

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS

DATE: NOVEMBER 22, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS STROUGH  
DRISCOLL  
THOMAS  
MCDEVITT  
SEEBER

OTHERS PRESENT:

MICHAEL COLVIN, DIRECTOR, INFORMATION TECHNOLOGY  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
SUPERVISOR CRAIG LEGGETT, ACTING COUNTY ADMINISTRATOR  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISORS BRAYMER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS CONOVER  
FRASIER

GERACI

MAGOWAN

WILD

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
LEXIE DELUREY, DIRECTORY, REAL PROPERTY TAX SERVICES  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the November 22, 2022 meeting of the Legislative, Rules & Governmental Operations Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

Mr. Strough called the meeting of the Legislative, Rules & Governmental Operations Committee to order at 1:32 p.m.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Conover and Mrs. Frasier absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Information Technology and Legislative agendas were distributed to those in attendance; *copies of the agendas are on file with the meeting minutes.*

The Committee began with a review of the Action Agenda Items portion of the Information Technology agenda which included the following requests:

1. To authorize a transfer of funds in the amount of \$1,000 from Budget Code A.1681 423, *Telephone*, to Budget Code A.1681 120, *Salaries - Overtime*, to cover a budget shortfall.

Motion was made by Mr. Driscoll, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Conover and Mrs. Frasier absent*) to approve the request as outlined above and the refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

2. To authorize a new contract with Vinyl for programming tool support for a term commencing November 1, 2022 and terminating December 31, 2022.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Conover and Mrs. Frasier absent*) to approve the request as outlined above and the necessary resolution was authorized for the December 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To authorize a new contract with Vinyl for programming tool support in an amount not to exceed \$5,000

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for a term commencing January 1, 2023 and terminating December 31, 2023.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Conover and Mrs. Frasier absent*) to approve the request as outlined above and the necessary resolution was authorized for the December 16<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Strough informed there was an item not included on the agenda and requested Michael Colvin, *Director, Information Technology*, present the request.

Mr. Colvin requested to fill the following positions created in the 2023 Budget:

- Computer Help Desk Tech II, #3, due to creation.
- Computer Help Desk Tech II, #4, due to creation.

Motion was made by Mr. Thomas and seconded by Mr. Driscoll to approve the requests as presented; following discussion, Mr. Strough called the question and the motion carried by a unanimous vote of those present (*Mr. Conover and Mrs. Frasier absent*) to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

There being no further Information Technology business to discuss, the Committee commenced with a review of the Legislative Action Agenda/New Business Items, as follows:

- 3) Computer Use Policy: Review and approval of draft revised Computer Use Policy.

Mr. Driscoll exited the meeting at 2:48 p.m.

Following a lengthy discussion, during which certain revisions to the policy were suggested, a motion was made by Mr. McDevitt and seconded by Mr. Thomas to approve the policy as presented. Upon further discussion, Messrs. McDevitt and Thomas withdrew their motions.

Discussion continued, during which additional changes to the proposed Computer Use Policy were suggested. A motion was made by Ms. Seeber to approve the Computer Use Policy to include revisions suggested during discussion; there was no second to the motion. Mr. Strough called the question and the motion failed with Messrs. Thomas, McDevitt and Strough voting in opposition (*Messrs. Driscoll, Conover and Mrs. Frasier absent*). Following further discussion, Mr. Strough suggested this item be brought back to continue deliberations at the next meeting and it was the consensus of the Committee to do so. County Attorney apprised he would update the proposed Policy to include the changes suggested and provide same for review at the next Committee meeting.

Mr. Strough advised the remaining Action Agenda/New Business Items, as well as the Referral/Pending Items would be held over for discussion at the next Committee meeting as the meeting was running long.

Privilege of the floor and public comment was called for:

Mr. Wild recommended a modification to the Rules of the Board should Committee meetings exceed the time allotted they adjourn immediately and would be the discretion of the Chair of the Committee to continue the meeting at a later date or postpone the meeting to the next month.

Ms. Braymer requested the Committee consider Warren County adopting a remote meeting policy similar to the policy that Washington County recently adopted. Motion was made by Ms. Seeber to adopt the policy

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contingent upon Amanda Allen, *Clerk of the Board*, providing a copy to the full Board of Supervisors.

Mr. Geraci expressed his support for consideration of Mr. Wild's request to modify the Rules of the Board for Committee meetings exceeding their allotted time.

Mr. Strough called the question for the motion on the floor to adopt a remote meeting policy; the motion failed due to a lack of a majority vote with Messrs. McDevitt, Thomas and Strough voting in opposition (*Messrs. Driscoll, Conover and Mrs. Frasier absent*).

Mr. McDevitt proposed the adoption of a local law "Defining and Declaring Vacancy Upon the Findings of Not Meeting Residency Requirements", which he distributed to the Committee members; *a copy of Mr. McDevitt's proposed local law is on file with the minutes*. Mr. Strough requested a copy be sent to the Committee members and Mr. Elmen to review for discussion at a later meeting.

Ms. Seeber requested a proposal in support of the removal of Committee meetings, with the exclusion of Personnel, Administration & Higher Education and Finance be reviewed, by Mr. Elmen and discussion at a future meeting.

Mr. Thomas apprised NOFA (*Northeast Organic Farm Association*) and the New York State Watershed Health Coalition made suggestions with regard to proposed changes to the Soil and Water Conservation Districts law and he indicated he would like to share information with the Committee in the future when he had more information.

There being no further business to come before the Legislative, Rules & Governmental Operations Committee, on motion made by Mr. McDevitt, seconded by Ms. Seeber and carried by a unanimous vote of those present (*Messrs. Driscoll, Conover and Mrs. Frasier absent*), Mr. Strough adjourned the meeting at 3:37 p.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board