their right to vote on their Rules and why he was being so tenacious on the other matters because it involved the Rules of the Board he would be defensive. He advised he was in no way trying to dictate in which manner individuals should, but rather he was attempting to maintain the process, as it was inappropriate to undermine the process.

Supervisor Thomas indicated what had started out as an avenue to use to do the right thing and adhere to the law with the creation of the Minority and Majority Leader positions which were stipend positions. He stated he could be wrong, but he believed through Municipal Home Rule Law that if it was the desire of the Board to pay a stipend to Chair of the Finance Committee, who was also the Vice-Chair of the Board, the Chair of the Personnel, Administration & Higher Education Committee or any other Committee a Local Law could be introduced through the Municipal Home Rule Law to permit the Board to do so legally. He said this may be subject to a referendum and the County residents could circulate a petition and place it on the ballot to be voted on, adding he believed they were taking one matter and turning it into a discussion over changing the entire form of the County Government which was a separate matter.

Supervisor Leggett exited the meeting at 12:08 p.m.

Mr. Moore apprised the second part of County Law Section 200 outlined the process required to pay an additional stipend to Supervisors for work they did on Committees which involved the County

voters and the first part of the law indicted all Supervisors were to be paid the same salary unless they were serving as the Chair of the Board, the Majority Leader and the Minority Leader. Supervisor Thomas interjected his understanding was the point of Municipal Home Rule Law was to establish the local government in the form the Board would like it to be in and there was no requirement that required them to follow every State Law, as they could construct their own government in regard to who received additional compensation and who did not.

Chairwoman Seeber asked Ms. Kissane if she would like to comment on Municipal Home Rule Law and Ms. Kissane replied in the negative, stating was uncomfortable commenting without doing further research. Chairwoman Seeber apprised Supervisor Thomas was bringing up a good point and she suggested further research be done by the County Attorney and report on it at a future Committee meeting.

Chairwoman Seeber voiced her appreciation of the spirited discussion, adding she was looking forward to working with everyone and continuing to have this type of dialogue, as this was exactly as Supervisor McDevitt intends for democracy. She apprised at this point in time she would offer privilege of the floor to the public following which there was a pending litigation that was important to all of them and would require an executive session to discuss. She asked Mr. Lehman if any public comments had been received and he replied affirmatively, informing M.B. Mylott had submitted a comment through Youtube inquiring whether the County had a preliminary plan as to how the \$12.5 million they were going to receive from the Federal Stimulus Bill. Chairwoman Seeber replied Mr. Moore had briefly referenced this earlier in the meeting and she asked him to reiterate his comments. Mr. Moore stated he needed to check and see if any updates had been made to the amount of money the County would receive; however, he noted, the expenses that were permitted consisted of the following: replacing revenue that was lost as a result of the pandemic, such as occupancy tax revenue that as low because the season was off or the sales tax revenue that was lost; expenses that were related to COVID-19 could be reimbursed; investing in infrastructure involving water, sewer and broadband; and be reimbursed for offering premium pay, such as the Counties who elected to pay hazard pay to their public safety and public health employees. He informed he was awaiting guidance from the United States Treasury regarding these expenses because it was laid out loosely in the legislation and indicated they had the authority to promulgate what expenses qualified and what did not in these categories for this funding. He stated he planned to work with the County Treasurer on determining the loss of revenue and on reimbursement of COVID-19 related expenses and then compare this to the guidance that was provided to ensure that they were qualified expenses. He advised these expenses would take up a portion of the County's \$12.5 million allocation and then they would determine how the remaining funds could be applied, adding he believed a stakeholder group would be formed to evaluate those options.

Mr. Lehman apprised there was also a comment from Gina Mintzer, *Executive Director, Lake George Regional Chamber of Commerce & CVB*, who indicated how everyone was appreciative of the updated information guidance provided by Mr. Moore on gatherings that was distributed this week. He advised there was also a comment from Diane Collins, *representing the Zero Waste Planning Committee*, who informed she needed to make two announcements of interest, the first of which pertained to a Bill making its way through the Legislature referred to as "The Extended Producer Responsibility Act" Senate Bill S7718 and Assembly Bill A1109790, which shifted the burden of recycling from municipalities to private companies and required producers of recyclable goods packaging waste to arrange for the recycling of their own products. He informed she added this Bill was worth looking into and supporting, as the enormous amount of packaging weight in New York State effects the County's carbon footprint and its municipal budgets. He indicated next, she stated the second announcement would be of interest to all the County municipalities as the potential of creating jobs and reducing municipal solid waste costs by not throwing away repairable and reasonable items and materials was

*WARREN COUNTY BOARD OF SUPERVISORS  
BOARD MEETING  
FRIDAY, MARCH 19, 2021*

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considered. He advised she then informed the Zero Waste Movement had been sweeping the Country and opening doors to entrepreneurs transforming the throw away economy. He stated Ms. Collins encouraged them to join the free Zoom webinar entitled "Creating New Jobs and Enterprises Through Zero Waste" on Wednesday, April 7, 2021 from 2:00 p.m. until 3:30 p.m. He said Ms. Collins apprised the speakers at this webinar would be four of the Countries most respected leaders in the field of reuse and repair, as local economic growth and new jobs were of interest to all of the Supervisors and she would send each of them a follow up email on this event. Mr. Lehman informed he had also received an email from an individual identifying themselves as June Maxam where she stated in regard to the vote on Waiving the Rules of the Board pertaining to the Town of Queensbury Supervisor Strough's attempt to bring to the floor a resolution to eliminate the Majority and Minority Leaders, Four Supervisors voting in the opposition, Supervisors Hogan, Magowan, Diamond and Seeber, overriding sixteen others. He apprised she voiced how this was wrong, as the resolution should have been permitted to go before the full Board; however, she noted, Chairwoman Seeber had steadfastly blocked this measure. He apprised Ms. Maxam indicated Chairwoman Seeber should not have voted because it was obvious she had a prohibitive conflict. He stated Ms. Maxam continued, informing that Supervisors Braymer and Beaty recused themselves the required number of votes should not have been 667, as the 225 votes controlled by Chairwoman Seeber and Supervisors Beaty and Braymer should have been removed from the two thirds majority vote required reducing it to 447, adding the 603 votes is received should have taken it to the floor. He said Ms. Maxam concluded her comments by stating this was not democracy, but rather a Seeber dictatorship.

Chairwoman Seeber announced an executive session was required to discuss the case of Laney Morgan v. Warren County.

Motion was made by Mr. Magowan, seconded by Mr. Bruno and carried unanimously to enter into an executive session pursuant to Section 105 (1) (d) of the Public Officer's Law.

Executive session was held from 12:17 p.m. until 1:09 p.m.

Upon reconvening, Chairwoman Seeber announced no action was taken during the executive session.

There being no further business to come before the Board of Supervisors, on motion made by Supervisor Shepler and seconded by Supervisor Bruno, Chairwoman Seeber adjourned the Board Meeting at 1:10 p.m.

# Warren County Board of Supervisors

## AGENDA FRIDAY MARCH 19, 2021 BOARD MEETING



**10:00 a.m. Call Meeting to Order**

**Pledge of Allegiance - Supervisor Frasier**

**Roll Call**

**Motion to approve minutes of the February 19, 2021 Board Meeting, subject to correction by the Clerk of the Board**

**Presentation of Employee of the Month Award**

**Report by the Chair of the Board**

**Reports by Committee Chairs**

**Report by County Administrator**

**Report by County Attorney**

**Reading of Communications**

**Reading of Resolutions**

**Discussion and Public Comment on Proposed Resolutions**

**Requests for roll call votes**

**Vote on Resolutions**

**Privilege of the Floor and Public Comment**

**Announcements**

**Motion to Adjourn**

# Warren County Board of Supervisors

## Proclamation

**WHEREAS**, all of New York's children are entitled to be loved, cared for, and safeguarded from verbal, sexual, emotional and physical abuse, exploitation and neglect, and

**WHEREAS**, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community, involving partnerships, among families, social service agencies, schools, faith communities, civic organizations, law enforcement agencies and the business community, and

**WHEREAS**, home visiting programs, such as Healthy Families New York, help strengthen families by providing parents with skills and reducing stress, which can lead to child abuse; New York is demonstrating positive leadership in preventing child abuse through such evidence-based services, and

**WHEREAS**, an informed family is an effective defense in preventing child abuse and neglect, and New York has increased its efforts to raise awareness and to prevent abuse-related head trauma known as *Shaken Baby Syndrome*, and to promote safe sleeping environments through early education programs in hospitals, birthing centers, pediatricians' offices and local departments of Social Services, and

**WHEREAS**, all New Yorkers share a responsibility in preventing child abuse through diligent reporting of suspected child abuse or maltreatment to the Statewide Central Register of Child Abuse and Maltreatment, the state's child abuse hotline service that is available 24 hours a day, seven days a week by calling 1-800-342-3720, and

**WHEREAS**, National Child Abuse Prevention Month is observed during the month of April, directing attention and support to programs which promote the safety and security of children, families and communities; all New Yorkers join in this effort to make the safety, welfare, and well-being of precious children among the highest of our priorities, now, therefore, be it

**RESOLVED**, that I, Rachel E. Seeber, Chairwoman of the Warren County Board of Supervisors, do hereby proclaim April 2021 as

**"CHILD ABUSE PREVENTION MONTH IN WARREN COUNTY"**

DATED: MARCH 19, 2021



RACHEL E. SEEBER, CHAIRWOMAN  
WARREN COUNTY BOARD OF SUPERVISORS

# Warren County Board of Supervisors

## Proclamation

**WHEREAS**, autism affects an estimated 1 in 54 children and 1 in 45 adults and is a complex disorder that impacts each person differently, resulting in unique strengths and challenges, and

**WHEREAS**, autism can cause challenges with verbal and nonverbal communication, social interaction, and repetitive behaviors, and can affect anyone, regardless of age, race, ethnicity, gender, or socioeconomic background, and

**WHEREAS**, autism is often accompanied by medical conditions that impact quality of life, and comprehensive, collaborative advancement of research will provide a better understanding of the many forms of autism, while strengthening advocacy efforts and ensuring access to services and resources throughout the life span, and

**WHEREAS**, early diagnosis and intervention tailored to individual needs can have lifelong benefits, easing the transition to adulthood and fostering greater independence, and

**WHEREAS**, each person and family affected by autism should have access to reliable information, support and opportunities to live up to their greatest potential, and

**WHEREAS**, it is important to take part in the annual observance of Autism Awareness Month to address the diverse needs of individual and families affected by autism, now, therefore, be it

**RESOLVED**, that I, Rachel E. Seeber, Chairwoman of the Warren County Board of Supervisors, do hereby proclaim the month of April 2021 as

***“AUTISM AWARENESS MONTH IN WARREN COUNTY”***

DATED: MARCH 19, 2021



RACHEL E. SEEBER, CHAIRWOMAN  
WARREN COUNTY BOARD OF SUPERVISORS

# Warren County Board of Supervisors

## Proclamation

**WHEREAS**, the Nation's 3,069 counties, parishes and boroughs serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities, and

**WHEREAS**, counties provide health services, administer justice, keep communities safe, foster economic opportunities and much more, and

**WHEREAS**, Warren County, and all counties, take pride in our responsibility to protect and enhance the health, well being and safety of our residents in efficient and cost-effective ways, and

**WHEREAS**, under the leadership of National Association of Counties President Gary Moore, NACo is demonstrating how "Counties Matter", especially in supporting residents and businesses during the COVID-19 pandemic, and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services, and

**WHEREAS**, the Warren County Board of Supervisors, which is perpetually dedicated to protecting the health and safety of County residents while performing fiscal austerity, has redoubled their efforts in light of the current COVID-19 pandemic, now therefore be it

**RESOLVED**, that I, Rachel E. Seeber, Chairwoman of the Warren County Board of Supervisors do hereby proclaim the month of April 2021 to be

**"NATIONAL COUNTY GOVERNMENT MONTH"**

and encourage all county officials, employees, schools and residents to participate in county government celebration activities remotely or virtually.

**DATED: MARCH 19, 2021**



**RACHEL E. SEEBER, CHAIRWOMAN  
WARREN COUNTY BOARD OF SUPERVISORS**

# Warren County Board of Supervisors

## Proclamation

**WHEREAS**, American women of every race, class and ethnic background have made historic contributions to the growth and strength of our Nation in countless ways, and have played, and continue to play, critical economic, cultural, and social roles in every sphere of the life of the Nation by constituting a significant portion of the labor force working both inside and outside of the home, and

**WHEREAS**, American women have played a unique role throughout the history of the Nation in providing the majority of the volunteer labor force and have been particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation, and

**WHEREAS**, American women of every race, class, and ethnic background served as early leaders in the forefront of each major progressive social change movement, have served our country courageously in the military, and have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and the peace movement, which sought to create a more fair and just society for all, and

**WHEREAS**, Warren County has long had a history of women playing important roles in our society and contributing to the growth into the community that we now enjoy, pioneering women such as Georgia O’Keeffe, Harriet Wing, Dr. Annie Hull, Mary Hilliard Loines, Frances Kinnear, Gracie Hanneford and Annie LaBastille, and

**WHEREAS**, the Warren County Board of Supervisors has made great strides in valuing and honoring the contributions of the women within the County’s employ by placing them in leadership roles such as Department Heads, Committee Chairs, delegates and representatives to outside groups, and, for the first time in the history of this County, a Chairwoman of the Board of Supervisors for 2021, now, therefore, be it

**RESOLVED**, that I, Rachel E. Seeber, Chairwoman of the Warren County Board of Supervisors, do hereby proclaim the month of March 2021 to be

### **“WOMEN’S HISTORY MONTH”**

in Warren County, and encourage all county officials, employees, schools and residents to observe and celebrate with appropriate programs, ceremonies and activities.

**DATED: MARCH 19, 2021**



**RACHEL E. SEEBER, CHAIRWOMAN  
WARREN COUNTY BOARD OF SUPERVISORS**

# Warren County Board of Supervisors

## RESOLUTION NO. 70 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

### MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Executive Committee has recommended amending the Warren County Budget for 2021 as set forth herein, now, therefore, be it

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

FROM CODE		TO CODE		AMOUNT
<b>DEPARTMENT: BUILDINGS &amp; GROUNDS</b>				
A.1620 110	Buildings, Salaries- Regular	A.1620 130	Buildings, Salaries-Part Time	\$10,400.00
<b>DEPARTMENT: PUBLIC HEALTH</b>				
A.4010 130	Health Services, Salaries Part-Time	A.4018.0030 130	Preventive Program, Disease Control, Salaries Part-Time	5,000.00
A.4010 830	Social Security	A.4018.0030 830	Social Security	310.00
A.4010 831	Medicare Contribution	A.4018.0030 831	Medicare Contribution	72.50
A.4018.0020 110	Preventive Program, Family Health, Salaries - Regular	A.4018.0030 110	Salaries - Regular	20,000.00
A.4018.0020 810	Retirement	A.4018.0030 810	Retirement	2,000.00
A.4018.0020 830	Social Security	A.4018.0030 830	Social Security	1,240.00
A.4018.0020 831	Medicare Contribution	A.4018.0030 831	Medicare Contribution	290.00
A.4018.0030 130	Disease Control, Salaries - Part Time	A.4018.0030 120	Salaries - Overtime	20,000.00

# Warren County Board of Supervisors

## RESOLUTION NO. 71 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

### AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2021 as set forth herein, now, therefore, be it

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

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>DEPARTMENT OF SOCIAL SERVICES</b>		
<u>ESTIMATED REVENUE</u>		
A.6010 3610	Social Services, Social Services Admin	\$37,650.00
<u>APPROPRIATIONS</u>		
A.6010 230	Social Services, Automotive Equipment	37,650.00
<b>OFFICE OF COMMUNITY SERVICES</b>		
<u>ESTIMATED REVENUE</u>		
A.4320.0105 3490	Mental Health Programs, Behavioral Health Services North, Mental Health	236,375.00
<u>APPROPRIATIONS</u>		
A.4320.0105 470	Mental Health Programs, Behavioral Health Services North, Contract	236,375.00
<b>PUBLIC WORKS</b>		
<u>ESTIMATED REVENUE</u>		
D.3310 2680	County Road, Traffic Control, Insurance Recoveries	1,999.77
<u>APPROPRIATIONS</u>		
D.3310 410	County Road, Traffic Control, Supplies	1,999.77

**RESOLUTION NO. 71 OF 2021**

**PAGE 2 OF 2**

<b><u>CODE</u></b>	<b><u>TITLE</u></b>	<b><u>AMOUNT</u></b>
<b>SHERIFF</b>		
<b><u>ESTIMATED REVENUE</u></b>		
A.3110.4038 4381	Sheriff's Law Enforcement, FY18-SLETPP, State Law Enforcement Terrorism Prevention Program	\$10,826.40
A.3110.4043 4381	Sheriff's Law Enforcement, FY19-SLETPP, State Law Enforcement Terrorism Prevention Program	19,994.00
A.3110.4112 4380	Sheriff's Law Enforcement, FY20 State Homeland Sec Program, State Homeland Security Program	19,093.00
<b><u>APPROPRIATIONS</u></b>		
A.3110.4038 260	Sheriff's Law Enforcement, FY18-SLETPP, Other Equipment	10,826.40
A.3110.4043 260	Sheriff's Law Enforcement, FY19-SLETPP, Other Equipment	19,994.00
A.3110.4112 260	Sheriff's Law Enforcement, FY20 State Homeland Sec Program, Other Equipment	19,093.00

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 2021 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County budget for 2021 is hereby amended accordingly.

# Warren County Board of Supervisors

## RESOLUTION No. 72 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, BRUNO, WILD, SHEPLER AND STROUGH  
AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION  
ADMINISTRATION/AIRPORT IMPROVEMENT PROGRAM FOR THE REIMBURSEMENT  
OF ELIGIBLE AIRPORT COSTS UNDER THE CORONAVIRUS RESPONSE AND  
RELIEF SUPPLEMENTAL APPROPRIATION ACT, 2021 FOR THE  
WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit a grant application to the Federal Aviation Administration/Airport Improvement Program for the reimbursement of eligible airport costs under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 for the Warren County (Floyd Bennett Memorial) Airport in an amount not to exceed Twenty-Three Thousand Dollars (\$23,000), with a term to be determined, and be it further

RESOLVED, that upon notification of the award of said grant funds, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION No. 73 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, BRUNO, WILD, SHEPLER AND STROUGH**

**AWARDING BID AND AUTHORIZING AGREEMENT WITH  
BPI MECHANICAL SERVICE FOR HVAC REPAIRS, REHABILITATION  
AND INSTALLATION (WC 9-21)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for HVAC Repairs, Rehabilitation and Installation (WC 9-21), and

WHEREAS, the bids were opened on February 23, 2021 and the recommendation of the lowest responsible bidder was not approved by the Superintendent of Public Works prior to the Public Works Committee meeting on February 23, 2021, and

WHEREAS, subsequent to the bid opening the Superintendent of Public Works has determined the lowest responsible bidder for HVAC Repairs, Rehabilitation and Installation to be BPI Mechanical Service, located at 95 Hudson River Road Waterford, NY 12188, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify BPI Mechanical Service of the acceptance of their 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 BPI Mechanical Service, relative to HVAC Repairs, Rehabilitation and Installation, pursuant to the terms and provisions of the specifications (WC 9-21), for a term commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, without the need for a further resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Department of Public Works Projects.

# Warren County Board of Supervisors

## RESOLUTION No. 74 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, BRUNO, WILD, SHEPLER AND STROUGH**

**AWARDING BID AND AUTHORIZING AGREEMENT WITH  
WINCHIP OVERHEAD DOOR COMPANY, INC. FOR OVERHEAD DOOR REPAIR,  
REPLACEMENT, INSTALLATION AND PREVENTATIVE MAINTENANCE (WC 16-21)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Overhead Door Repair, Replacement, Installation and Preventative Maintenance (WC 16-21), and

WHEREAS, the bids were opened on March 4, 2021 and the recommendation of the lowest responsible bidder could not be approved by the Superintendent of Public Works prior to the Public Works Committee meeting on February 23, 2021, and

WHEREAS, subsequent to the bid opening the Superintendent of Public Works has determined the lowest responsible bidder for Overhead Door Repair, Replacement, Installation and Preventative Maintenance to be Winchip Overhead Door Company, Inc., PO Box 368 Glens Falls, NY 12801, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Winchip Overhead Door Company, Inc. of the acceptance of their 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 Winchip Overhead Door Company, Inc. relative to Overhead Door Repair, Replacement, Installation and Preventative Maintenance, pursuant to the terms and provisions of the specifications (WC 16-21), for a term commencing May 1, 2021 and terminating April 30, 2022, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, without the need for a further resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Department of Public Works Projects.

# Warren County Board of Supervisors

## RESOLUTION NO. 75 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS SHEPLER, STROUGH, LEGGETT, DIAMOND AND DRISCOLL**

**AMENDING AND EXTENDING AGREEMENT WITH A SUPERVISING ATTORNEY FOR THE ASSIGNED COUNSEL OFFICE, TO REMOVE THE NOT TO EXCEED AMOUNT, ADD LANGUAGE REGARDING CELL PHONE COSTS AND EXTEND THE TERMS**

WHEREAS, Resolution No. 419 of 2019 authorized an agreement with John J. Goodman to provide supervising attorney services for the Assigned Counsel Office, at a rate of One Hundred Fifty Dollars (\$150) per hour, not to exceed Fourteen Thousand Three Hundred Twenty Dollars (\$14,320) per year, for a term commencing November 1, 2019 and continuing so long as grant funding is provided for same, and

WHEREAS, Resolution No. 494 of 2019 removed the language listing a specific individual as the attorney selected, and

WHEREAS, Resolution 230 of 2020 authorized an agreement with Robert Gregor, Esq. to provide supervising attorney services for the Assigned Counsel Office at a rate of One Hundred Fifty Dollars (\$150) per hour, not to exceed Twenty-Eight Thousand Eight Hundred Dollars (\$28,800), continuing so long as grant funding is provided, and

WHEREAS, Resolution 491 of 2020 increased the not to exceed amount to Thirty-Four Thousand Three Hundred Twenty Dollars (\$34,320) and included a termination date of March 31, 2021, and

WHEREAS, the Criminal Justice Committee approved a request to a) remove the not to exceed amount; b) add language regarding cell phone costs; and c) extend the agreement for a term commencing April 1, 2021 and continuing so long as grant funding is provided, 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 agreement with Robert Gregor, Esq. to remove the not to exceed amount, add language regarding cell phone costs and extend the agreement for a term commencing April 1, 2021 and continuing so long as grant funding is provided, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.1170 470 Legal Defense-Indigents, Contract.

# Warren County Board of Supervisors

## RESOLUTION No. 76 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS SHEPLER, STROUGH, LEGGETT, DIAMOND AND DRISCOLL**

**AUTHORIZING AGREEMENT WITH WEST PUBLISHING CORPORATION AND SUBSCRIBER TO PROVIDE LEGAL RESEARCH SERVICES TO ASSIGNED COUNSEL PANEL MEMBERS ON THE MAJOR FELONY AND THE HOMICIDE AND PREDATORY SEXUAL ASSAULT PANEL**

RESOLVED, that Warren County enter into an agreement with West Publishing Corporation and Subscriber, 610 Opperman Drive, Minneapolis, Minnesota 55123, to provide legal research services to Assigned Counsel Panel Members on the Major Felony and the Homicide and Predatory Sexual Assault Panel, for a term commencing upon execution, with there being no cost to the county for the initial 6 months of the contract, (referred to as the “bridge term”) and continuing for an additional 48 months at a cost not to exceed Two Hundred Eighty Dollars and Thirty-Two Cents (\$280.32) per month, with a three percent (3%) annual increase for the life of the agreement, 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, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.1170.4202 470, Legal Defense-Indigents, Hurrell-Harring, Contract.

# Warren County Board of Supervisors

## RESOLUTION No. 77 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS SHEPLER, STROUGH, LEGGETT, DIAMOND AND DRISCOLL**

**AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR CRIMINAL JUSTICE DISCOVERY REFORM GRANT FUNDING FOR THE DISTRICT ATTORNEY'S OFFICE**

WHEREAS, the Criminal Justice Committee approved a request to submit a grant application to the New York State Division of Criminal Justice Services, for Criminal Justice Discovery Reform grant funding provided to support local law enforcement agencies with expenses related to the implementation of discovery and bail reforms that took effect January 1, 2020, for an amount not to exceed Three Hundred Twenty-Three Thousand Four Hundred Nineteen Dollars (\$323,419), for a term commencing February 9, 2021 and terminating on a date 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 a grant application to the New York State Division of Criminal Justice Services, 80 South Swan Street, Albany, NY 12210, for Criminal Justice Discovery Reform grant funding, for an amount not to exceed Three Hundred Twenty-Three Thousand Four Hundred Nineteen Dollars (\$323,419), for a term commencing February 9, 2021 and terminating on a date to be determined, 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 and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION No. 78 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS SHEPLER, STROUGH, LEGGETT, DIAMOND AND DRISCOLL**

**AUTHORIZING THE CONTINUATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY PROBATION DEPARTMENT AND THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION FOR THE RAISE THE AGE EMPLOYMENT AND TRAINING PROGRAM**

WHEREAS, pursuant to Resolution No. 271 of 2020, Warren County entered into a memorandum of understanding between the Warren County Probation Department and the Warren County Employment & Training Administration for the Raise the Age Employment and Training Program for eligible youth in Warren County, and

WHEREAS, the Criminal Justice Committee has approved a request to continue the memorandum of understanding for an amount not to exceed One Hundred Fourteen Thousand Four Hundred Sixty-Four Dollars (\$114,464), for a term commencing April 1, 2021 and continuing so long as grant funding is provided for same, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes a memorandum of understanding between the Warren County Probation Department and the Warren County Employment & Training Administration for the Raise the Age Employment and Training Program for eligible youth in Warren County for an amount not to exceed One Hundred Fourteen Thousand Four Hundred Sixty-Four Dollars (\$114,464), for a term commencing April 1, 2021 and continuing so long as grant funding is provided for same, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3140 470 Probation, Contract.

# Warren County Board of Supervisors

## RESOLUTION No. 79 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS SHEPLER, STROUGH, LEGGETT, DIAMOND AND DRISCOLL**

**AUTHORIZING EXTENSION OF AGREEMENT (C800052 - DISTRIBUTION #8) WITH THE  
NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES  
FOR THE PUBLIC DEFENDER'S OFFICE**

WHEREAS, pursuant to Resolution No. 470 of 2019, the Chair of the Warren County Board of Supervisors was authorized to execute a grant application to the New York State Office of Indigent Legal Services for funding under ILS Distribution #8 (Contract C800052) in an amount not to exceed Three Hundred Twenty Thousand Four Hundred Thirty-Six Dollars (\$320,436) for a term commencing on January 1, 2018 and terminating on December 31, 2020 for the Warren County Public Defender's Office, and

WHEREAS, the Public Defender has requested that the termination date of the agreement be extended to December 31, 2021 and the Criminal Justice Committee has approved the request, now therefore be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board to Supervisors to execute an extension agreement with the New York State Office of Indigent Legal Services to extend the termination date of Contract #C800052 (Distribution #8) to December 31, 2021, and be it further

RESOLVED, that other than the changes outlined above, all other terms and conditions of Resolution No. 470 of 2019 will remain the same, and be it further

RESOLVED, that any further extensions of Contract #C800052 (Distribution #8) are authorized without further need for a Board resolution, and the Chair of the Board of Supervisors is authorized to sign any and all further extension agreements with the New York State Office of Indigent Legal Services.

# Warren County Board of Supervisors

## RESOLUTION No. 80 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS HOGAN, WILD, FRASIER, STROUGH, LEGGETT, GERAGHTY AND MERLINO**

**ACCEPTING AND EXPRESSING APPRECIATION TO MANNIX MARKETING, INC. FOR THE GIFT OF PRINTING OF TOWN SELL SHEETS FOR THE PLANNING DEPARTMENT**

RESOLVED, that the Warren County Board of Supervisors hereby accepts the gift from Mannix Marketing, Inc. which includes a One Thousand Dollar (\$1,000) credit at Glens Falls Printing to assist with the printing of Town Sell Sheets for Warren County, and be it further

RESOLVED, that the Warren County Board of Supervisors expresses thanks and appreciation to Mannix Marketing, Inc. for the donation.

# Warren County Board of Supervisors

## RESOLUTION NO. 81 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS HOGAN, WILD, FRASIER, STROUGH, LEGGETT, GERAGHTY AND MERLINO (*ECONOMIC GROWTH & DEVELOPMENT COMMITTEE*)**

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LEGGETT, WILD, CONOVER AND SMITH (*GOVERNMENTAL OPERATIONS COMMITTEE*)**

### **WARREN COUNTY BOARD OF SUPERVISORS RESOLUTION ON BRIDGING DIVISIONS AND WORKING TOGETHER**

WHEREAS, the nation has just celebrated and honored the life of Dr. Martin Luther King, Jr. And the inauguration of the 46<sup>th</sup> President and Vice president of the United States, Joseph R. Biden and Kamala D. Harris, and

WHEREAS, the nation and world collectively witnessed the violence and fear that was engendered on January 6, 2021 at the U.S. Capitol, underscoring the importance of the principles of finding common ground to solve problems, working together in good faith to forge solutions, and advancing the ideals of democracy, and

WHEREAS, the ideals of democracy cannot endure in the presence of the ideology of white supremacy; these ideals aspire to lift up the voices of all, including those of people who have been overlooked, forgotten, excluded, and who are facing persistent threats to their lives and livelihoods, and

WHEREAS, the U.S. faces the most dire global health emergency in 100 years, the worst economic crisis in modern history, a massive climate crisis, and a racial reckoning overdue for centuries, it is imperative that we work together to advance the democratic processes that expedite solving these intractable challenges, and

WHEREAS, the Warren County Board of Supervisor's commitment to diversity, equity and inclusion is foundational to achieving our vision of "An Economy that Works for All," now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors reaffirms the core values that have

***RESOLUTION NO. 81 OF 2021***

***PAGE 2 OF 2***

underscored decades of our work with communities and the diversity of citizens across the region; these core values are INCLUSIVENESS - engaging a diverse set of partners; BELIEF IN DIALOGUE - facilitating shared strategies; and INTEGRITY - candor, accountability and reliance on facts and data to drive decisions, and be it further

RESOLVED, that the Warren County Board of Supervisors is committed to a governing and work environment which reflects and actively promotes its core values of inclusiveness, honest and respectful dialogue, integrity in all its interactions, and reliance on facts and data to drive decisions. The Board values and celebrates the diversity of citizens across the region, and is committed to social justice, mutual respect, civility, and the elimination of discrimination. In committing ourselves to these principles, the Board further invites elected officials, other non-profits, municipal leadership, businesses, and its partners in the region to join in this commitment to the principles of democratic ideals and to hold each other accountable, and be it further

RESOLVED, that the goal of this Board of Supervisors is to, within two (2) months, include other municipalities and interested organizations in this effort to expand and facilitate upon the actions necessary to move this initiative forward.

# Warren County Board of Supervisors

## RESOLUTION No. 82 OF 2021

### **RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LEGGETT, WILD, CONOVER AND SMITH DECLARING OLD ADA VOTING BOOTHS AND TWENTY-FIVE (25) BMD DOMINION VOTING MACHINES SURPLUS; AUTHORIZING DISPOSITION OF OLD ADA VOTING BOOTHS AND TWENTY-FIVE (25) BMD DOMINION VOTING MACHINES TO OTHER NEW YORK STATE COUNTIES OR TO SCRAP SAME**

WHEREAS, Warren County remains in possession and ownership of old ADA voting booths and twenty-five (25) BMD Dominion voting machines which are no longer in use as they were replaced with new ones, and

WHEREAS, the Commissioners have advised that the voting booths and voting machines are no longer of any use to Warren County or any municipality or district within Warren County and should be declared surplus and disposed of, and

WHEREAS, the Commissioners have advised that the voting booths and voting machines will be offered to other New York State Counties that still use this equipment or will be scrapped, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby declares the old ADA voting booths and twenty-five (25) BMD Dominion voting machines to be surplus property, and be it further

RESOLVED, that the Commissioners are authorized to dispose of any or all of the voting booths and voting machines and transfer same “as-is” and without any warranty of fitness or other warranty to other New York State Counties, at no cost to Warren County, and be it further

RESOLVED, that in the event other New York State Counties do not acquire any or all of the voting booths and voting machines, the Commissioners may, in their discretion, dispose of such voting booths and voting machines, and be it further

RESOLVED, that the Commissioners are hereby authorized to execute any and all documentation necessary to carry out the purposes of this resolution, in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION No. 83 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH**

**AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE  
NEW YORK STATE OFFICE FOR THE AGING FOR MEDICARE IMPROVEMENTS  
FOR PATIENTS AND PROVIDERS ACT**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to submit a grant application to the New York State Office for the Aging for medicare improvements for patients and providers act, for a total amount not to exceed Twenty-Two Thousand Two Hundred Fifty-Nine Dollars (\$22,259), for a term commencing September 1, 2020 and terminating August 31, 2021, 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 and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further State funding becomes available during the term of this contract, 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.

# Warren County Board of Supervisors

## RESOLUTION NO. 84 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH**

**AUTHORIZING INTERMUNICIPAL AGREEMENT WITH SARATOGA COUNTY FOR SHARED MENTAL HEALTH HOME-BASED CRISIS AND MOBILE CRISIS SERVICES PROVIDED BY PARSONS CHILD AND FAMILY CENTER/NORTHERN RIVERS FAMILY FOR CHILDREN, YOUTH AND FAMILIES**

WHEREAS, Warren County, on behalf of the Warren and Washington Community Services Board, would like to enter into an Intermunicipal Agreement with Saratoga County for shared mental health Home-Based Crisis and Mobile Crisis Services provided by Parsons Child and Family Center/Northern Rivers Family Services for children, youth and families, at no cost to the County, for a term commencing upon execution by both parties and continuing unless terminated by either party upon thirty (30) days written notice, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an Intermunicipal Agreement with Saratoga County for shared mental health Home-Based Crisis and Mobile Crisis Services provided by Parsons Child and Family Center/Northern Rivers Family Services for children, youth and families, at no cost to the County, for a term commencing upon execution by both parties and continuing unless terminated by either party upon thirty (30) days written notice, in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION No. 85 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH**

**AUTHORIZING AGREEMENT WITH HIGH PEAKS HOSPICE & PALLIATIVE CARE, INC. TO PROVIDE HOSPICE CARE TO PATIENTS REFERRED BY WARREN COUNTY**

RESOLVED, that Warren County enter into an agreement with High Peaks Hospice & Palliative Care, Inc., to provide hospice care to patients referred by Warren County, at no cost to the County, for a term commencing March 19, 2021 and terminating March 18, 2022, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute an agreement, in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION No. 86 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL, FRASIER, MAGOWAN, DICKINSON AND SMITH**

**AUTHORIZING AGREEMENT WITH JENNIFER LINEHAN, REGISTERED DIETICIAN, FOR DIETARY CONSULTANT SERVICES AT COUNTRYSIDE ADULT HOME**

RESOLVED, that Warren County enter into an agreement with Jennifer Linehan, Registered Dietician, for Dietary Consultant Services at Countryside Adult Home, at an hourly rate of Forty-Two Dollars (\$42) per hour, in an annual amount not to exceed Four Thousand Thirty-Two Dollars (\$4,032), for a term commencing March 2, 2021 and terminating March 1, 2023, 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, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.6030 470 Countryside Adult Home, Contract.

# Warren County Board of Supervisors

## RESOLUTION No. 87 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER**

**AUTHORIZING AGREEMENT WITH MCI COMMUNICATIONS SERVICES, LLC D/B/A VERIZON BUSINESS SERVICES TO INSTALL AND PROVIDE ETHERNET E-LINE FIBER OPTIC COMMUNICATIONS SERVICE AT THE WARREN COUNTY SHERIFF'S OFFICE AND THE HAGUE RADIO TOWER SITE TO IMPROVE RADIO COMMUNICATIONS**

RESOLVED, that Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with MCI Communications Services, LLC d/b/a Verizon Business Services, 505 North Point Parkway, Alpharetta, Georgia 30022, to install and provide ethernet e-line fiber optic communications service at the Warren County Sheriff's Office and the Hague Radio Tower Site, 4 West Hague Road, Hague, New York, to improve radio communications, for an amount not to exceed Eight Hundred Seventy Dollars and Twenty Cents (\$870.20) per month, plus a one time connection fee of Twenty-Five Dollars (\$25), for a term commencing upon execution by both parties and terminating Thirty-Six (36) months from date of execution, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3020 428 Sheriff's 911 Center, Data Processing & Internet Fees.

# Warren County Board of Supervisors

## RESOLUTION No. 88 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO**

**AWARDING BID AND AUTHORIZING AGREEMENT WITH  
LOWEST RESPONSIBLE BIDDER FOR CONSTRUCTION SERVICES FOR THE 13<sup>TH</sup> LAKE  
ROAD CULVERT REPLACEMENT PROJECT (WC 6-21)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Construction Services for the 13<sup>th</sup> Lake Road Culvert Replacement Project (WC 6-21), and

WHEREAS, the bids will be opened on March 25, 2021 and the recommendation of the lowest responsible bidder could not be approved by the Superintendent of Public Works prior to the Public Works Committee meeting on February 23, 2021, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify the approved lowest responsible bidder of the acceptance of its bid, after recommendations and approval have been received from the Superintendent of Public Works, 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 the lowest responsible bidder relative to Construction Services for the 13<sup>th</sup> Lake Road Culvert Replacement Project, pursuant to the terms and provisions of the specifications (WC 6-21), for a term commencing upon execution by both parties and terminating upon completion of the project, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Department of Public Works Projects.

# Warren County Board of Supervisors

## RESOLUTION No. 89 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO**

**AWARDING BID AND AUTHORIZING AGREEMENT WITH  
ATLANTIC PAVEMENT MARKINGS, INC. FOR  
APPLICATION OF PAVEMENT MARKINGS (WC 7-21)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Application of Pavement Markings (WC 7-21), and

WHEREAS, the bids were opened on February 23, 2021 and the recommendation of the lowest responsible bidder was not approved by the Superintendent of Public Works prior to the Public Works Committee meeting on February 23, 2021, and

WHEREAS, subsequent to the meeting the Superintendent of Public Works determined the lowest responsible bidder for Application of Pavement Markings to be Atlantic Pavement Markings, Inc. located at 15 Industrial Road Prospect, CT 06712, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Atlantic Pavement Markings, Inc. of the acceptance of their 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 Atlantic Pavement Markings, Inc. relative to Application of Pavement Markings, pursuant to the terms and provisions of the specifications (WC 7-21), for a term commencing May 1, 2021 and terminating April 30, 2022, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, without the need for a further resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Department of Public Works Projects.

# Warren County Board of Supervisors

## RESOLUTION No. 90 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO**

**ACCEPTING PROPOSALS AND AUTHORIZING AGREEMENTS WITH MOST RESPONSIBLE BIDDERS FOR PERIODIC PROFESSIONAL MULTIDISCIPLINE ENGINEERING SERVICES IN CONNECTION WITH THE WARREN COUNTY DEPARTMENT OF PUBLIC WORKS (WC 22-21)**

WHEREAS, the Purchasing Agent has requested proposals for Periodic Professional Multidiscipline Engineering Services in connection with the Warren County Department of Public Works (WC 22-21), and

WHEREAS, the request for proposals was opened on March 11, 2021 and the recommendation of the most responsible bidders could not be approved by the Superintendent of Public Works prior to the Public Works Committee meeting on February 23, 2021, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify the approved most responsible bidders of the acceptance of their proposals, after recommendations and approvals have been received from the Superintendent of Public Works, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute agreements with the most responsible bidders relative to Periodic Professional Multidiscipline Engineering Services in connection with the Warren County Department of Public Works, pursuant to the terms and conditions of the request for proposals and proposal (WC 22-21), for a term commencing May 7, 2021 and terminating May 6, 2022, with the option for two (2) additional one (1) year terms upon mutual agreement of the parties, without the need for a further resolutions, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Department of Public Works Projects.

# Warren County Board of Supervisors

## RESOLUTION No. 91 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO**

**AMENDING AGREEMENT WITH CHA CONSULTING, INC. FOR CONSULTANT SERVICES IN CONNECTION WITH CAPITAL PROJECT H375 13<sup>TH</sup> LAKE ROAD CULVERT REPLACEMENT, TO INCLUDE SUPPLEMENTAL AGREEMENT NO. 1 FOR THE DEPARTMENT OF PUBLIC WORKS**

WHEREAS, pursuant to Resolution No. 224 of 2019, the Chair of the Board of Supervisors was authorized to execute an agreement with CHA Consulting, Inc., 3 Winners Circle, Albany, New York 12205, to provide consultant services for Capital Project H375 13<sup>th</sup> Lake Road Culvert Replacement, PIN 1761.12 for an amount not to exceed One Hundred Thirty-Eight Thousand Four Hundred Dollars (\$138,400) for a term commencing upon execution by both parties and terminating upon completion of services, and

WHEREAS, the Public Works Committee has approved a request to amend the agreement to authorize Supplemental Agreement No. 1 to add preliminary engineering, right-of-way and construction inspection services for an amount not to exceed One Hundred Fourteen Thousand Five Hundred Seventy-Five Dollars (\$114,575), for a term commencing upon execution by both parties and terminating upon completion of services, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute Supplemental Agreement No. 1 with CHA Consulting, Inc., 3 Winners Circle, Albany, New York 12205, for preliminary engineering, right-of-way and construction inspection services for Capital Project H375 13<sup>th</sup> Lake Road Culvert Replacement, PIN 1761.12, for an amount not to exceed One Hundred Fourteen Thousand Five Hundred Seventy-Five Dollars (\$114,575) for a term commencing upon execution by both parties and terminating upon completion of the project, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Capital Project No. H375.9550 280 13<sup>th</sup> Lake Road Culvert Replacement, Capital Projects, Projects.

# Warren County Board of Supervisors

## RESOLUTION No. 92 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO**

**AUTHORIZING CONTINUATION OF THE FUEL FARM LEASE AGREEMENTS WITH THE TOWNS OF BOLTON, HAGUE, HORICON, JOHNSBURG AND LAKE LUZERNE**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the continuation of the fuel farm lease agreements (the previous lease agreements being authorized by Resolution No. 613 of 2015) with the Towns of Bolton, Hague, Horicon, Johnsburg and Lake Luzerne wherein 1) all agreements will be for a five (5) year term, commencing upon execution by both parties; 2) the County shall pay each of the Towns a rental fee in a sum not to exceed One Thousand Two Hundred Dollars (\$1,200) per year; and 3) the Towns will pay all electrical costs associated with the Fuel Farms, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute the Fuel Farm Lease Agreements with the Towns of Bolton, Hague, Horicon, Johnsburg and Lake Luzerne with the terms and conditions as set forth above, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code DM.5140 411 Road Machinery, Motor Fuel Farms, Rent - Building/Property.

# Warren County Board of Supervisors

## RESOLUTION No. 93 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH**

### **EXTENDING AGREEMENT WITH THE ADIRONDACK REGIONAL TOURISM COUNCIL, INC. FOR REGIONAL MARKETING SERVICES**

RESOLVED, that Warren County continue the contractual relationship (the previous agreement being authorized by Resolution No. 126 of 2020), with the Adirondack Regional Tourism Council, Inc., Crestview Plaza, 1992 Saranac Ave., Suite 3, Lake Placid, New York 12946, for regional marketing services, in an amount not to exceed Ten Thousand Dollars (\$10,000), for a term commencing January 1, 2021 and terminating December 31, 2021, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute said extension agreement in a form approved by the County Attorney, and be it further

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

# Warren County Board of Supervisors

## RESOLUTION No. 94 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND  
MAGOWAN

### AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan  
for 2021 are hereby amended as follows:

#### **OFFICE OF EMERGENCY SERVICES**

Deleting Position of:

A.3410 130

TITLE:

County Fire Coordinator - Temp

EFFECTIVE DATE

March 22, 2021

ANNUAL SALARY

\$45.6093/hr  
(not to exceed \$10,000/yr)

#### **TOURISM**

Creating Position of:

A.6417.0001

TITLE:

Tourism Development & Events  
Coordinator

EFFECTIVE DATE

April 1, 2021

BASE ANNUAL SALARY

\$61,855

# Warren County Board of Supervisors

## RESOLUTION No. 95 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN**

### **RESOLUTION URGING THE GOVERNOR AND LEGISLATURE TO INCREASE SUPPORT FOR COMMUNITY COLLEGES**

WHEREAS, under state law, funding for community colleges is to be provided through state aid, a county sponsor contribution and student tuition and fees, and

WHEREAS, the establishment and continued operation of a statewide community college system was based on an ongoing state aid funding commitment of at least one-third, and up to 40 percent, of community college operating costs, and

WHEREAS, the state funding amount has declined over the years and is now below their historic one-third commitment, and far short of 40 percent, and

WHEREAS, for the second year in a row, the Executive State Budget proposes to reduce community college aid, this year by \$11 million, and

WHEREAS, last year the State Budget reduced community college base aid by \$22.7 million, and

WHEREAS, state funding for SUNY Adirondack is projected to be reduced by \$1.75 million, and

WHEREAS, the global pandemic has significantly impacted all institutions of higher learning, and many have lost students because of the shutdown of the traditional learning environment, and

WHEREAS, many community colleges are depending upon their county sponsors and/or students to pay more this academic year, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors calls on the State Legislature to reject the Governor's proposed reduction in community college funding, and be it further

RESOLVED, that Warren County calls upon SUNY to work closely with community colleges to develop innovative solutions to strengthen the community college system to attract and support students

*RESOLUTION No. 95 OF 2021*

*PAGE 2 OF 2*

during these changing social, educational and economic times, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, directed to forward copies of this resolution to each of the counties of New York State, encouraging member counties to enact similar resolutions, and be it further

RESOLVED, that the Clerk of the Board of Supervisors also be, and hereby is, directed to forward copies of this resolution to Governor Andrew Cuomo, Senator Daniel Stec, Assemblyman Matthew Simpson, and any others deemed necessary and proper.

# Warren County Board of Supervisors

## RESOLUTION No. 96 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND  
MAGOWAN**

### **APPROVING THE REMOTE WORK AGREEMENT**

WHEREAS, the Warren County Human Resources Director has presented a Remote Work Agreement which the Personnel, Administration & Higher Education Committee has reviewed and approved and is submitted herewith to the Board of Supervisors, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the Remote Work Agreement as attached hereto to be effective March 22, 2021.

**WARREN COUNTY REMOTE WORK POLICY****Purpose and Intent**

Warren County employees must provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular worksites. However, when working onsite is not possible, and job duties and technology allow, County employees, except for those in the Sheriff's office, may work remotely or telework in accordance with the provisions of this Policy. This Policy is subject to the provisions of the Collective Bargaining Agreement with CSEA for all bargaining unit employees who work remotely or telework.

Working remotely is a temporary arrangement that may be appropriate for some employees and/or jobs and not others. This determination will be made exclusively by Warren County.

Working remotely is not an entitlement, and in no way changes the terms and conditions of employment with the County. Additionally, working remotely does not change the essential job duties and responsibilities of an employee's position.

Existing remote work arrangements that are in place as a result of the Covid-19 pandemic may continue through the pandemic at the discretion of the County, Department Head and IT department.

These guidelines outline best practices specific to remote work, including eligibility, pay, hours worked and information regarding reasonable accommodations that may be different from accommodations under the Americans with Disabilities Act (ADA), currently in place in some County Departments.

**Requests**

All requests for remote work must be made to the Department Head using the Remote Work Arrangement Request. Requests and considerations for remote work will be at the discretion of the Department Head, with approval to be issued in writing. Approval for remote work by Department Heads will also be at the discretion of the County Administrator, with any approval to be issued in writing. In a Department Heads request for remote work approval, the Department Head must ensure that one or more employees will be available onsite while the Department Head is working remotely.

Any remote work assignment will be evaluated as frequently as the Department Head/County believes is necessary and may be immediately discontinued at any time by the Department Head/County.

Where the request to work remotely is a request for a reasonable accommodation, the Department Head must notify Human Resources immediately to begin the usual interactive process of assessing the accommodation.

**Priorities & Essential Work**

The employee and supervisor will evaluate the responsibilities and priorities of the position, considering customer/client/collaborator impact and feasibility of completing some or all duties remotely.

The business of the County will take precedence over remote work days. Employees need to immediately report to their supervisor or Department Head if they do not have enough work available to fill their regular work day to receive further instruction. Employees may, at the discretion of their immediate supervisor or Department Head, be called to report to their normal worksite to meet workload or operational requirements. Employees will not be compensated for travel time or mileage in their commute to or from their worksite if called into work to complete their normal work day.

**RESOLUTION No. 96 OF 2021****PAGE 3 OF 7**

In the event an employee does not have enough work available to fill his/her remote work day, or has demands on his/her time such as child care that make it impossible to work the full work day, the employee must submit only for time actually worked. For all other hours, the employee must utilize appropriate accruals for paid time off.

**Technology**

County Department Heads should work with the Warren County IT Department for technology needs allowing the employee to work remotely. In certain circumstances, employees may be provided with a County-issued laptop or other equipment. Equipment and/or service that the County provides to the employee is County property and may be recovered or discontinued at any time and at the sole discretion of Warren County. Personal devices may not be used for remote work.

Employees are required to adhere to all County policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all equipment and/or service used for remote access in a safe location and avoid any misuse. No one other than the County employee is allowed to access County documents or utilize County equipment. Unauthorized use of County property is strictly prohibited.

**Computer and Internet**

To work remotely, an internet connection is required. The County will not reimburse the employee for internet or phone expenses incurred. Employees are responsible for following all County practices and policies to maintain security and protect confidentiality on a device.

**Home Environment**

Supervisors and employees must consider whether the home environment is conducive to remote work. Factors to be considered include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Employees should set expectations with other household members regarding interactions and availability. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.

To ensure that employee performance will not suffer in remote work arrangements, the County requires employees to:

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules
- Be accessible to County personnel by phone and/or email within the same timeframes as if employee was working in their regular office setting
- Monitor County voicemail at regular intervals throughout the work day, or forward County extension to the remote work location
- Maintain strict confidentiality of County and/or client information

**RESOLUTION NO. 96 OF 2021****PAGE 4 OF 7**

- Adhere to all County policies and procedures as if working from their regular office setting
- Keep non-work related interruptions to a minimum

**Hours & Pay**

Employees working from home must work the same days and times as they normally would when onsite. Any modification to an employee's normal work hours must be approved in advance using the Remote Work Arrangement Request. County business cannot be accomplished effectively if an employee is not available when he/she is expected to be working.

All employees who work remotely when the County is open will be paid for hours worked at their regular hourly rate of pay. As is regular practice, overtime while working remotely must be approved in writing in advance by the employee's supervisor or Department Head. Employees authorized to work remotely will utilize the Novatime time keeping system to remotely record their daily punches as if they were working onsite. The "Work from home" reason code must be used to track all hours worked remotely.

**Time & Performance**

Department Heads must identify and clearly outline a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

**Labor Laws/Agreements and Reimbursement:**

Employees are required to take rest and meal breaks per NYS Labor Laws and applicable collective bargaining agreements. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the remote work location shall be the employee's responsibility.

**Liability**

Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers' Compensation Law. The employee must report any such work-related injuries to their supervisor or Department Head immediately. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Warren County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved remote worksite.

**Confidentiality and Non-Disclosure:**

During the course of their employment with Warren County, employees acquire knowledge of and/or access to confidential and proprietary information of the County. While employees working remotely are expressly prohibited from disclosing confidential and proprietary information to any unauthorized person, company, or other entity and are prohibited from using any such information for personal gain or profit. Confidential and proprietary information, systems, or data and all items made or compiled by the employee or made available to the employee during any period of remote work shall be and remain exclusive property of the County. Upon cessation of remote work, the employee shall immediately return any such property to the County and no copies thereof may be kept by the employee.

**RESOLUTION No. 96 OF 2021**

**WARREN COUNTY REMOTE WORK ARRANGEMENT**

(Department and Employee Retain a Copy)

Employee Name: \_\_\_\_\_ Phone (home/work): \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

A temporary Remote Work Arrangement is hereby established between Warren County and the above mentioned employee. The purpose of this Arrangement is to clarify the terms and conditions under which the employee will be authorized to participate in this work arrangement as described below. The Remote Work Arrangement is subject to the County's remote work policy.

1. Remote Work Location (address): \_\_\_\_\_

2. Remote Work Contact Number(s): \_\_\_\_\_

3. Will County extension be forwarded? Yes No (If no, voicemail must be checked throughout the work day)

4. Remote Work Schedule - Explain here or complete schedule below:

\_\_\_\_\_  
\_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							

5. Assigned tasks/projects (include deadline, if applicable). Additional tasks/projects may be assigned as needed:

6. Expectations and Performance Requirements:

7. County Equipment & Serial # Record (if applicable):

**RESOLUTION No. 96 OF 2021****PAGE 6 OF 7**

The employee will return all County equipment (e.g., computer, files, programs, etc.) and documents, including all copies of documents, whether on paper or electronic, upon termination of this Remote Work Agreement and/or their employment. If the employee fails to return County equipment or property upon the termination of the remote work arrangement, the County, at its discretion, will take appropriate legal action to recover its property or amounts owed.

It is expressly understood and agreed that this work arrangement does not create or define the terms of any contract of employment, whether expressed or implied.

**Purpose and Intent:** Warren County employees will still continue to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible, and job duties and technology allows, employees may be able to work remotely.

**Terms of Arrangement:** This remote work arrangement shall be in effect for a maximum of one (1) month. Continuation and renewal of said Arrangement will be evaluated at the end of the stated Arrangement period.

**This Arrangement is subject to the employee satisfying the following conditions on a continuing basis:**

- Employee obligations, duties, responsibilities, and terms and conditions of employment are unchanged.
- The employee shall perform all job duties at a satisfactory performance level or above.
- The employee must comply with all County and departmental policies and procedures while working remotely.
- The employee will maintain confidentiality as required by the County, Federal, State, and Local laws.
- The employee will maintain the agreed-upon work schedule and be accessible via telephone and email during remote working hours.
- The employee will participate in routine work performance evaluations as required.
- The employee shall not conduct any unauthorized external (non-County) work during their remote work schedule.
- The employee will maintain an ergonomically appropriate home office environment.
- Any non-compliance with these terms by the employee may result in modification or termination of the remote work arrangement at any time.

**Hours of Work and Compensation:** The employee agrees to be responsible for maintaining the agreed upon hours of work and is required to punch in/out as usual using Novatime. Employee pay rates and accrual of leave time benefits remain unchanged and in accordance with the terms of this Arrangement. The employee will be compensated for all authorized hours during which work is performed. Employees must get advance written authorization for any hours worked outside of or beyond their normal work schedule. Employees are required to take rest and meal breaks per NYS Labor Laws and the applicable Collective Bargaining Agreement. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the remote work location shall be the employee's responsibility.

The employee understands and agrees that periodically they may have to commute to the County offices, or other locations, for various business reasons. In cases of system outages, technology problems, or other issues that cannot be immediately addressed, or at their supervisor's request, the Employee agrees to work from the office as directed by the Employee's supervisor or use their accrued benefit time.

The employee is required to complete the County's time and attendance procedures each pay period and accurately record and report as outlined in the Remote Work Policy. All overtime worked must be authorized, in writing,

**RESOLUTION No. 96 OF 2021**

**PAGE 7 OF 7**

advance by the Employee’s supervisor. If prior written authorization is not possible, due to emergency circumstances, the Employee understands that they must notify their supervisor as soon as possible thereafter.

The employee understands that falsifying or tampering with the recording of time worked may result in disciplinary action up to and including termination of employment, in accordance with applicable Civil Service Laws and/or the applicable Collective Bargaining Agreement.

**Liability:** Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers’ Compensation Law. The Employee must report any such work-related injuries to their supervisor or department head immediately. The Employee must allow inspections of the Employee’s work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Warren County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved remote work site.

**Confidentiality and Non-Disclosure:** During the course of his/her employment with Warren County, the aforementioned Employee has gained knowledge of and/or access to confidential and proprietary information. By the execution of this Arrangement, the Employee understands that he/she is expressly prohibited from disclosing to any unauthorized person, company, or other entity any such information and is prohibited from using any such information for personal gain or profit. The Employee understands that confidential information, systems, or data and all items made or compiled by the Employee or made available to the Employee during any period of employment shall be and remain exclusive property of the County. Upon cessation of teleworking, the Employee shall immediately return any such property to the County and no copies thereof may be kept by the Employee.

**Arrangement Acknowledgment:** I have read and understand this Arrangement and all its provisions. By signing below, I agree to be bound by all terms and conditions within this Arrangement and the County Remote Work Policy. I understand it is my responsibility to make the remote work arrangement a success, and that failure to adhere to the provisions set forth may have adverse effects on my employment, and may result in the immediate termination of the opportunity to participate in the remote work arrangement, and could result in disciplinary action in accordance with applicable Civil Service Laws and /or the applicable Collective Bargaining Agreement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Warren County Board of Supervisors

## RESOLUTION NO. 97 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN**

### **ADOPTING THE WARREN COUNTY PUBLIC EMPLOYER HEALTH EMERGENCY PLAN**

WHEREAS, the Governor of New York State signed Legislation Bill S.8617B/A.10832 which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease, and

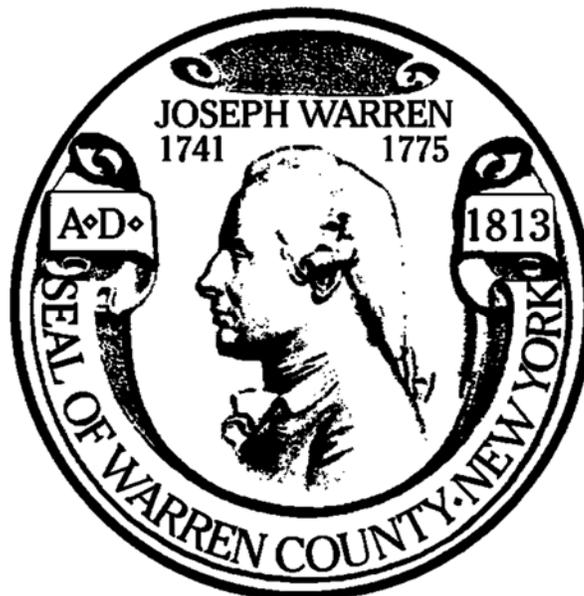
WHEREAS, the Self Insurance Administrator presented to the Personnel & Administration Committee the Warren County Public Employer Health Emergency Plan based upon the amended New York State Labor Law section 27-c, and

WHEREAS, the Personnel & Administration Committee has reviewed the plan and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Public Employer Health Emergency Plan annexed hereto, be and the same hereby is, adopted as the official Plan for Warren County.

# Public Employer Health Emergency Plan

## County of Warren



Approved by R\_\_\_\_ dated \_\_\_\_ 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has also been developed with the input of Civil Service Employees Association, Warren County Correctional Supervisors Association, Warren County Correctional Officers Association, Warren County Police Benevolent Association, Warren County Police Supervisors Benevolent Association, and Warren County Sheriff's Employees Alliance, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the County of Warren, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Rachel E. Seeber

Signature: \_\_\_\_\_

Title: Chairwoman, Warren County Board of Supervisors

## Record of Changes

This plan will be reviewed on an annual basis by the Risk Management Steering Committee in consultation with each department.

Date of Change	Description of Change	Implemented by Name and Title

## Table of Contents

Promulgation .....	1
Record of Changes.....	2
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose.....	4
Scope .....	4
Situation Overview .....	4
Planning Assumptions .....	5
Concept of Operations .....	5
Mission Essential Functions.....	6
Essential Positions .....	9
Reducing Risk Through Remote Work and Staggered Shifts.....	9
Remote Work Protocols .....	10
Staggered Shifts.....	10
Personal Protective Equipment.....	10
Staff Exposures, Cleaning, and Disinfection .....	11
Staff Exposures .....	11
Cleaning and Disinfecting .....	13
Employee and Contractor Leave .....	13
Documentation of Work Hours and Locations.....	13
Housing for Essential Employees.....	13

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing. This plan was developed to coordinate with and supplement the County's various existing Continuity of Operations Plans.

### Scope

This plan was developed exclusively for and is applicable to the County of Warren. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Utilizing signage from DPW and other sources to remind employees and visitors of fundamentals for reducing the spread of infection
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials
- A task force may be developed with appropriate representation to coordinate response based upon the current event.

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Chairperson of the Board of Supervisors of the County of Warren, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Chairperson of the Board of Supervisors.

Upon the determination of implementing this plan, all employees and contractors of the County of Warren shall be notified by email, social media, website postings, postings in employee areas and any other means necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. County residents, visitors and other constituents will be notified of pertinent operational changes by way of email, social media, website postings and any other means necessary. Other interested parties, such as vendors, will be notified by phone, email and any other means necessary. The County Director of Public Affairs will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Chairperson of the Board of Supervisors of the County of Warren in coordination with the Board of Supervisors, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Chairperson of the Board of Supervisors of the County of Warren, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the County of Warren is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the County of Warren

The County of Warren has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions that must be on site, with priority 4 identifying functions that are essential, but least among them. A determination of essential functions and essential personnel will be made based on current needs as the emergency evolves.

The mission essential functions for the County of Warren have been identified as:

Essential Function	Description	Priority
Information Technology	Maintain County network & server availability. Maintain and/or establish employee computer access to the county network and servers. Maintain telecommunications.	1
Board of Supervisors	Maintain the ability for Board/Committees to convene and for staff to notice and record such meetings.	1
Administration	Communications with all department heads and County Supervisors as well as outside agencies. Public Information Officer.	1
Payroll	Process employee payroll.	1
Operations – Facilities	Seasonal road and grounds maintenance, building and equipment maintenance, airport operations.	1
Fire Prevention & Building Code Enforcement	Conduct inspections of structures impacted by an emergency such as fire or explosion. Respond to fire and life safety complaints.	1
Social Services	Provide social service benefits	1

Health Services	Conduct homecare patient visits for those identified as immediate need. Conduct disease surveillance. Conduct emergency risk communication capabilities/access.	1
Office of Community Services	Provide timely access to children's case management services	1
Office of Community Services	Review access to children's services and supports w/in the community	1
Office of Community Services	Monitor service delivery for children with mental health needs	1
Office of Community Services	Manage of assisted outpatient treatment (AOT) services and court processes	1
Office of Community Services	Issue MHL 9.45 and 9.60 Emergency Removals ("Mental Health Pick-up Orders")	1
Office of Community Services	Issue 'Call Out', or instructions to the County Disaster Mental Health Team	1
Office of Community Services	Mobilize Disaster Mental Health Team "go kits"	
Public Safety/Law Enforcement	Maintain public safety, public safety answering point (PSAP) functions. Restore headquarters for law enforcement functions.	1
Emergency Services	Mobilize staff to respond to incident, i.e., open EOC, respond on scene. Keep Public Information officer update to date with response and recovery efforts.	1
Global Information Services	In support of a County Emergency Response	1
Court Services	Arrestment, Provide supervision to sentenced defendants/respondents per risk assessment level for defendants who score greatest risk and sex offender.	1
Adult Care Facility	Provide supervision, dietary needs, and medical care for residents.	1
Accounts Payable	Ensure payments to essential function vendors (utilities/contractors)	2
Accounts Payable	Ensure payment of DSS Abstracts/non-essential but time sensitive out of audits	2
Administration	Provide County-wide department support,	2
Permits	Issue demolition permits, Issue building permits, Issue Certificates of Occupancy, Completion, Compliance and Operating Permits, plan reviews	2
Self-Insurance	Ensure payments to injured workers and claims reporting to NYS WCB, Ensure payments to employees for non-work related injuries and illness, Perform various property & casualty insurance tasks	2/3
Communication	Maintain the ability to produce and distribute materials for meetings (agenda/resolutions)	2
Distribution of funds	Facilitate banking deposits and fiscal distribution of Funds (to NYS taxation & Finance, NYS V & T, NYS Dept. of State, US/Dept. of State, Warren County based on NYS law, Federal mandates, and county law).	2
Court Services	Provide services to crime victims, appear in court for a regular court appearance	2
Employee Time Keeping	Enter and update records to facilitate accurate payroll processing/time and attendance issues	2
Senior Services	Prepare and deliver HDM, congregate meals, process applications for services: setting up HDM, HEAP, Medicare, Medicaid, Home Services	2

Health Services	Conduct maternal child health program, Conduct Rabies/dog bite follow up, Maintain early intervention services/coordination, Conduct Health Supervision	2
Purchasing	Continue day-to-day operations to the best of our ability, i.e., drafting specifications, fielding questions from departments/towns/vendors	2
Public Safety/Law Enforcement	Restore Civil Division functions	2
Soil & Water Conservation Efforts	Inform and educate the public on soil and water conservation programs and assistance	2
Historical Archives	Protect and maintain the County Historical Archive which contains historical research, records, and items collected and managed by the County Historian.	3
Court Services	Perform motion and appeal work, Have investigatory and support staff up and running to handle phone calls and processing of cases.	3
Employment & Training Activities	Provide training services, provide consultations, conduct workshops, development employability plans, approve training requests and process training plans	3
Health Services	Coordinate therapy services	3
Real Property Tax Services	Perform all assessment/tax files & rolls/deeds/tax maps/sales net, Perform day to day operations	3
Public Safety/Law Enforcement	Restore Correctional Facility functions	3
Soil & Water Conservation Efforts	Develop plans and policies that support mitigation projects and efforts	3
Self- Insurance	Ensure employee safety and related tasks (higher priority during emergencies)	3/4
Court Services	Provide legal counsel to the indigent in both criminal and contested family court matters	4
Auditing	Oversee payments to all vendors	4
Board of Elections	Maintain list of all elected Warren County officials, including terms of office, Accept and log petitions necessary for an individual to be placed on the ballot, Receive and certify election results and make available to the public.	4
Civil Service Activity	Maintain employment histories (roster records), Process and document personnel transactions	4
Court Services	Vehicle and traffic offenders	4
Real Property Tax Services	Maintain tax foreclosure/postings/auction	4
Self-Insurance	Ensure payments to medical providers and other claims related expenses (must be restored within 45 days)	4
Tourism	Communicate with prospective visitors about the emergency at hand – social media, Communicate with local businesses about the emergency	4
Traffic Safety/Stop DWI	Ensure filing of New York State GTSC reports, contact with courts on fine collection, ensure payment of bills and office administration, maintain public education programs	4
Weights and Measures	Maintain presence in municipality marketplace	4

## Essential Positions

- Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section. Additional positions may be deemed essential as determined by their respective Department Head in consultation with the Chairperson of the Board and County Administrator based upon current needs as the emergency evolves.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Board of Supervisors	<ul style="list-style-type: none"> <li>As needed</li> </ul>	Most of these functions can be done remotely.
Administration	<ul style="list-style-type: none"> <li>As needed</li> </ul>	Most of these functions can be done remotely.
Payroll	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	To maintain compensation to staff.
Operations – Facilities (DPW)	<ul style="list-style-type: none"> <li>As directed by Department Head</li> </ul>	Maintain buildings and grounds as needed for essential staff that are on site. Road maintenance as needed.
Fire Prevention & Building Code Enforcement	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	Respond to fire and life safety complaints, ensuring safety of the buildings for essential staff that are on site.
Health Services	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	Will be determined by department head as needed.
Public Safety/Law Enforcement	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	Will be staffed appropriately to maintain public safety and law enforcement functions.
Emergency Services	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	To respond on scene or open EOC, as incident warrants.
Human Resources & Civil Service	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	For any essential service that requires work to be performed on site.
Court Services	<ul style="list-style-type: none"> <li>As directed by department heads</li> </ul>	For any function that would require in person contacts.
Office Community Services	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	For any function that would require being on site to be performed.
Adult Care Facility	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	For any essential service that requires work to be performed on site.
Social Services	<ul style="list-style-type: none"> <li>As directed by department head</li> </ul>	For any essential service that requires work to be performed on site.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

## Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals including cameras
  - c. Access to VPN, hot spots and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

Authority to implement remote work protocols will come from the Chairperson of the Board of Supervisors. County Administration will notify each department head to implement remote work within their department as needed to maintain essential functions.

## Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours and/or alternate the assignment of business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the County of Warren will ensure that employees are compensated for their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Authority to implement staggered shifts, flexible work schedules or compensatory time will come from the Chairperson of the Board of Supervisors. County Administration will notify each department head to implement staggered shifts within their department as needed to maintain essential functions.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Each department will maintain appropriate supplies based on appendix A.

Each department will obtain supplies from WB Mason, Staples, or any other source as approved by Warren County's procurement policy.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. Warren County Health Services must be notified and the department head is responsible to ensure these protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. Warren County Health Services must be notified and the department head is responsible to ensure these protocols are followed.

- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  - 4. The County of Warren may require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; based on a recommendation from the CDC/public health officials and in accordance with collective bargaining agreements.
  - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  - 6. Warren County Health Services must be notified when the employee or contractor is sent home and the department head is responsible to ensure these protocols are followed.
  
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  - 1. Apply the steps identified in item B, above, as applicable.
  - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  - 3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, Warren County Health Services or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  - 4. Warren County Health Services must be notified when the employee or contractor is sent home or the positive test result is known and the department head is responsible to ensure these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

## Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. The Director of County Facilities, is responsible for cleaning common areas, and the frequency of such
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## Employee and Contractor Leave

The provisions of the *Families First Coronavirus Response Act* providing requirements related to the COVID-19 pandemic, no longer apply as this act is no longer in effect due to expiration on 12/31/2020.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the County of Warren, and as such are not provided with paid leave time by the County of Warren, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the County of Warren to support contact tracing within the organization and may be shared with local public health officials.

Each department will track their hours as approved by County Administration.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the County of Warren's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the County of Warren will coordinate with the Warren County Office of Emergency Management to help identify and arrange for these housing needs. The Director of the Office of Emergency Services will be responsible for coordinating this.

End of plan, attach Appendix below.



# Warren County Board of Supervisors

## RESOLUTION No. 98 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO**

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM  
THE VEHICLE RESERVE TO DEPARTMENTAL BUDGETS  
TO PURCHASE VEHICLES; AMENDING 2021 WARREN COUNTY BUDGET**

RESOLVED, that the Warren County Board of Supervisors hereby appropriates funds in the amount of Two Hundred Eighty-Eight Thousand Three Hundred Twenty Dollars (\$288,320) from the Reserve, Vehicles (A.896.00), to the following Departmental budgets to purchase vehicles:

CODE	DEPARTMENT	AMOUNT
A.3110 230.1	Sheriff's Law Enforcement, Automotive Equipment-Reserve	\$199,600.00
A.4010 230.1	Health Services, Automotive Equipment-Reserve	\$ 51,070.00
A.6010 230.1	Social Services, Automotive Equipment-Reserve	\$ 12,550.00
A.3620 230.1	Building & Fire Code, Automotive Equipment-Reserve	\$ 25,100.00
	<b>TOTAL</b>	\$288,320.00

and be it further

RESOLVED, that the Warren County Budget for 2021 be, and hereby is, amended accordingly.

# Warren County Board of Supervisors

## RESOLUTION No. 99 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO**

**AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE “MARCHISELLI” PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE DEPARTMENT OF PUBLIC WORKS**

WHEREAS, a Project BIN 3305270, Palisades Road (CR26) over Brant Lake Inlet, Town of Horicon, Warren County, P.I.N. 1759.28 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-Federal funds, and

WHEREAS, the County of Warren desires to advance the Project by making a commitment of 100% of the non-Federal share of the costs of Design and Right-of-Way Acquisition and Incidentals, Construction and Construction Inspection work, now, therefore, be it,

RESOLVED, that the Warren County Board of Supervisors hereby approves the above-subject Project, and it is hereby further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County of Warren to pay in the first instance 100% of the Federal and Non-Federal share of the cost of Design and Right-of-Way Acquisition Incidentals, Construction and Construction Inspection work for the Project or portions thereof, and it is further

RESOLVED, that the sum of Three Hundred Seventy-Five Thousand Nine Hundred Eighty-Five Dollars and No Cents (\$375,985) has already been appropriated from Capital Project No. H322.9550 280 - Palisades Road over Brant Lake Inlet Bridge (CR26) and made available to cover the cost of participation in the above phases of the Project, and be it further

RESOLVED, that the additional sum of One Million Eight Hundred Thirty-One Thousand Five Hundred Seventy Dollars and No Cents (\$1,831,570) is hereby appropriated from Capital Project No. H322.9550 280 - Palisades Road over Brant Lake Inlet Bridge (CR26), and made available to cover the cost of participation in the above phases of the Project, and it is further

RESOLVED, that in the event the full Federal and Non-Federal share costs of the Project exceeds the amount appropriated above, the County Board of Supervisors of Warren County shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

RESOLVED, that the Chair of the Board of Supervisors of Warren County be, and is, hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Warren with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the

***RESOLUTION No. 99 OF 2021***

***PAGE 2 OF 2***

administration of the Project and the municipality's first instance funding of Project costs and permanent funding of the local share of Federal-aid and State-aid eligible Project costs and all Project costs within appropriations thereof that are not so eligible, and it is further

RESOLVED, that a certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.

# Warren County Board of Supervisors

## RESOLUTION NO. 100 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

### INCREASING CAPITAL PROJECT NO. H322, PALISADES ROAD OVER BRANT LAKE INLET BRIDGE (CR 26); AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021

RESOLVED, that the Warren County Board of Supervisors does hereby increase Capital Project No. H322, Palisades Road over Brant Lake Inlet Bridge (CR 26), as follows:

1. Capital Project No. H322, Palisades Road over Brant Lake Inlet Bridge (CR 26), is hereby increased in the amount of One Million Seven Hundred Thirty-Nine Thousand Nine Hundred Ninety-One Dollars (\$1,739,991).
2. The estimated total cost of Capital Project No. H322, Palisades Road over Brant Lake Inlet Bridge (CR 26), is now Two Million Two Hundred Nine Thousand Two Hundred Sixty-Six Dollars and Thirty-One Cents (\$2,209,266.31).
3. The proposed method of financing the increase in such Capital Project consists of the following:
  - a. Federal grant funding in the amount of One Million Four Hundred Sixty-Five Thousand Two Hundred Fifty-Six Dollars (\$1,465,256); and
  - b. State Marchiselli grant funding in the amount of Two Hundred Seventy-Four Thousand Seven Hundred Thirty-Five Dollars (\$274,735),

and be it further

RESOLVED, that the Warren County budget for 2021 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 transfer the funds in the amount indicated below:

<u>TRANSFER TO</u>	<u>AMOUNT</u>
H322 - Palisades Road over Brant Lake Inlet Bridge (CR 26)	\$1,739,991

# Warren County Board of Supervisors

## RESOLUTION NO. 101 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO**

**AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR CONSTRUCTION SERVICES FOR THE PALISADES ROAD OVER BRANT LAKE INLET BRIDGE REPLACEMENT PROJECT (WC 5-21)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Construction Services for the Palisades Road over Brant Lake Inlet Bridge Replacement Project (WC 5-21), and

WHEREAS, the bids will be opened on a date to be determined and the recommendation of the lowest responsible bidder could not be approved by the Superintendent of Public Works prior to the Finance Committee meeting on March 4, 2021, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify the approved lowest responsible bidder of the acceptance of its bid, after recommendations and approval have been received from the Superintendent of Public Works, 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 the lowest responsible bidder relative to Construction Services for the Palisades Road over Brant Lake Inlet Bridge Replacement Project, pursuant to the terms and provisions of the specifications (WC 5-21), for a term commencing upon execution by both parties and terminating upon completion of the project, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Capital Project H322.9550 280 Palisades Road over Brant Lake Inlet Bridge Replacement, Capital Projects, Projects.

# Warren County Board of Supervisors

## RESOLUTION NO. 102 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO**

**AUTHORIZING SUPPLEMENTAL AGREEMENT NO. 3 WITH FOIT-ALBERT ASSOCIATES TO PROVIDE ADDITIONAL RIGHT-OF-WAY AND CONSTRUCTION INSPECTION SERVICES FOR THE PALISADES ROAD (CR 26) OVER BRANT LAKE INLET BRIDGE REPLACEMENT PROJECT**

WHEREAS, pursuant to Resolution No. 234 of 2011 Warren County entered into an agreement with Foit-Albert Associates to provide engineering services relative to preliminary and final bridge design services for the Palisades Road (CR 26) over Brant Lake Inlet Bridge Project for an amount not to exceed Fifty Thousand Eight Hundred Eighty-Five Dollars (\$50,885), and

WHEREAS, pursuant to Resolution No. 559 of 2015 Warren County entered into a Supplemental Agreement No. 1 for additional preliminary engineering and right-of-way incidentals services, for a term commencing upon execution of said Supplemental Agreement No. 1 by both parties and terminating upon completion of the services for an amount not to exceed Two Hundred Fifty-Two Thousand Four Hundred Dollars (\$252,400), and

WHEREAS, pursuant to Resolution No. 125 of 2018 Warren County entered into Supplemental Agreement No. 2 for additional preliminary engineering and right-of-way acquisition services, for a term commencing upon execution of said Supplemental Agreement No. 2 by both parties and terminating upon completion of services for an amount not to exceed Twenty-Six Thousand Two Hundred Dollars (\$26,200), and

WHEREAS, the Finance Committee has approved a request to enter into a Supplemental Agreement No. 3 for additional right-of-way and construction inspection services, for a term commencing upon execution of said Supplemental Agreement No. 3 by both parties and terminating upon completion of the services for an amount not to exceed Two Hundred Ninety-Five Thousand Five Hundred Sixty-Seven

*RESOLUTION No. 102 OF 2021*

*PAGE 2 OF 2*

Dollars (\$295,567), now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute Supplemental Agreement No. 3 with Foit-Albert Associates, for additional right-of-way and construction inspection services, for a term commencing upon execution of said Supplemental Agreement No. 3 by both parties and terminating upon completion of the services for an amount not to exceed Two Hundred Ninety-Five Thousand Five Hundred Sixty-Seven Dollars (\$295,567), in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Capital Project No. H322.9550 280 Palisades Road/Brant Lake Inlet Bridge, Capital Projects, Projects.

# Warren County Board of Supervisors

## RESOLUTION NO. 103 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUES TO THE UP YONDA FARM BUDGET FOR THE PURPOSE OF UTILIZING THE JUNIOR PEARSALL GRANT AND THE CHARLES R. WOOD FOUNDATION GRANT; AMENDING 2021 WARREN COUNTY BUDGET**

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in the amount of Six Thousand Dollars (\$6,000) from Deferred Revenues (A.691.00) to the following budget codes:

CODE	DEPARTMENT	AMOUNT
A.7111 110	Up Yonda Farm, Salaries-Regular	\$3,715.00
A.7111 410	Up Yonda Farm, Supplies	\$1,600.00
A.7111 426	Up Yonda Farm, Subscriptions	\$ 400.00
A.7111 830	Up Yonda Farm, Social Security	\$ 230.73
A.7111 831	Up Yonda Farm, Medicare Contribution	\$ 54.27
	<b>Total</b>	<b>\$6,000.00</b>

and be it further,

RESOLVED, that the Warren County Budget for 2021 be, and hereby is, amended accordingly.

# Warren County Board of Supervisors

## RESOLUTION NO. 104 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO**

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUE-TOWN POSTER SALES TO THE PLANNING AND COMMUNITY DEVELOPMENT BUDGET; AMENDING 2021 WARREN COUNTY BUDGET**

WHEREAS, the County Planner has requested funding in the amount of One Thousand Four Hundred Eighty-Four Dollars (\$1,484) to cover the cost of printing 600 posters to be replenished at the Lake George Visitors Center, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in an amount not to exceed One Thousand Four Hundred Eighty-Four Dollars (\$1,484) from Deferred Revenue-Town Poster Sales (A.691.11) to the following budget code:

CODE	DEPARTMENT	AMOUNT
A.8021 410	Planning (and Comm. Dev), Supplies	\$1,484

and be it further,

RESOLVED, that the Warren County Budget for 2021 be, and hereby is, amended accordingly.

# Warren County Board of Supervisors

## RESOLUTION NO. 105 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO**

### **CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS OR CHARGEBACKS OF TAXES FOR PILOT PAYMENTS MADE IN 2021**

WHEREAS, a listing of cancellations or corrections of assessments and refunds or chargebacks of taxes for PILOT payments made in 2021 have been reviewed and approved by the Department of Real Property Tax Services and the Supervisors of the towns wherein the property is located, and

WHEREAS, Article 5, Title 3 of the Real Property Tax Law empowers the Board of Supervisors to cancel or correct assessments and direct refunds or chargebacks of taxes when the same is found to be appropriate, now, therefore, be it

RESOLVED, that the following cancellation or correction of assessments and refunds or chargebacks of taxes for PILOT payments made in 2021 set forth on Schedule "A" annexed hereto, are hereby approved, and be it further

RESOLVED, that the County Treasurer and the Director of the Department of Real Property Tax Services be, and they hereby are, authorized and directed to perform all acts necessary to effectuate the corrections set forth herein.

*RESOLUTION No. 105 OF 2021*

*PAGE 2 OF 2*

**SCHEDULE "A"**

**CHARGEBACK OF TAXES**

<b>Town</b>	<b>Year</b>	<b>Assessed To &amp; Tax Map No.</b>	<b>Breakdown</b>	<b>Reason</b>
City of Glens Falls	2021	Warren St. Square, LLC 310.5-3-10	County \$9,083.40	PILOT
City of Glens Falls	2021	21 Bay St. Properties, LLC 302.20-24-16	County \$8,303.48	PILOT
City of Glens Falls	2021	65 Ridge St., LLC 303.17-16-2	County \$2,104.66	PILOT
City of Glens Falls	2021	221 Glen St. 302.20-30-11	County \$9,565.43	PILOT
City of Glens Falls	2021	13 Chester 302.16-18-4	County \$3,626.43	PILOT
City of Glens Falls	2021	70 Warren, LLC 310.5-2-3	County \$ 636.35	PILOT
City of Glens Falls	2021	14 Hudson, LLC 309.28-7-1	County \$3,382.58	PILOT
City of Glens Falls	2021	88 Ridge Royale, LLC 302.20-24-1	County \$10,228.58	PILOT
City of Glens Falls	2021	Smith Flats, LLC 302.20-24-13	County \$2,738.40	PILOT
City of Glens Falls	2021	EASM Properties, LLC 310.5-1-17	County \$3,308.90	PILOT
			<b>TOTAL \$52,978.21</b>	

# Warren County Board of Supervisors

## RESOLUTION NO. 106 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER**

### **ADOPTING THE WARREN COUNTY POLICE REFORM AND REINVENTION PLAN**

WHEREAS, the Governor of New York State signed Executive Order 203 which requires local government entities that have a police agency operating with police officers to develop a plan to improve police deployment, strategies, policies, procedures and practices, and

WHEREAS, the Sheriff presented to the Public Safety Committee the Warren County Police Reform and Reinvention Plan, and

WHEREAS, the Public Safety Committee has reviewed the plan and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Police Reform and Reinvention Plan annexed hereto, be and the same hereby is, adopted as the official Plan for Warren County.

# Warren County Sheriff's Office

## Police Reform & Reinvention Plan



**April 2021**

## TABLE OF CONTENTS

<b>PREFACE</b> .....	5
Mission Statement .....	6
Vision Statement .....	7
<b>PERSONNEL</b> .....	8
Deployment .....	8
Units/Assignments .....	9
<b>STRATEGIES</b> .....	11
NYS Law Enforcement Accreditation .....	11
Community Policing .....	12
Crime Prevention .....	13
Targeted Patrol Enforcement .....	14
Narcotics Enforcement .....	15
Website .....	15
Social Media .....	16
NY Alert .....	17
Offender Watch® .....	17
Project Lifesaver .....	18
Bigs in Blue .....	18
Yellow Dot Program .....	19
Operation Safe Child ID Program .....	19

**POLICIES & PROCEDURES** .....21

- Use of Physical Force .....21
- Standards of Professional Conduct .....22
- Recruitment, Selection, & Appointment .....23
- Discrimination .....24
- Training .....24
- Performance Evaluations .....25
- Employee Discipline .....26
- Handling Complaints .....26
- Investigating Hate Crimes .....27
- De-Escalation .....27
- Patrol Procedures .....28
- Prohibitions Against Racial Profiling & Bias Based Policing .....28

**PRACTICES** .....30

- Zone 5 Law Enforcement Academy .....30
- Field Training Program .....32
- Agency Training .....33
- Less Lethal Options .....34
- Use of Physical Force Review Process .....35
- Community Outreach .....36
- School Resource Officer Program .....37
- Peer Support .....38

<b>WCSO COMMITMENTS</b>	39
Restorative Practices	39
CIT (Crisis Intervention Team/Training)	40
Law Enforcement Mental Health Referral System (LEMHRS)	40
Cultural Diversity & Sensitivity	41
Persons with Disabilities	41
Transparency	42
Substance Use & Addiction	42
Use of Physical Force - Virtual Training System	43
Training	44
Crime Prevention Through Environmental Design Program	45
Neighborhood Watch Program	45
Recruitment	46
Procedural Justice	47
LEAD	47
Resource Cards	48
Accreditation	48
Town Hall/Community Meetings	49
<b>CONCLUSION</b>	50
<b>APPENDICES</b>	51
Definitions	51
Figure 1	52
Figure 2	54
Figure 3	55
Figure 4	56
Figure 5	57
Figure 6	58

## PREFACE

In light of recent events of civil unrest throughout our nation, NYS Governor Andrew Cuomo issued Executive Order 203 (**See Figure 1**) on June 12, 2020. The Executive Order requires each local government to adopt a policing reform plan by April 1, 2021.

The Governor realizes that maintaining public safety is imperative and a primary function of government. This order requires law enforcement agencies to conduct a comprehensive review of police force deployments, strategies, policies, procedures, and practices to ensure we are addressing the needs of the communities being served.

Through a collaborative effort with community stakeholders we will develop a plan to address points of concern in law enforcement which include, but are not limited to: evidence based policing, policies, procedural justice, implicit bias awareness training, de-escalation training, law enforcement assisted diversion programs, community based outreach, and problem-oriented policing.

Once our plan has been created we will offer it to the public for comment to all citizens in our locality. Upon completion of the review and comment, the plan will be presented to our County Board of Supervisors to be ratified and adopted by resolution.

## **MISSION STATEMENT**

The mission of our Sheriff's Office is to provide for the peace and security of all residents, and visitors to, Warren County, with particular emphasis in those areas for which we are the primary law enforcement agency. This can best be accomplished by continually adjusting our responses to evolving needs in the community in an effective manner. Effectiveness is the ability to get the job done, including meeting the standards set for quality control. Affirmative action considerations will be an integral part of all office activities performed in the furtherance of our mission and in meeting our responsibilities to the community we serve.

## **VISION STATEMENT**

The Warren County Sheriff's Office will provide the finest and most professional public safety services to the residents and visitors of Warren County. We will work in unison with the community and other law enforcement agencies. We shall demand of ourselves the highest standards of honesty and integrity as we uphold all laws for which we are responsible.

The Office of the Sheriff shall maintain safe, secure and cost effective operations that recognize the dignity of all individuals, while adhering to all constitutional standards and regulatory guidelines.

We are committed to preventing crime and protecting life and property; preserving peace, order and safety; enforcing laws and ordinances and safeguarding constitutional guarantees. We recognize that our employees are our most valued assets and must be provided continued support.

By utilizing the most extensive education and technology available, the Office of the Sheriff will faithfully serve the people of Warren County to the best of our ability with steadfast honor and dedication.

## PERSONNEL

The Warren County Sheriff's Office consists of two Divisions, the Public Safety Division and Correction Division. Our plan to Reform and Reinvent Policing addresses the practices, procedures, strategies, policies, and operations of the Public Safety Division. A detailed overview of our Public Safety Division is provided to ensure a transparent and legitimate process.

The Public Safety Division is comprised of Patrol services, Criminal Investigations, Emergency Communications (Dispatch), Civil operations, Building Security, and specialized units. **(See Figure 2 and Figure 3)**

We have a total of 71 sworn police officers working within the Public Safety Division. The bulk of these sworn officers conduct patrol functions. Patrol Officers have jurisdiction throughout Warren County and provide law enforcement/patrol services to all townships. We also assist the City of Glens Falls Police Department as needed.

### DEPLOYMENT

For Patrol assignments, Warren County is divided into 5 patrol zones. Each zone is comprised of a specific town or towns and Zone 1, the Town of Queensbury, is divided into two separate patrol sectors due to population and call volume. **(See Figure 4)**

At a minimum five patrol cars and one patrol supervisor are deployed for law enforcement service in Warren County. Our deployment strategy is based upon officer safety, call volume and available staffing. Additional patrols are assigned to areas having the largest call volume and activity. **(See Figure 5)**

### **UNITS/ASSIGNMENTS**

Criminal Investigations is comprised of sworn officers who have been promoted to the rank of Investigator. This unit is responsible for investigating serious crimes throughout Warren County. The members are highly trained and tasked with investigating crimes ranging from burglary to homicide. Our Investigators work in conjunction with other local, state and federal law enforcement agencies.

The Warren County Sheriff's Office Narcotics Enforcement Unit (NEU) is comprised of highly trained and specialized members whose primary role is to address drug problems throughout Warren County and our region. Our NEU collaborates regionally with several local, state and federal law enforcement agencies.

The Warren County Sheriff's Office maintains an Emergency Response Team (ERT) comprised of highly trained tactical officers and specialized equipment. The unit is deployed for the protection of life in response to the most extreme critical emergency incidents.

The Warren County Sheriff's Office is fortunate to have two full-time members trained as handlers with canines in our K-9 Unit. Both canines are trained patrol dogs with certifications in tracking, drug detection, and handler protection. When not assigned to a specific canine function our handlers perform patrol functions.

Patrol Officers, Sergeants and Investigators can also receive training and provide services in several specialized units. These units include Traffic Safety, Motorcycle, SCUBA, Marine, Snowmobile and All Terrain Vehicle.

## **STRATEGIES**

The Warren County Sheriff's Office utilizes several strategies to effectively provide law enforcement services to our community. Many of those strategies are not only directed at targeting crime, but are also developed to ensure the community has the necessary resources offered by our Sheriff's Office. WCSO believes in transparency and sharing as much information as possible with the public. It has always been our goal to work together with the community to provide better service and promote public confidence and trust.

### **NYS LAW ENFORCEMENT ACCREDITATION**

Law Enforcement Accreditation in New York State provides a framework of best practices and operational standards to be followed by the Public Safety Division of our Sheriff's Office. At the Sheriff's Office, accreditation has been achieved and is administered by New York State Department of Criminal Justice Services (DCJS). During the accreditation process our agency must submit to an independent, outside examination and review to ensure the following:

- 1 - WCSO maintains specific policies and procedures that address designated areas of the operational, administrative, and training processes within our agency.

2 - That our policies and procedures meet the standards that have been established by the NYS Division of Criminal Justice Services Law Enforcement Accreditation Council.

3 - That our agency has implemented and continues to adhere to all established DCJS LE Accreditation policies.

In addition to the process of becoming accredited, the Sheriff's Office has committed to maintaining accreditation by having a designated program manager continually monitor our operations to ensure compliance with all accreditation standards. This involves the regular review of policies and procedure as well as daily observations to ensure policies are followed.

When a policy is not being followed, training and/or corrective action occurs with the affected member and their supervisor. While not every situation can be accounted for in a policy, these provide the framework for guidance in most situations.

## **COMMUNITY POLICING**

The Warren County Sheriff's Office has a long tradition of proud service to the citizens of Warren County. We take great pride in engaging with the community while increasing our transparency. The Sheriff's Office always puts the needs of the community first. We invite the community to work together with us to make Warren County a safe place to live, work and play. Our

members can frequently be seen at community events like Coffee with a Cop and youth bicycle rodeos.

Effective community policing requires far more than participation at events. Our members must engage and connect with the residents and visitors of Warren County. We strive to provide the best service possible and all our members make community policing a top priority.

### **CRIME PREVENTION**

Crime prevention is a responsibility shared by all of our members. The Warren County Sheriff's Office collaborates with community groups and organizations to provide presentations addressing crime prevention. WCSO recently collaborated with Ring doorbell to receive community alerts and notifications through their Neighbors Portal. This program has proven quite valuable thus far.

WCSO is actively seeking new ways to enhance crime prevention in Warren County by examining and possibly implementing programs like Neighborhood Watch, Nextdoor, Crime Prevention Through Environmental Design. We hope to utilize these collaborative outreach efforts to effectively communicate with residents and deter criminal activities.

## **TARGETED PATROL ENFORCEMENT**

The Patrol section of the Public Safety Division in our Sheriff's Office not only responds to calls for service, but also provides proactive patrolling as a deterrent to crime. These efforts can also lead to the interruption of crimes in progress. When not responding to service calls, Patrol Officers are encouraged to patrol their area of responsibility to look for suspicious activity. The patrol area for the Sheriff's Office is vast and we often lack the requisite manpower to place a patrol car in every area.

With coverage areas being so large, we utilize targeted and directed enforcement to combat problem areas. We receive complaints from the public regarding traffic concerns regularly. Those concerns are passed to the Patrol Sergeants for increased enforcement efforts.

Patrol Officers are also directed to patrol problem areas or high crime areas. The New York State Intelligence Center (NYSIC) provides crime data which allows us to quickly identify crime trends and divert additional resources to combat problems. These identified areas, called hot spots, receive additional Patrol attention and additional manpower to deter crime. Evidence-based and intelligence-led Patrol efforts allow WCSO to maximize the deployment of resources to specific problem areas throughout the county.

## **NARCOTICS ENFORCEMENT**

The Narcotics Enforcement Unit (NEU) is comprised of highly trained and specialized members from our Public Safety Division. These members collaborate with local, state, and federal law enforcement agencies to combat drugs within and passing through our County. We recognize the importance of combatting this problem. Over the last several years Warren County has not been immune to the opioid epidemic facing so many communities. We have far too many families battling addiction and losing loved ones.

NEU responds to drug overdose calls attempting to cultivate leads to trace the origin of the drugs. We utilize specialized investigative techniques, technologies and tips to address these issues. Drug cases are often very complex and typically take several months to reach prosecution.

Drug dealers are not bound by County boundaries or geographical areas. Cases under investigation regularly lead investigators to other counties and often time outside New York State. NEU has cultivated great partnerships with outside agencies in a joint effort to combat the problem.

## **WEBSITE**

The Warren County Sheriff's Office understands the importance of communication and information sharing. An

agency website will allow us to better connect with the residents and visitors of Warren County. Our website is currently being redesigned and we are committed to the launch of an updated website this year.

## **SOCIAL MEDIA**

The Warren County Sheriff's Office has found great value in Social Media. We currently utilize Facebook and we are examining Twitter. With thousands of followers, social media has proven to be an invaluable outreach tool with regard to connecting with the residents and visitors of Warren County.

We utilize Facebook to share releases, photos of Patrol Officers out in our community, crime and safety tips, missing children, and highlight events that are occurring throughout Warren County. We plan to utilize social media to as a recruitment tool to reach more potential candidates. Most importantly, the use of social media has allowed our agency to be transparent in all we are involved in. We allow for community interaction on our pages and use feedback as a way to evaluate the needs of our community.

## **NY-ALERT**

The Warren County Sheriff's Office utilizes NY-Alert to disseminate critical information and pertinent alerts relating to areas of concern throughout Warren County.

NY-Alert is a free service that disseminates critical information and emergency alerts to New York State residents on what is happening in their area. NY-Alert contains critical, emergency-related information including instructions and recommendations in real-time by emergency personnel. Information may include severe weather warnings, significant highway closures, hazardous material spills and other emergency conditions.

All areas of New York State are included in the system, and you can decide which area you would like to receive alerts about. Signing up is free by visiting [www.alert.ny.gov](http://www.alert.ny.gov). Messages can be received by phone, email, text and fax.

## **OFFENDERWATCH®**

The Warren County Sheriff's Office utilizes OffenderWatch®, the nation's leading registered sex offender management and community notifications tool. The Sheriff's Office utilizes OffenderWatch® to manage and monitor the whereabouts, conduct and compliance status of registered sex offenders in Warren County. This program provides the most accurate and

timely information which is available on our website at <https://warrencountyny.gov/sheriff>.

There is no greater responsibility than protecting our children. The Sheriff's Office dedicates a deputy sheriff to this program who oversees and regularly monitors sex offenders to ensure they are in compliance. Our Sheriff's Office works closely with school districts throughout Warren County to communicate information about offenders who reside in that community.

### **PROJECT LIFESAVER**

The Warren County Sheriff's Office utilizes the equipment and technology of the Project Lifesaver program to provide peace of mind for family members and caregivers of individuals "at risk" of wandering. The primary mission is to reduce search times, save lives and reduce potential injuries to adults and children with a propensity to wander due to a cognitive condition. Our Sheriff's Office offers this service to residents of Warren County free of charge.

### **BIGS IN BLUE**

The Warren County Sheriff's Office has partnered with Big Brothers Big Sisters of the Southern Adirondacks in the Bigs in Blue program. Bigs in Blue is a one-to-one mentoring program focused on building relationships between law enforcement and the communities they serve. Members of our Sheriff's Office have

been matched with youth in our community to build strong, trusting, lasting relationships. These relationships can assist children to develop into confident adults and help to build stronger bonds between our agency and the families we serve.

### **YELLOW DOT PROGRAM**

The Warren County Sheriff's Office partnered with the New York State Sheriffs' Association to offer Warren County residents the Yellow Dot program. This is a free program designed to help first responders provide life-saving medical attention during that first "golden hour" after a crash or other emergency. A Yellow Dot placed in the driver's side rear window of your vehicle or a designated location within your home will alert first responders that vital medical information is stored in the glove compartment. For more details about this free program visit:

<https://nysheriffs.org/public-safety-programs/>.

### **OPERATION SAFE CHILD ID PROGRAM**

Operation Safe Child was created in July 2005 to raise awareness about child safety. Through an historic partnership with the New York State Police, New York City Police Department, New York State Sheriffs' Association and the New York State Association of Chiefs of Police, the Division of Criminal Justice Services and its Missing and Exploited Children Clearinghouse have expanded

Operation Safe Child into a multi-pronged campaign teaching parents the tools to keep their children safe.

Statistics show that 34% of parents in the United States don't know their child's exact height, weight and eye color. When a child is reported missing, time can be the greatest adversary. Possessing up-to-date photos and important information about one's child are important proactive measures a parent can take to assist law enforcement should a child disappear.

WCSCO regularly hosts free "Operation SAFE Child" ID events. Families who participate will receive a wallet-sized ID card containing a child's name, biographical information (date of birth, age, gender, height, weight, hair and eye color) and a fingerprint image of both index fingers. Cards are created in under two minutes.

## **POLICIES & PROCEDURES**

As part of this endeavor, the Warren County Sheriff's Office extensively reviewed our policies and procedures to determine what revisions were necessary. We are required to review our policies regularly to ensure continued compliance with the New York State Law Enforcement Accreditation program. Additionally, each of the policies below were thoroughly reviewed as they specifically relate to the police reform and reinvention initiative.

### **USE OF PHYSICAL FORCE**

The use of physical force by any member of the Warren County Sheriff's Office is governed by NYS Penal Law Article 35 which provides for the justification of such force. The policy of WCSO is more restrictive than the regulations established by NYS law. WCSO utilizes the Municipal Police Training Council (MPTC) model policy as the framework for our policy.

Following our review revisions were made to our policy to prohibit the use of a chokehold, unless deadly physical force is authorized, and to outline medical considerations following a use of physical force incident.

During the review of our policy the "#8CANTWAIT" campaign commenced and outlined eight specific use of physical force criteria that should be addressed in any law enforcement policy.

The WCSO policy on use of physical force properly addresses all eight of the campaign's recommendations.

WCSO is required to report specific use of force incidents to the DCJS repository if they meet certain criteria. The criteria include: the use of a chemical agent (pepper spray), the use of a firearm, the use of a controlled electrical weapon (Taser), the use of a chokehold, or any force which resulted in death or serious bodily injury, as defined by the NYS Penal Law. Our Sheriff's Office is compliant with the DCJS requirements.

### **STANDARDS OF PROFESSIONAL CONDUCT**

It is an inherent goal of the Warren County Sheriff's Office to safeguard and maintain public trust and confidence. WCSO maintains a policy to provide clear and concise direction to all members of the Public Safety Division regarding professional conduct, both on-duty and off-duty.

Members of the Warren County Sheriff's Office Public Safety Division shall maintain a high degree of professionalism and integrity. Members who fail to correct individual deficiencies, or who violate our standards, will be subject to corrective action, which when applicable, shall include disciplinary sanctions.

## **RECRUITMENT, SELECTION, & APPOINTMENT**

It is the policy of the Warren County Sheriff's Office to recruit and select the highest caliber of police officer candidates for the position of Patrol Officer and to do so in accordance with the New York State Civil Service Law as administered by the Warren County Civil Service Administration.

WCSSO will hire qualified candidates utilizing fair and impartial recruitment practices which do not discriminate on the basis of sex, race, creed, color, age, religion, ethnic or national origin or physical impairment. Warren County is an Equal Opportunity Employer and shall maintain policies and procedures to ensure this result.

To be eligible for appointment, candidates must meet the prescribed standards set forth by the New York State Bureau for Municipal Police (BMP) and the Warren County Civil Service Administration. Eligible candidates must pass a written exam administered by Civil Service and must satisfactorily complete a physical agility test, which tests candidates using current, accepted standards as determined by DCJS.

Through our comprehensive review we identified recruitment as an area we can improve upon. We intend to utilize social media, community organizations, and other resources to recruit more qualified candidates to take our employment examinations and undertake the hiring processes described above.

## **DISCRIMINATION**

The Warren County Sheriff's Office believes in the dignity of the individual and recognizes the rights of all people. In this regard, WCSO is committed to a policy of protecting and safeguarding the rights for all.

We will strive to ensure no person is subjected to harassment for any reason and/or discrimination based on race, color, gender, religion, religious affiliation, sex, familial or marital status, age, national origin or ancestry, physical or mental disability, genetic information/ predisposition or carrier status, military or veteran status, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender, pregnancy (including childbirth and related medical conditions, and including medical conditions related to lactation), citizenship, domestic violence victim status or any other characteristic protected by applicable federal, state or local law.

## **TRAINING**

The Warren County Sheriff's Office has long been committed to providing the best training possible for our sworn officers so they can deliver the best service to the community. NYS Law Enforcement Accreditation mandates not only initial training, but establishes mandatory annual in-service training requirements. At a minimum, police officers must receive twenty-one hours of in-

service training each year in the areas of Use of Force, Firearms, and Legal Updates. The requirements of WCSO training exceed these minimum requirements. All training is conducted by NYS certified instructors.

We identified several specific training needs during the comprehensive review of our operations. Specifically WCSO will seek out training courses and curriculum relating to Implicit Bias Awareness, Restorative Justice Practices, Addressing Systemic Racial Bias, Racial Justice in Policing, Restorative Justice Practices, Crisis Intervention (CIT), Crime Preventions Through Environmental Design (CPTED), and Responding to Persons with Disabilities.

## **PERFORMANCE EVALUATIONS**

It is the policy of the Warren County Sheriff's Office to recognize the value of our employees and to stimulate them to excellence by evaluating their performance, recognizing their abilities and strengths and documenting their deficiencies.

Supervisors of the Warren County Sheriff's Office are required to conduct annual evaluations of their subordinates. Performance evaluations assist in the administration of the personnel performance system, principles of which include retaining employees on the basis and adequacy of their performance, addressing performance related issues, and separating employees whose inadequate performance cannot be corrected.

## **EMPLOYEE DISCIPLINE**

Members of the Warren County Sheriff's Office who violate any federal, state, or local laws or ordinances, or who violate the policies and procedures of our agency are subject to disciplinary action up to and including termination.

The execution of disciplinary action is governed by NYS Civil Service Law. Any member whose employment is terminated for cause or who chooses to resign prior to facing disciplinary charges is subject to a decertification process by NYS law. When this occurs, the agency completes a submission to DCJS to remove the officer's certification, thereby preventing the officer's ability to be hired by another agency.

## **HANDLING COMPLAINTS**

It is the policy of the Warren County Sheriff's Office that every complaint that can be properly resolved by our Patrol Officers, as the primary first responding member(s), should be so handled. Complaints that require extensive investigation, both in time and expertise for their solution, may necessitate investigation by a criminal investigator and/or specialized unit.

All complaints will be investigated without regard to race, color, gender, religion, religious affiliation, sex, familial or marital status, age, national origin or ancestry, physical or mental disability, genetic information/predisposition or carrier status,

military or veteran status, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender, pregnancy (including childbirth and related medical conditions, and including medical conditions related to lactation), citizenship, domestic violence victim status or any other characteristic protected by applicable federal, state or local law.

### **INVESTIGATING HATE CRIMES**

It is the policy of the Warren County Sheriff's Office to employ the necessary resources and necessary law enforcement action to identify and arrest hate crime perpetrators. Any acts or threats of violence, property damage, harassment, intimidation or other crimes motivated by hate and bias based upon race, religion, ethnic/national origin, gender, age, disability or sexual orientation, designed to infringe upon the rights of individuals are given a high priority by our Sheriff's Office.

### **DE-ESCALATION**

It is the policy of the Warren County Sheriff's Office to employ non-violent de-escalation techniques and strategies to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., attempting verbal persuasion, negotiation, conflict resolution, formulating a plan, and summoning additional resources). These techniques are invaluable

while interacting with suicidal persons, persons exhibiting irrational behavior, psychiatric patients, and any other situations that deal specifically with the needs of the mental health community and emotionally disturbed persons.

### **PATROL PROCEDURES**

Patrol Officers are assigned to specific patrol areas on a daily basis. They perform their duties and conduct themselves at all times in a professional, courteous, polite and efficient manner.

### **PROHIBITIONS AGAINST RACIAL PROFILING & BIAS BASED POLICING**

The Warren County Sheriff's Office prohibits racial profiling or other bias based policing. During our comprehensive review and plan development revisions to our Standards of Professional Conduct policy were made to expressly prohibit such conduct.

We are committed to observing, upholding, and enforcing all laws relating to the individual rights of all persons. Members will respect and protect each person's human rights and comply with all laws relating to human rights.

In addition to respect for those human rights prescribed by law, members will treat all persons with the courtesy and dignity which is inherently due to every person as a human being. Members will act, speak, and conduct themselves in a professional manner and maintain a courteous attitude in all contacts with the public.

It is a fundamental duty of every member to be vigilant in the investigation of unusual or suspicious occurrences, detect violations of the law, safeguard lives and property, guarantee all persons fair and equal treatment under the law, and ensure that the rights of all persons are protected. In meeting these duties, the Warren County Sheriff's Office remains committed to working actively with all communities throughout Warren County.

Members are expressly prohibited from engaging in racial profiling or bias based policing activities. Members making routine or spontaneous law enforcement decisions, such as investigatory stops, traffic stops and arrests, may not use race, ethnicity, color, national origin, ancestry, religion, disability, gender, gender identity, sexual orientation, marital status, parental status, military discharge status, financial status, or lawful source of income, except that officers may rely on the listed characteristics in a specific suspect description. Members will immediately report any observed violations of the policies and procedures established under this directive to a supervisor.

## **PRACTICES**

As part of this process, the Warren County Sheriff's Office reviewed all existing practices within the Public Safety Division to ensure we will meet, and hopefully exceed expectations. The following detail several WCSO practices pertinent to EO-203.

### **ZONE 5 LAW ENFORCEMENT ACADEMY**

One of the most important requirements of any police officer is training. Training will also be vital for our Sheriff's Office to ensure the plan we develop and future operations of are agency involve the best practices. The Warren County Sheriff's Office has always been committed to providing the most highly trained Patrol Officers. This commitment begins at the Zone 5 Regional Law Enforcement Academy.

The training required of a police officer is mandated by the NYS Division of Criminal Justice Services (DCJS). DCJS has established the Municipal Police Training Council (MPTC) to define the standards for training throughout NYS. Prospective police officers are required to attend an accredited law enforcement academy. The Zone 5 Regional Law Enforcement Academy trains not only Sheriff's Patrol Officer and Deputies, but police officers from the entire Capital Region and upstate New York.

The Zone 5 Regional Law Enforcement Academy is a premier law enforcement training program. Through its partnerships with

public and private entities, they are able to administer the highest level of training available to law enforcement agencies.

Training is one of the most important and vital functions of any law enforcement agency. The Basic Course for Police is often considered to be the most important learning experiences that a police officer completes during his or her career.

The Basic Course for Police has undergone a continual evolution since it was first established on July 1, 1960. It originally consisted of a minimum of 80 hours of instruction in specific areas. Today, the Basic Course for Police consists of a minimum standard of over 700 hours that is established through the New York State Municipal Training Council (MPTC). The Directors at the Zone 5 Regional Law Enforcement Academy as well as New York State Department of Criminal Justice Services routinely reviews the content of the Basic Course for Police Officers to ensure that the material remains relevant to criminal justice issues and best prepares officers to serve their communities. Today's Basic Course for Police Officers covers a wide range of topics including, but not limited to, Ethics & Professionalism, Cultural Diversity, Bias Related Incidents, Professional Communication, Persons with Disabilities, Crisis Intervention, Use of Physical Force & Deadly Force, Active Shooter Response and Decision Making. Today's police recruits are also mandated to complete numerous Reality Based Training Scenarios to better prepare them for the situations they will encounter on the job.

The Zone 5 Regional Law Enforcement Academy consistently exceeds the minimum standard number of hours during the Basic Course for Police. Additional time is allocated in critical areas of instruction such as Emergency Vehicle Operation, Firearms, Reality Based Training, Officer Wellness and Response and Investigative Skills.

### **FIELD TRAINING PROGRAM**

A Patrol Officer's training does not end following graduation from the academy. They are then required to complete an extensive and elaborate Field Training Program administered by New York State DCJS certified training officers within our agency.

The Warren County Sheriff's Office has a Field Training Program where new recruits receive supervised training by a certified Field Training Officer (FTO). Recruits shadow senior Patrol Officers to ensure they are following proper policies and procedures, and that they are meeting expectations of the Sheriff and mission of our Sheriff's Office.

Agency FTO's make daily observations, provide guidance and complete daily reports to track and monitor recruit progress. Recruits are required to thoroughly review each directive of our agency so they have a good working knowledge of what is expected from them.

## **AGENCY TRAINING**

A police officer's training is never complete. Law Enforcement officers are continuously learning new techniques and new methods of policing. They are also required to keep abreast of all legal updates and legislation impacting our profession.

The Warren County Sheriff's Office is a New York State Accredited Agency. In order to remain compliant with the Accreditation standards we must meet or exceed the established requirement. DCJS requires that all sworn personnel receive at least 21 hours of in-service training annually. This includes, at a minimum, firearms training, legal updates, a review of use of force and the use of deadly force.

The annual training curriculum of the Warren County Sheriff's Office exceeds these minimum standards, but we have identified several areas needing improvement and are preparing to meet these needs.

In addition, we regularly review training opportunities to further the education and certifications of our personnel. As trainings are identified, members can submit a request to attend. Efforts are made to seek out relevant trainings which allow attendees to share this information through train-the-trainer opportunities.

Our officers routinely receive a method of training called Reality Based Training (RBT). This is a scenario based training which allows officers to react to the situation as it is occurring. The scenarios are designed to achieve the desired training outcomes. Following the completion of each scenario, instructors provide immediate feedback to the student on their performance.

Our training opportunities are not limited to classroom trainings only. Supervisors meet with officers and take the opportunity to share information relating to current topics, review legal updates and address matters relating to policies and procedures.

### **LESS LETHAL OPTIONS**

The Warren County Sheriff's Office believes in providing our officers with the proper tools to ensure their safety and that of the public. Our goal is to resolve any interaction using the least amount of force necessary to resolve the situation. While officers are required to carry a service weapon, often times the most valuable tools available to them are less lethal options. Patrol Officers are issued pepper spray, also referred to as Oleoresin Capsicum (OC). OC spray is designed to be applied to a subject's facial area to cause a burning sensation. Exposure to OC spray allows the officer to assist in gaining compliance from a resistant subject. Officers must decontaminate subjects following deployment of OC spray and ensure proper medical treatment is

provided. It should be noted that officers be must sprayed with OC spray and properly certified prior to authorization for use.

Another valuable less lethal option is a Conducted Electrical Weapon (CEW), often referred to as a Taser. The CEW is designed to deliver electrically charged probes into a resistant subject in an effort to incapacitate the neuromuscular system. The CEW has proven to be an effective tool. Studies have shown that the use of the CEW decreases the potential for injury to both the subject and the officer. Officers must be certified is CEW use prior to issuance and must receive in-service training to ensure proficiency. Officers must ensure medical care is provided to any subject who has been exposed to the CEW.

The Warren County Sheriff's Office also issues Patrol Officers impact weapons (batons). The baton provides Patrol Officers with an additional option for gaining compliance of physically resistant or combative subjects.

### **USE OF PHYSICAL FORCE REVIEW PROCESS**

Although the significant majority of arrest made by our Sheriff's Office are made without incident, on occasion it becomes necessary for officers to use authorized and justified physical force to resolve a situation. As mentioned earlier, all WCSO physical force incidents are governed by agency policy and New York State Law. The Sheriff's Office closely examines all use of physical force incidents by agency personnel. WCSO has

established a review process for all incidents. Officers using physical force are required to complete additional agency reports to thoroughly document and memorialize the incident. Once the reports are completed, their supervisor must review the incident to determine if the amount of force used was reasonable under the circumstances, necessary, authorized under NYS law, agency policy, and current training standards.

Once the supervisor has completed his/her portion of the review process, the entire file is then reviewed independently by a member of the Sheriff's Administration. The Sheriff's Office retains records relating to all use of force incidents permanently.

The New York State Division of Criminal Justice Services requires our Sheriff's Office to report certain types of force incidents into a portal system. Any force involving the use of OC spray, the deployment of a CEW, the discharge of a weapon, when sustained pressure to the throat or airway of a person is applied in a manner that could have hindered breathing or reduce air intake, or any incident that results in serious bodily injury must be reported.

### **COMMUNITY OUTREACH**

The Warren County Sheriff's Office attends many events throughout each year and works tirelessly to remain an active partner in every community within Warren County. We value our collaboration with community organizations and understand the

relationships built through this outreach builds trust, public confidence and helps to break down any barriers that may exist. Our long standing tradition of volunteering with community organizations exemplifies our commitment to maintaining these relationships and getting to know the residents and visitors we so proudly serve.

### **SCHOOL RESOURCE OFFICER PROGRAM**

The Warren County Sheriff's Office deploys School Resource Officers (SRO) to almost every school district in Warren County. Initially, SROs were deployed in the wake of mass school tragedies throughout the country in an effort to provide additional safety measures. The role of additional security is beneficial, but certainly not the primary goal of our program.

We expect our SRO's to engage students and faculty to develop relationships and make connections. They remain proactive in keeping our children on the correct path and offer early intervention solutions. They are not involved in school district disciplinary actions, but rather remain positive role models encouraging healthy behaviors with the children. Investigations and official actions involving students or faculty within a school district are handled by officers assigned to a patrol zone, not the SRO's. This allows all interactions with the SRO's to remain positive.

## **PEER SUPPORT**

The Warren County Sheriff's Office has long understood that the job of law enforcement can be very stressful. We have a Peer Support and Assistance Program with a full-time trained Peer Support Coordinator on staff. Members experiencing hardships can seek assistance through this program to receive counseling and a variety of beneficial services. The health and safety of our officers is paramount.

## **WCSO COMMITMENTS**

The Warren County Sheriff's Office remains committed to ensuring the safety and security of all Warren County residents and visitors. This commitment has never wavered. We constantly review the operations of our agency and seek to improve the services we provide to the community. To that endeavor, WCSO is committed to effecting positive changes in our relationships with the community we are so proud to serve.

### **RESTORATIVE PRACTICES**

Restorative Justice/Restorative Practices have proven to be quite effective in developing stronger communities. These justice processes have been shown to reduce recidivism, increase safety, and save money. Success with these practices is not measured by the level of punishment, but rather by how much harm has been repaired or prevented.

Our Administration has been meeting with experienced Restorative Justice practitioners in our region to explore opportunities for programs within our County. WCSO is committed to being an integral part in the development of a program and an active participant once restorative practices are in place.

WCSO intends to utilize restorative practices with adults in the criminal justice system, with juveniles and youth in our schools, to

resolve civil conflicts, and with civilian complaints involving our officers.

### **CRISIS INTERVENTION TEAM/TRAINING (CIT)**

Interactions with Warren County Sheriff's Office Patrol Officers and persons with mental illness are increasing. Best practices for responding to these interactions have been established for years. WCSO will ensure these best practices are utilized, provide initial training and continuing education relating to proper crisis intervention response, and seek opportunities to collaborate with mental health services and professionals in our County. We are exploring opportunities to create a multidisciplinary Crisis Intervention Team that would be available to the public 24/7.

### **LAW ENFORCEMENT MENTAL HEALTH REFERRAL SYSTEM (LEMHRS)**

The Warren County Sheriff's Office will work to implement the Law Enforcement Mental Health Referral System [LEMHRS], which is an on-line referral system that allows officers to quickly and easily refer individuals with mental health and/or addiction use issues to the Office of Community Services for Warren and Washington Counties. The system will provide information for local treatment providers for outreach and engagement efforts.

## **CULTURAL DIVERSITY & SENSITIVITY**

Warren County is home to residents of diverse backgrounds and cultures. Additionally, visitors from around the world come to our region year round. To provide the best possible service we need to be understanding of cultural differences and sensitive to the unique needs of all. “Lady Justice” may be blindfolded, but it is vital that we treat each person as an individual with clear and current expectations of law enforcement. We will collaborate with organizations like the Adirondack Diversity initiative to provide officers with cultural awareness, diversity, and sensitivity training.

## **PERSONS WITH DISABILITIES**

The ability to respond to individuals with disabilities has posed varying challenges for police officers throughout our nation. High profile incidents have exposed the need for increased awareness and education regarding these interactions. Additionally, studies show that individuals with disabilities are seven times more likely to be the victim of a crime.

We recognized the need to provide our officers with education and strategies that promote effective interactions between law enforcement and persons with disabilities. We located and enrolled several members in the NYS DCJS Law Enforcement Disability Awareness Train-the-Trainer course and will continue to seek additional resources and training opportunities.

## **TRANSPARENCY**

The effectiveness of a law enforcement agency and its officers depends enormously on the relationship the agency has forged with the community it serves. Community-police relationships, like all relationships, must be based on mutual trust and respect to thrive, and seasoned law enforcement personnel know trust and respect are rooted in transparency and accountability. We will continue to nurture our relationships with the community, but have identified the most effective way we could improve our transparency.

WCSO would like to purchase and issue body-worn cameras to all our Patrol Officers. We believe a law enforcement agency that deploys body-worn cameras is making a statement that they believe in the actions of their officers.

There is no better method to demonstrate transparency with our community than to create a recording that memorializes an officer's response and interactions with the public. WCSO is committed to face the challenges of purchasing body-worn camera systems and developing an effective program.

## **SUBSTANCE USE & ADDICTION**

There has been a nationwide rise in opioid use and overdose despite significant investments of personnel and resources towards

drug law enforcement. As a result most police agencies, WCSO included, are seeking updated and innovative approaches.

WCSO equipped all Patrol and Correction Officers with nasal naloxone (Narcan ®) as a measure to potentially reverse the effects of an overdose. We collaborate with organizations like the Alliance for Positive Health, Hope & Healing, Conifer Park, Baywood Center, and Addictions Care Center of Albany. Hopefully through the development and implementation of this plan more opportunities will arise.

### **USE OF PHYSICAL FORCE - VIRTUAL TRAINING SYSTEM**

Law enforcement is an inherently high-risk profession and little is more vital than ensuring our officers receive proper training. Skill mastery requires repetition and such training is challenging due to limitations with time, expenses and instructors to facilitate training.

The Warren County Sheriff's Office is exploring various reality based use of force training simulators to overcome these obstacles and provide much needed training to our members. These simulator systems submerge officers in scenarios; such as traffic stops, domestic disputes, or emotionally disturbed persons, designed to improve their de-escalation techniques and sharpen split-second decision making skills. Scenarios resolve based upon their communication with the virtual participant, the commands they provide and the use of force.

WCSO will also use this technology with the public to educate and raise awareness regarding the best practices and appropriate levels of physical force during various incidents in a safe and controlled setting.

## **TRAINING**

The Warren County Sheriff's Office is committed to providing the most professional and honorable members to our community. Training is an integral component of this commitment and has always been a high priority for our agency.

During the comprehensive review of our operations and through the process of plan development we have identified several training needs and areas we intend to focus more in the future. We are actively exploring for training opportunities in the following areas:

- Implicit Bias Awareness;
- Crisis Intervention;
- Restorative Practices;
- Racial Justice in Policing;
- Crime Prevention Through Environmental Design;
- Responding to Persons with Disabilities; and
- Law Enforcement Assisted Diversion.

We will be designating a supervisor to serve as our agency Training Coordinator and will work diligently to provide current and effective training for our members.

## **CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN**

Crime Prevention Through Environmental Design (CPTED) is a concept intended to enhance home and neighborhood safety that is based upon the principle that proper design, effective use of technologies (camera system and lighting), and environmental resources (landscaping) can serve to deter crime and improve the quality of life in our community.

WCSO will train officers in the CPTED principles and develop a program to assist residents, homeowners and businesses in making their properties safer. We intend to provide this as a free service to County residents, organizations, and businesses.

## **NEIGHBORHOOD WATCH PROGRAM**

During this plan development process the Warren County Sheriff's Office received suggestions from community members that having an auxiliary group of citizens available to supplement our Patrol forces could prove beneficial. As a result of these requests and based upon the fundamental principle of policing that "the police are the public and the public are the police" the Warren County Sheriff's Office plans to develop and promote a Countywide Neighborhood Watch Program.

In essence, our Neighborhood Watch Program will serve as a crime prevention resource stressing education and a common sense approach. We will inform citizens on how they may best

help themselves by identifying and reporting suspicious activities in their neighborhoods. WCSO will not advocate watch members taking any action in response to suspicious activities, rather we hope that they will serve as additional “eyes and ears” in the community. This program will provide our residents with the opportunity to make their neighborhoods safer and improve their quality of life.

## **RECRUITMENT**

While the Warren County Sheriff's Office has always looked for opportunities to improve our recruitment efforts, we are seeking new and innovative ways to recruit qualified minority candidates to take our employment examinations and submit to our hiring processes. Discussions about recruiting and hiring minorities and females have occurred in our agency for years, but we have not been successful.

WCSO will work to identify obstacles that may be preventing opportunities for diversity hiring. We will share information relating to employment opportunities with various community organizations to improve our recruiting efforts. We will offer recruitment presentations and participate in career days to identify and recruit potential candidates. Finally, we will continually seek public feedback and suggestions for ways we can improve our recruitment efforts.

## **PROCEDURAL JUSTICE**

Procedural Justice focuses on the way police interact with the public, and how the characteristics of those interactions shape the public's views of the police, their willingness to obey the law, and actual crime rates. Mounting evidence shows that community perceptions of procedural justice can have a significant impact on public safety.

Procedural justice is based on four central principles:

- We must treat citizens fairly, with dignity and respect;
- We must remain neutral and impartial in our actions;
- We must allow citizens a voice during encounters; and
- Our motives must be trustworthy.

WCSO has embedded these principles in our operations and we are committed to shaping the service we provide to the residents and visitors of Warren County around them.

## **LEAD (LAW ENFORCEMENT ASSISTED DIVERSION)**

The Warren County Sheriff's Office is seeking information and training relating to LEAD (Law Enforcement Assisted Diversion) programs. We hope to incorporate LEAD concepts in the programs that are developed for Restorative Practices.

If successful, the program would allow our officers to utilize discretion for low level arrests and encourage offenders to

participate in necessary treatment programs in lieu of criminal charges.

### **RESOURCE CARDS**

Warren County, and our surrounding region, offer a wide variety of services and resources such as; mental health services, substance use, domestic violence, veteran services, meals, shelter, clothing, etc. Police officers are often the first point of contact for persons in crisis and in need of such services. Having detailed contact information readily available would be very beneficial.

WCSO will work with community organizations and providers to develop a resource card designed for quick, easy access to community resources with vital contact information. We welcome anyone interested in participating to join us in this effort.

### **ACCREDITATION**

WCSO is committed to maintaining the standards set forth in our Accreditations. We recognize that our voluntary participating in this program demonstrates our commitment to law enforcement excellence by living up to a body of standards deemed essential for the protection of the life, health, safety, and rights of the citizens we serve.

## **TOWN HALL/COMMUNITY MEETINGS**

The Sheriff is committed to participate in community meetings, Town Hall meeting, and meetings with local organizations who wish to learn more about the Warren County Sheriff's Office or want to share information about their group. If you would like to meet with the Sheriff or invite him to an event simply call (518) 743-2518. Community feedback and connection is critical for our success.

## **CONCLUSION**

The Warren County Sheriff's Office is an agency comprised of highly trained men and women who are service oriented and reflect the ideals consistent with our mission, to provide the finest and most professional public safety services to the residents and visitors of Warren County.

In addition, we are committed to working in unison with the community and other law enforcement agencies and demand of ourselves the highest standards of honesty and integrity as we uphold all laws for which we are responsible.

The Warren County Sheriff's Office has always considered itself to be a progressive agency through technology, training and transparency. We are committed and stand ready to proudly serve the needs of Warren County.

The Sheriff's Office recognizes the importance of public safety throughout our community. We are committed to utilizing all resources available in order to ensure the safety of our citizens. We will continue to work closely with our partners in law enforcement as well as the community to ensure that Warren County remains a great place to live, work and play.

## **APPENDICES**

### **DEFINITIONS**

**BMP** - Bureau of Municipal Police

**CEW** - Conducted Electrical Weapon (Taser)

**CIT** - Crisis Intervention Training/Crisis Intervention Team

**CPTED** - Crime Prevention Through Environmental Design

**DCJS** - Division of Criminal Justice Services

**ERT** - Emergency Response Team

**FTO** - Field Training Officer

**LEAD** - Law Enforcement Assisted Diversion

**MPTC** - Municipal Police Training Council

**NY-Alert** - Platform to share emergency alerts and information

**NYSIC** - New York State Intelligence Center

**OC** - Oleoresin Capsicum (Pepper Spray)

**SRO** - School Resource Officer

**WCSO** - Warren County Sheriff's Office

## FIGURE 1



No. 203

### EXECUTIVE ORDER

#### NEW YORK STATE POLICE REFORM AND REINVENTION COLLABORATIVE

WHEREAS, the Constitution of the State of New York obliges the Governor to take care that the laws of New York are faithfully executed; and

WHEREAS, I have solemnly sworn, pursuant to Article 13, Section 1 of the Constitution, to support the Constitution and faithfully discharge the duties of the Office of Governor; and

WHEREAS, beginning on May 25, 2020, following the police-involved death of George Floyd in Minnesota, protests have taken place daily throughout the nation and in communities across New York State in response to police-involved deaths and racially-biased law enforcement to demand change, action, and accountability; and

WHEREAS, there is a long and painful history in New York State of discrimination and mistreatment of black and African-American citizens dating back to the arrival of the first enslaved Africans in America; and

WHEREAS, this recent history includes a number of incidents involving the police that have resulted in the deaths of unarmed civilians, predominantly black and African-American men, that have undermined the public's confidence and trust in our system of law enforcement and criminal justice, and such condition is ongoing and urgently needs to be rectified; and

WHEREAS, these deaths in New York State include those of Anthony Baez, Amadou Diallo, Ousmane Zango, Sean Bell, Ramarley Graham, Patrick Dorismond, Akai Gurley, and Eric Garner, amongst others, and, in other states, include Oscar Grant, Trayvon Martin, Michael Brown, Tamir Rice, Laquan McDonald, Walter Scott, Freddie Gray, Philando Castile, Antwon Rose Jr., Ahmaud Arbery, Breonna Taylor, and George Floyd, amongst others,

WHEREAS, these needless deaths have led me to sign into law the Say Their Name Agenda which reforms aspects of policing in New York State; and

WHEREAS, government has a responsibility to ensure that all of its citizens are treated equally, fairly, and justly before the law; and

WHEREAS, recent outpouring of protests and demonstrations which have been manifested in every area of the state have illustrated the depth and breadth of the concern; and

WHEREAS, black lives matter; and

WHEREAS, the foregoing compels me to conclude that urgent and immediate action is needed to eliminate racial inequities in policing, to modify and modernize policing strategies, policies, procedures, and practices, and to develop practices to better address the particular needs of communities of color to promote public safety, improve community engagement, and foster trust; and

WHEREAS, the Division of the Budget is empowered to determine the appropriate use of funds in furtherance of the state laws and New York State Constitution; and

WHEREAS, in coordination with the resources of the Division of Criminal Justice Services, the Division of the Budget can increase the effectiveness of the criminal justice system by ensuring that the local police agencies within the state have been actively engaged with stakeholders in the local community and have locally-approved plans for the strategies, policies and procedures of local police agencies; and

NOW, THEREFORE, I, Andrew M. Cuomo, Governor of the State of New York, by virtue of the authority vested in me by the Constitution and the Laws of the State of New York, in particular Article IV, section one, I do hereby order and direct as follows:

The director of the Division of the Budget, in consultation with the Division of Criminal Justice Services, shall promulgate guidance to be sent to all local governments directing that:

Each local government entity which has a police agency operating with police officers as defined under 1.20 of the criminal procedure law must perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, and develop a plan to improve such deployments, strategies, policies, procedures, and practices, for the purposes of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color.

Each chief executive of such local government shall convene the head of the local police agency, and stakeholders in the community to develop such plan, which shall consider evidence-based policing strategies, including but not limited to, use of force policies, procedural justice; any studies addressing systemic racial bias or racial justice in policing; implicit bias awareness training; de-escalation training and practices; law enforcement assisted diversion programs; restorative justice practices; community-based outreach and conflict resolution; problem-oriented policing; hot spots policing; focused deterrence; crime prevention through environmental design; violence prevention and reduction interventions; model policies and guidelines promulgated by the New York State Municipal Police Training Council; and standards promulgated by the New York State Law Enforcement Accreditation Program.

The political subdivision, in coordination with its police agency, must consult with stakeholders, including but not limited to membership and leadership of the local police force; members of the community, with emphasis in areas with high numbers of police and community interactions; interested non-profit and faith-based community groups; the local office of the district attorney; the local public defender; and local elected officials, and create a plan to adopt and implement the recommendations resulting from its review and consultation, including any modifications, modernizations, and innovations to its policing deployments, strategies, policies, procedures, and practices, tailored to the specific needs of the community and general promotion of improved police agency and community relationships based on trust, fairness, accountability, and transparency, and which seek to reduce any racial disparities in policing.

Such plan shall be offered for public comment to all citizens in the locality, and after consideration of such comments, shall be presented to the local legislative body in such political subdivision, which shall ratify or adopt such plan by local law or resolution, as appropriate, no later than April 1, 2021; and

Such local government shall transmit a certification to the Director of the Division of the Budget to affirm that such process has been complied with and such local law or resolution has been adopted; and

The Director of the Division of the Budget shall be authorized to condition receipt of future appropriated state or federal funds upon filing of such certification for which such local government would otherwise be eligible; and

The Director is authorized to seek the support and assistance of any state agency in order to effectuate these purposes.



GIVEN under my hand and the Privy Seal of the  
State in the City of Albany this  
twelfth day of June in the year two  
thousand twenty.

BY THE GOVERNOR

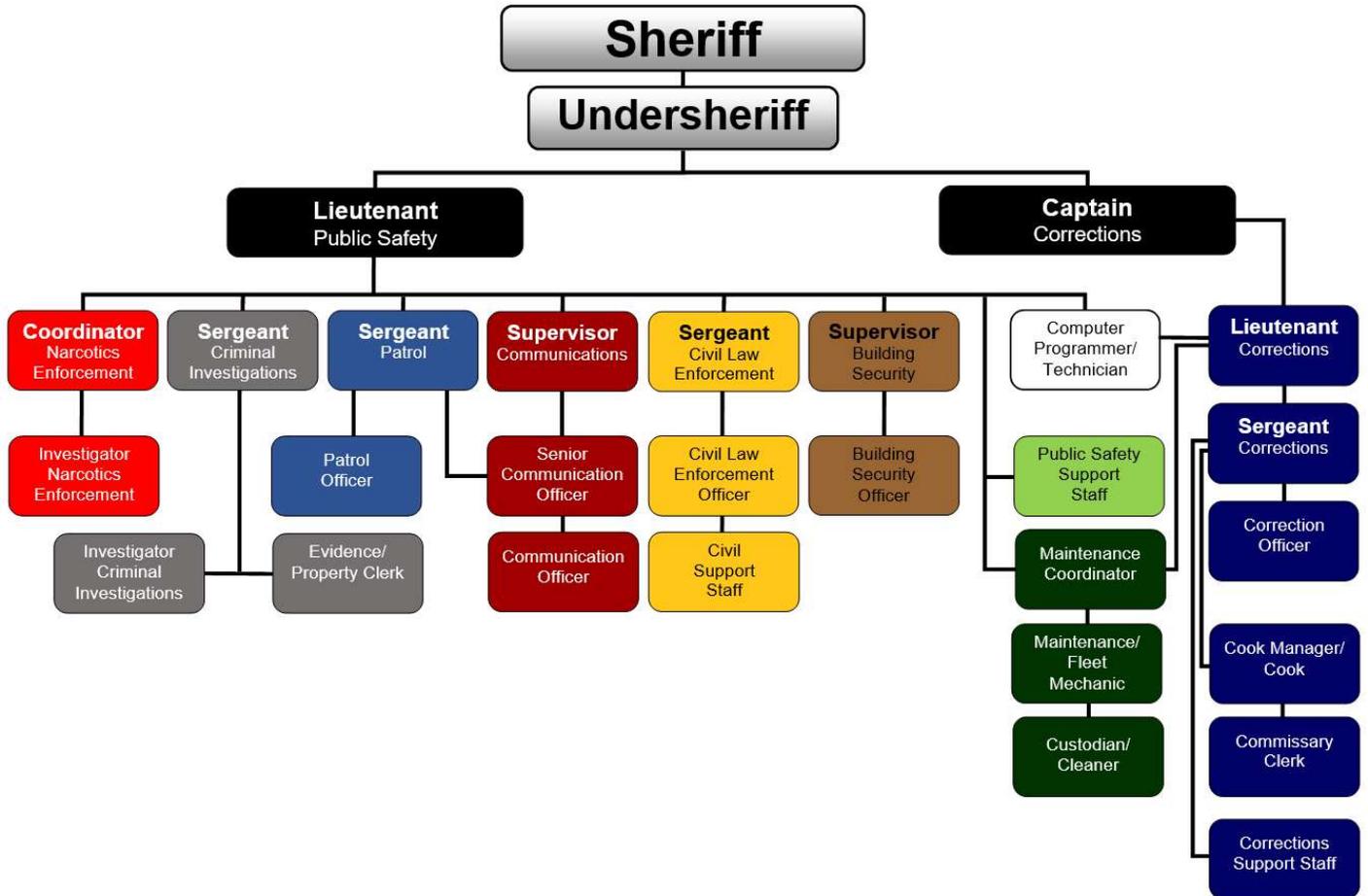
A handwritten signature in black ink, appearing to be "M. Cuomo".

Secretary to the Governor

A handwritten signature in black ink, appearing to be "Andrew M. Cuomo".

## FIGURE 2

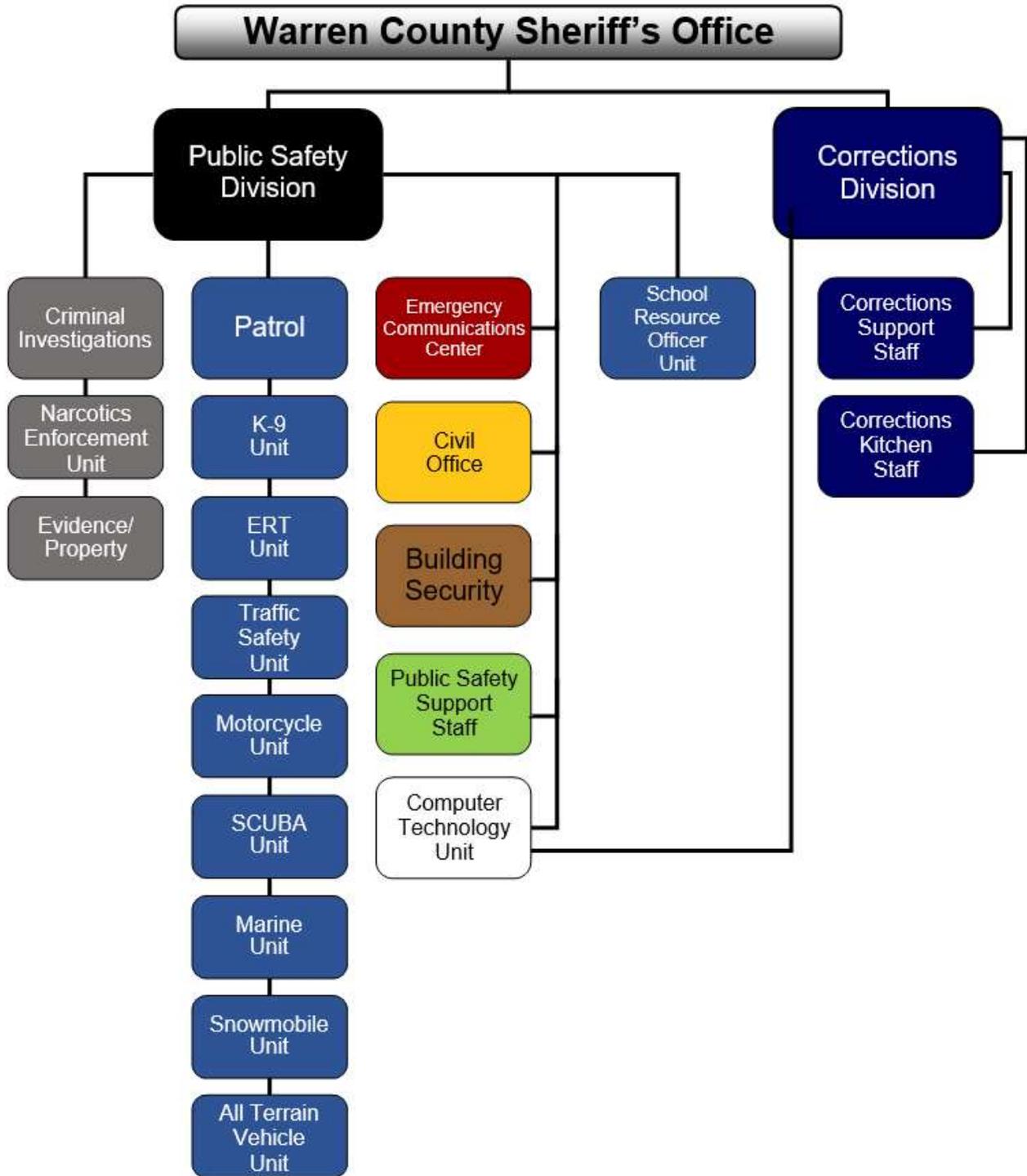
### STAFFING CHART



PSD Regulation 002-3, page 1 of 1, 2020

### FIGURE 3

#### ORGANIZATIONAL CHART



## FIGURE 4

	<b>WARREN COUNTY SHERIFF'S OFFICE</b>	
<b>DIRECTIVE 014: ZONES, SECTORS AND CALL ASSIGNMENTS</b>		<b>EFFECTIVE DATE: 01/01/20</b>
<b>AUTHORITY: SHERIFF JIM LAFARR</b>		<b>PRIOR REVISION: 05/01/12</b>
<b>ACCREDITATION STANDARDS: 2.5</b>		<b>REVIEW DATE: 03/01/17</b>

Zones, sectors and stations for the patrol of Warren County are generally described as follows:

**ZONES**

- Zone 1: Queensbury
- Zone 2: Lake Luzerne & Lake George
- Zone 3: Warrensburg & Bolton
- Zone 4: Thurman, Stony Creek & Johnsbury
- Zone 5: Horicon, Hague, & Chester

**SECTORS**

- Sector 1: Zone 1 WEST of State Route 9
- Sector 2: Zone 1 EAST of State Route 9

**PATROL ASSIGNMENTS**

1. Except for emergency situations, calls will be assigned to the unit responsible for the call location.
2. Patrols assigned to a zone and/or sector shall remain in their assigned areas.
3. Patrols shall not be in other patrol areas without authority from the Shift Commander, or as directed by Communications.
4. The parameters for zone/sector locations and the assignment of calls is not absolute. Shift Commanders shall have authority to make assignments and utilize patrols as needed at any given time. As a general rule, patrols will be assigned as follows:

<b>Zone 1</b>	<b>Zone 3</b>
Zone 1, sector 1	Zone 3, Warrensburg
Zone 1, sector 2	Zone 3, Bolton only
<b>Zone 2</b>	Zones 3, 4 and 5
Zone 2, Village of Lake George	<b>Zone 4</b>
Zone 2, Lake George (includes Village)	Zone 4 + Warrensburg
Zone 2, Lake Luzerne	Zones 4 and 5
	<b>Zone 5</b>
	Zone 5 + Bolton

5. Except under unusual or special circumstances, patrols will be given one of the above assignments on a daily basis based on staffing charts provided to the Shift Commanders by the Administration Office.

**STATIONS**

1. Stations are identified by name, not by number or the zone in which they are located.

## FIGURE 5

	<b>WARREN COUNTY SHERIFF'S OFFICE</b>	
<b>DIRECTIVE 012: MINIMUM STAFFING - PATROL</b>		<b>EFFECTIVE DATE: 01/01/20</b>
<b>AUTHORITY: SHERIFF JIM LAFARR</b>		<b>PRIOR REVISION: 11/06/13</b>
<b>ACCREDITATION STANDARDS:</b>		<b>REVIEW DATE: 02/28/17</b>

1. The minimum number of Patrol Officers assigned to road patrol each shift, for scheduling purposes, is as follows:

<b>A LINE</b>	<b>B-LINE</b>
5	7

2. Minimum staffing levels may only be modified by authority of the Administration Office as defined in Regulation 001.

3. It is the responsibility of Shift Commanders, prior to leaving at the end of their tour of duty, to ensure all known minimum staffing vacancies are filled for the following 12-hour period (1 shift).

4. The B-Line Shift Commanders shall, on a daily basis, review the Patrol schedules one week ahead to ensure all known minimum staffing vacancies are filled in advance. Supervisors should be aware, and account for, pre-scheduled training, details and special events.

5. The Administration Office may waive or amplify upon minimum staffing at any time.

## **FIGURE 6**

### **NEW YORK STATE POLICE REFORM AND REINVENTION COLLABORATIVE PLAN CERTIFICATION FORM**

I, Rachel Seeber, as the Chief Executive of the County of Warren, hereby certify the following pursuant to Executive Order No. 203 issued by Governor Andrew M. Cuomo on June 12, 2020:

- The Local Government has performed a comprehensive review of current police force deployments, strategies, policies, procedures, and practices;
- The Local Government has developed a plan, attached hereto, to improve such deployments, strategies, policies, procedures, and practices (the "Plan");
- The Local Government has consulted with stakeholders (including but not limited to: membership and leadership of the local police force; members of the community, with emphasis in areas with high numbers of police and community interactions; interested non-profit and faith-based community groups; the local office of the district attorney; the local public defender; and local elected officials) regarding the Plan;
- The Local Government has offered the Plan in draft form for public comment to all citizens in the locality and, prior to adoption of the Plan by the local legislative body, has considered the comments submitted; and
- The legislative body of the Local Government has ratified or adopted the Plan by Resolution No. \_\_\_\_\_ of 2021.

**RACHEL SEEBER  
CHAIRWOMAN  
WARREN COUNTY BOARD OF SUPERVISORS**

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**Signature**

# Warren County Board of Supervisors

## RESOLUTION NO. 107 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO**

**ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH GLAMPADK, LLC  
FOR USE OF THE WARREN COUNTY FAIRGROUNDS (WC 1-21)**

WHEREAS, the Purchasing Agent has requested proposals for use of the Warren County Fairgrounds (WC 1-21), and

WHEREAS, the Public Works Committee has approved awarding the contract to GlampAdk, LLC, now, therefore, be it

RESOLVED, that the Purchasing Agent is hereby authorized to notify GlampAdk, LLC of the acceptance of their proposal, and be it further

RESOLVED, that Warren County shall enter into an agreement with GlampAdk, LLC, 42A Boulevard, Queensbury, New York 12804, for use of the Warren County Fairgrounds, pursuant to the negotiated terms and conditions of the proposal (WC 1-21), for a term commencing June 14, 2021 and terminating October 1, 2021, with the option for one (1) additional one (1) year term upon approval of the Superintendent of Public Works and the Supervisor of the Town of Warrensburg, without the need for a further resolution, for an amount not to exceed Twenty-Six Thousand Six Hundred Eighty Dollars (\$26,680), with a five percent 5% increase upon renewal of the agreement, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute an agreement with GlampAdk, LLC, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Department of Public Works Projects.