

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION**

**DATE: MARCH 2, 2023**

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
FRASIER  
RUNYON  
MCDEVITT  
BEATY  
DRISCOLL

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR WILD

**OTHERS PRESENT:**

REPRESENTING SUNY ADIRONDACK:  
DR. KRISTINE DUFFY, PRESIDENT  
JOHN JABLONSKI, VICE PRESIDENT OF ACADEMIC AFFAIRS  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
PATRICIA NENNINGER, PERSONNEL OFFICER  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
JOHN TAFLAN, COUNTY ADMINISTRATOR  
SUPERVISORS BRUNO  
DICKINSON  
LEGGETT  
MAGOWAN  
MERLINO  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
MIKE SWAN, COUNTY TREASURER  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the March 2, 2023 meeting of the Personnel, Administration & Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:*  
<https://warrencountyny.gov/mma>

In the absence of Committee Chair Wild, Mr. Thomas, as Vice-Chair, called the meeting of the Personnel, Administration & Higher Education Committee to order at 9:30 a.m.

Copies of the meeting agenda were distributed; a copy of the agenda is on file with the meeting minutes.

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

Privilege of the Floor/Public Comment was called for, but there was no one wishing to speak.

Commencing the agenda review, Dr. Kristine Duffy, *President, SUNY Adirondack*, provided an update on the college.

The remainder of the agenda review proceeded as follows:

- 2A) Report on tracking of vacancies filled - included for informational purposes.
- 2B) Request to authorize the Warren County Treasurer's Office to administer the New York State Voluntary Defined Contribution Plan as mandated by New York State.

Motion was made by Mr. Driscoll, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as presented and the necessary resolution was authorized for the March 17<sup>th</sup> Board Meeting.

Skipping ahead to Agenda Item 3B which pertained to Home Rule Request by Warren County for the enactment of Senate Bill No. S2781 and Assembly Bill No. A4881 entitled "An Act to Amend Chapter 368 of the Laws of 2008 Amending the Tax Law Relating to Authorizing the County of Warren to Impose an Additional Mortgage Recording Tax, in Relation to Extending the Effectiveness Thereof", Larry Elmen, *County Attorney*, provided an overview of the request and answered questions posed by the Committee members.

Motion was made by Mr. Driscoll, seconded by Mrs. Frasier and carried by majority vote of those present (*Mr. Wild absent*), with Mr. Beaty voting in opposition, to approve Home Rule Request by Warren County for the enactment of Senate Bill No. S2781 and Assembly Bill No. A4881 as outlined above and the necessary resolution was authorized for the March 17<sup>th</sup> Board Meeting.

Mr. Elmen requested an executive session to discuss: Agenda Item 3A, relating to a request to amend the Table of Organization and Salary Schedule to increase the salary of the Legal Office Coordinator position from \$60,064 to \$65,942 effective March 20, 2023 under Section 105(1)(f) of the Public Officer's Law for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person; and Agenda Item 3C, relating to discussion regarding County of Warren v. The Continental Insurance Company and Michael Easterbrooks, NDNY 1:22-cv-328, under Section 105(1)(d) to discuss pending litigation as this is one of two actions seeking a Declaratory Judgement to enforce insurance coverage under insurance contracts from the 1970's. He noted Tammie DeLorenzo, *Assistant to the County Administrator*, Patricia Nenninger, *Personnel Officer*, and Jackie Figueroa, *County Human Resources Director*, should also be present during the executive session

The necessary motion was made by Mr. Driscoll, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Wild absent*) to enter into an executive session pursuant to Sections 105(1)(d) and (f) of the Public Officers Law as outlined above.

Executive session was held from 10:02 a.m. until 10:38 a.m.

Upon reconvening, Mr. Thomas noted no action was required on Agenda Item 3C; he called for a motion to approve Agenda Item 3A pertaining the request to amend the Table of Organization and Salary Schedule to increase the salary of the Legal Office Coordinator position from \$60,064 to \$65,942 effective March 20, 2023. The necessary motion was made by Ms. Runyon, seconded by Mr. Driscoll and carried by majority vote of those present (*Mr. Wild absent*), with Messrs. McDevitt and Beaty voting in opposition, to approve the request as presented and the necessary resolution was authorized for the March 17<sup>th</sup> Board Meeting.

The Agenda review resumed with the following requests:

- 4A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.
- 4B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 2<sup>nd</sup> Deputy EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.
- 4C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 3<sup>rd</sup> Deputy EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.

Motion was made by Mr. Driscoll, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve Items 4A-C as outlined above and the necessary resolutions were authorized for the March 17<sup>th</sup> Board Meeting.

- 4D) Request to amend the Table of Organization and Salary Schedule to decrease the salary of Assistant Public Defender #3 from \$73,116 to \$71,015 effective March 20, 2023.

Motion was made by Ms. Runyon and seconded by Mr. McDevitt to approve the request as presented. Following a brief discussion, Mr. Thomas called the question and the motion to amend the Table of Organization and Salary Schedule to decrease the salary of Assistant Public Defender #3 as outlined above carried by a unanimous vote of those present (*Mr. Wild absent*) and the necessary resolution was authorized for the March 17<sup>th</sup> Board Meeting.

- 4E) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Public Defender #10, *Annual Salary \$71,015*, effective March 20, 2023.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as presented and the necessary resolution was authorized for the March 17<sup>th</sup> Board Meeting.

- 5) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Social Services Attorney, Part-time - Temp., *Annual Salary \$77,708/37.36 hourly*, effective retroactive to February 21, 2023.

Motion was made by Mr. Driscoll and seconded by Ms. Runyon to approve the request as outlined above. Ms. DeLorenzo noted as per the direction of the County Treasurer's Office the position could not be effective prior to the March 17<sup>th</sup> Board Meeting. Mr. Driscoll and Ms. Runyon amended their motions accordingly. Following further discussion, Mr. Driscoll and Ms. Runyon further amended their motions to indicate the position would terminate 60 days after the vacant full-time Assistant Social Services Attorney position was filled. Mr. Thomas called the question and the motion to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Social Services Attorney, Part-time - Temp. as amended carried by a unanimous vote of those present (*Mr. Wild absent*) and the necessary resolution was authorized for the March 17<sup>th</sup> Board Meeting.

- 6) Discussion regarding procedure that will be followed to fill the Director of Tourism position

John Taflan, *County Administrator*, provided a brief overview of the process being used to fill the vacancy.

**V. PERSONNEL, ADMINISTRATION & HIGHER EDUCATION:** (*Including SUNY Adirondack, Civil Service, Human Resources, Clerk of the Board and County Attorney*)

**SUNY ADIRONDACK:**

No items this month.

**PERSONNEL:**

- 1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22) Update: County Attorney to provide an update within a few months. (01.27.23) - no update provided
- 2) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22) Update: It was noted an update would be provided within a few months. (01.27.23) - no update provided
- 3) A joint meeting of the Personnel, Administration & Higher Education and Finance Committees to be scheduled to discuss changing the funding formula for SUNY Adirondack. (01.27.23) - no update provided

The listing of positions authorized for filling by Standing Committees since the last meeting was presented, as follows:

***Fire Prevention & Building Code Enforcement*** - Code Enforcement Officer #1, *Grade 17, Base Annual Salary \$56,356*, due to retirement.

***Planning & Community Development*** - County Planner, *Annual Salary \$81,600*, due to promotion.  
- Assistant County Planner, *Annual Salary \$69,431*, due to promotion.  
- Principle Planner, *Annual Salary \$69,431*.

***Public Defender*** - Assistant Public Defender (3), *Annual Salary \$71,015*, due to resignation.

***Social Services*** - Principle Social Welfare Examiner #2, *Grade 15, Base Annual Salary \$52,674*, due to retirement.  
- Senior Social Welfare Examiner #TBD, *Grade 11, Base Annual Salary \$48,324*, due to promotion.  
- Senior Account Clerk #6, *Grade 7, Base Annual Salary \$43,187*, due to resignation.  
- Sr. Caseworker #8, *Grade 18, Base Annual Salary \$57,507*, due to resignation.  
- Caseworker #TBD, *Grade 16, Base Annual Salary \$54,061*, due to promotion.  
- Caseworker #4, *Grade 16, Base Annual Salary \$54,061*, due to transfer.

***Workforce Development*** - Job Coach-temporary (summer), *Grade 6, Base Annual Salary \$41,213*.

Privilege of the Floor/Public Comment was called for:

Mr. Driscoll apprised he had placed information from the Southern Adirondack Childcare Network information regarding opportunities for working families to be provided with funding from the State to assist with paying for daycare in the Supervisors mailboxes.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mrs. Frasier and seconded by Mr. Beaty and carried by a unanimous vote of those present (*Mr. Wild absent*), Mr. Thomas declared the meeting adjourned the meeting at 10:59 a.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board  
(*As Transcribed by Sarah McLenithan, Deputy Clerk of the Board*)