

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: MARCH 30, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WILD
THOMAS
STEC

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
ANN MARIE SCHEIDEGGER, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES & TREASURER
LARRY ELMEN, COUNTY ATTORNEY

COMMITTEE MEMBERS ABSENT:

SUPERVISORS FRASIER
RUNYON
MCDEVITT
BEATY

AMANDA ALLEN, CLERK OF THE BOARD
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
SUPERVISORS DRISCOLL
LEGETT
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
ANN MARIE MASON, DIRECTOR, OFFICE OF EMERGENCY SERVICES
ELIZABETH MCLAUGHLIN, COMMISSIONER OF ELECTIONS (D)
LARRY PALTROWITZ, SPECIAL COUNSEL TO THE COUNTY
MIKE SWAN, COUNTY TREASURER
WILLIAM VANNESS, COMMISSIONER OF ELECTIONS (R)
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the March 30, 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>

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 9:01 a.m., noting Chairman Geraghty served to make a quorum of the Committee.

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

Motion was made by Mr. Thomas, seconded by Ms. Stec and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty 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:

- 2) Report on tracking of vacancies filled - included for informational purposes.
- 3A) Request to rescind Resolution Nos. 45 of 2023 and 160 of 2023 and authorize a Home Rule Request by Warren County for an extension to the Law authorizing and empowering the County to impose an additional mortgage recording tax.

A brief discussion ensued following which John Taflan, *County Administrator*, indicated he would research whether a process existed to make this Law permanent so the County did not have to continue to request extensions.

Motion was made by Ms. Stec, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the April 21st Board Meeting.

Larry Elmen, *County Attorney*, indicated he would like to defer Agenda Item 3B until Larry Paltrowitz, *Special Counsel for the County*, arrived.

- 4) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Office Specialist-Part-time (24 hrs/week), *Grade 7, Base Annual Salary \$25,280.40*, effective April 24, 2023.

Mr. Thomas noted he had opposed the request during the budgeting process and was still opposed to it; however, he stated, due to the lack of attendance he would be voting in favor to move the request forward. A discussion ensued during which Ann Marie Mason, *Director, Office of Emergency Services*, provided an overview of the department and voiced why she believed the position was essential.

Motion was made by Chairman Geraghty, seconded by Ms. Stec and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) to approve the request as outlined above and the necessary resolution was authorized for the April 21st Board Meeting.

- 5) Request to authorize temporary positions for the Summer Youth Employment Program beginning on June 20, 2023 and ending September 29, 2023 and authorizing training slots for the Program Year which begins on July 1, 2023 and ends on June 30, 2024.

Motion was made by Mr. Thomas, seconded by Ms. Stec and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) to approve the request as outlined above and the necessary resolution was authorized for the April 21st Board Meeting.

- 6) Request to amend the Salary Schedule to increase the salary of the two Bi-Partisan Election Management Technician positions from \$0.00 to \$44,760.26.

Motion was made by Chairman Geraghty and seconded by Ms. Stec to approve the request as presented.

A discussion ensued during which it was noted the salary for the positions was \$48,091. Chairman Geraghty and Ms. Stec amended their motions to indicate same; Mr. Wild called the question and the motion as amended was carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) and the necessary resolution was authorized for the April 21st Board Meeting.

Returning to Agenda Item 3B, Mr Elmen requested an executive session to pursuant to Section 105(1)(e) of the Public Officer's Law to discuss collective bargaining agreement negotiations. He noted Mr. Paltrowitz, Jackie Figueroa, *County Human Resources Director*, Tammie DeLorenzo, *Assistant to the County Administrator*, Mike Swan, *County Treasurer*, and Jackie Figueroa, *County Human Resources Director*, would be attending the executive session.

The necessary motion was made by Ms. Stec, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) to enter into an executive session pursuant to Sections 105(1)(e) of the Public Officer's Law as outlined above.

Executive session was held from 9:33 a.m. until 10:00 a.m.

Upon reconvening, Mr. Wild announced no action was taken during the executive session.

Mr. Paltrowitz apprised a resolution was required authorizing the Memorandum of Agreement (MOA) between Warren County and the Police Benevolent Association pursuant to the terms discussed in executive session.

The necessary motion was made by Mr. Thomas, seconded by Ms. Stec and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) to approve the MOA as outlined above and the necessary resolution was authorized for the April 21st Board Meeting.

Mr. Paltrowitz noted a resolution was also required to authorize the MOA between Warren County and the Police Supervisors Benevolent Association pursuant to the terms discussed in executive session.

Motion was made by Ms. Stec, seconded by Chairman Geraghty and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) and the necessary resolution was authorized for the April 21st Board Meeting.

Mr. Elmen advised an executive session was required pursuant to Section 105(1)(d) of the Public Officer's Law to discuss the following current or pending litigation: Michael David v. Cole Palmer and others; Daniel Murray v. Warren County Jail; matters involving Board of Elections; and Notice of Claim filed by June Maxam.

The necessary motion was made by Ms. Stec, seconded by Chairman Geraghty and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*) to enter into an executive session pursuant to Section 105(1)(d) of the Public Officer's Law as outlined above.

Executive session was held from 10:03 a.m. until 10:36 a.m.

Upon reconvening, Mr. Wild noted no action was taken during the executive session.

The Agenda review resumed with the following requests:

- 7) Discussion regarding SUNY Adirondack Sponsorship Funding.

Mr. Taflan provided an overview of the purpose for increasing the SUNY Adirondack Sponsorship funding and referred to the attachments included in the agenda packet. Following a discussion, it was noted a joint meeting of the Personnel, Administration & Higher Education and Finance Committees, as well as representatives from Washington County would be scheduled to discuss the matter further in April.

- 8) Request to further amend Resolution No. 374 of 2017, *Approving the Payment for Services Proposal Submitted by the Warren County Coroner*, to update Forensic Medical Services Fees to reflect and increase in the cost of autopsies.

Motion was made by Ms. Stec, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs, McDevitt and Beaty absent*) to approve the request as outlined above and the necessary resolution was authorized for the April 21st Board Meeting.

Continuing the Pending/Referral Items was reviewed as follows:

- 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 was given.
- 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 was given.
- 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) - This was discussed earlier in the meeting.

CIVIL SERVICE: No items this month.

HUMAN RESOURCES: No items this month.

CLERK OF THE BOARD: No items this month.

COUNTY ATTORNEY: No items this month.

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

- Health Services** - Health Educator #2, *Grade 14, Base Annual Salary \$51,356*, due to resignation.
- DPW** - MEO (L) #16, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
- Sign Maintenance Worker #2, *Grade 11, Base Annual Salary \$48,324*, due to promotion.
- MEO (M) #8, *Grade 9, Base Annual Salary \$46,090*, due to promotion.
- 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.
- Tourism** - Principle Account Clerk, *Grade 10, Base Annual Salary \$47,667*, due to creation. (*Emergency Fill*)

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

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Chairman Geraghty and seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon, Messrs. McDevitt and Beaty absent*), Mr. Wild declared the meeting adjourned the meeting at 10:51 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board