

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: AUGUST 31, 2023

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	THOMAS	AMANDA ALLEN, CLERK OF THE BOARD
	FRASIER	LARRY ELMEN, COUNTY ATTORNEY
	MCDEVITT	REPRESENTING THE HUMAN RESOURCES DEPARTMENT:
	BEATY	JACKIE FIGUEROA, DIRECTOR
	ETU	NEIL BAKER, HUMAN RESOURCES SPECIALIST
		MATT SCHUETTE, REPRESENTING MARSHALL & STERLING EMPLOYEE BENEFITS

COMMITTEE MEMBERS ABSENT:

SUPERVISORS	WILD	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	RUNYON	JOHN TAFLAN, COUNTY ADMINISTRATOR
		JULIE BUTLER, PURCHASING AGENT
		TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
		LEXI DELUREY, DIRECTOR OF REAL PROPERTY TAX SERVICES
		SARA FRANKENFELD, GIS SPECIALIST
		DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
		MIKE SWAN, COUNTY TREASURER
		CHRISTINE NORTON, WARREN COUNTY RESIDENT
		DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT

Please note, the following contains a summarization of the August 31, 2023 meeting of the Personnel, Administration & Higher Education Committee; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - Part 1 - <https://www.youtube.com/watch?v=LhO7QVjPHNs>

Part 2 - <https://www.youtube.com/watch?v=4A8KSZRQehE>

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 10:00 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 Mr. Beaty and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon 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.

There being no representatives present from SUNY Adirondack, Mr. Thomas commenced the agenda review with Item 2, proceeding as follows:

2A) Report on tracking of vacancies filled - included for informational purposes.

2B) Matt Schuette, *representing Marshall & Sterling*, to discuss benefit renewal for 2023 - 2024 plan year.

Mr. Schuette distributed a handout outlining the 2023-24 health insurance renewal recommendations, which he proceeded to review in detail; *a copy of the proposal is included in the meeting agenda packet.*

Following questions from the Committee on the renewal options, motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to authorize renewal of health insurance options as outlined in the recommendations provided by Marshall & Sterling, and the necessary resolution was authorized for the September 12th Board Meeting.

3) Request for a transfer of funds in the amount of \$5,573.42 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Account A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover

the cost of the bill from the attorney for fees related to bonds secured by the County.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to approve the request as presented and refer same to the Finance Committee.

Amanda Allen, *Clerk of the Board*, advised of additional action required in relation to this aforementioned request; advising that the contract with Fitzgerald Morris Baker Firth, P.C. for bond counsel services, which was authorized by Resolution No. 560 of 2022, expired December 31, 2022 and therefore action was needed to further extend the contract through December 31, 2023.

Motion was made by Mr. Beaty, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 12th Board Meeting.

- 4A) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Assistant Public Defender - PT, *Annual Salary \$40,903*, to Assistant Public Defender #11 (Per Diem), *\$60.76/hour (\$40,903 annually)*, effective September 18, 2023.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to approve the request as presented and the necessary resolution was authorized for the September 12th Board Meeting.

- 4B) Request to amend the Table of Organization and Salary Schedule to create the new position of Patrol Officer #74, *Annual Salary \$53,044*, effective September 18, 2023.

A discussion regarding the request occurred, during which the consensus of the Committee was for the position to be created, during which it was noted that this position was being created in order to provide a School Resource Officer (*SRO*) for the Warrensburg School District. It was the consensus of the Committee that the position be created with the caveat that if the Warrensburg School District decided to discontinue their *SRO* contract with the County, and if the position could not be used to fill in at another school district, it would be deleted.

Motion was made by Mrs. Frasier, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to approve the request, with the caveat that if the Warrensburg School District decided to discontinue their *SRO* contract with the County, and if the position could not be used to fill in at another school district, it would be deleted, and the necessary resolution was authorized for the September 12th Board Meeting.

- 5) Request to amend the Table of Organization and Salary Schedule to create the new position of Geographic Information Systems (GIS) Tax Map Technician, *Grade 17, Base Annual Salary \$56,356*, effective January 2, 2024 and delete the position of Senior Tax Map Technician, *Grade 16, Base Annual Salary \$65,900*, effective upon retirement of the current employee planned for the second quarter of 2024.

Motion was made by Mr. Beaty, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to approve the request as presented and the necessary resolution was authorized for the September 12th Board Meeting.

- 6) Request to amend the existing contract with RELX, Inc. d/b/a LexisNexis to upgrade the current law library research system in order to obtain better access and tools.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to approve the request as presented and the necessary resolution was authorized for the September 12th Board Meeting.

Larry Elmen, *County Attorney*, advised he would require an executive session to discuss two pressing matters which had recently arisen, but suggested that it be delayed until the close of the meeting.

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- 7) Request to amend the Rules of the Board to add a section speaking to salary increases for Out-of-Unit positions.

Committee was provided with a copy of the drafted revisions to the Rules of the Board, included in the agenda packet, which provided the language of the new section speaking to the subject of the request; a brief overview of the changes was provided.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to approve the request as presented and the necessary resolution was authorized for the September 12th Board Meeting.

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

Returning to the County Attorney's request for an executive session, motion was made by Mr. Beaty, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*) to enter into executive session subject to Public Officer's Law Section 105(1)(d) to discuss pending or current litigation in matters related to tax foreclosure and the pending lawsuit in Federal Court against Continental Insurance Company.

Executive session was held from 10:49 a.m. until 11:11 a.m. Upon reconvening, Mr. Thomas advised no action had been taken during the executive session, nor was any necessary as a result of discussions held therein.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Beaty, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Wild and Ms. Runyon absent*), Mr. Thomas adjourned the meeting at 11:12 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board