

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: NOVEMBER 29, 2023

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COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS WILD	AMANDA ALLEN, CLERK OF THE BOARD
THOMAS	LARRY ELMEN, COUNTY ATTORNEY
MCDEVITT	JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
ETU	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	JOHN TAFLAN, COUNTY ADMINISTRATOR

COMMITTEE MEMBERS ABSENT:

SUPERVISORS DRISCOLL	
SUPERVISORS FRASIER	GERACI
RUNYON	MAGOWAN
BEATY	MERLINO
	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	MIKE SWAN, COUNTY TREASURER
	DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT
	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Please note, the following contains a summarization of the November 29, 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=KM8uNrLRrY0>

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

Mr. Wild 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.

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

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

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

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

3A) Request to appropriate \$75,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code to Budget Code A.1185 435, *Medical Examiner & Coroners, Medical Fees*, to cover the estimated cost of autopsies for the remainder of 2023.

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

3B) Request to amend Resolution No. 299 of 2022, *Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes*, to update reportings for certain elected/appointed officials.

Motion was made by Mr. Thomas, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon and Mr. Beaty absent*) to approve the request as outlined above and the necessary resolution was authorized for the December 15<sup>th</sup> Board Meeting.

- 4) Request to amend the Table of Organization and Salary Schedule to create the new position of Services Assistant - Office for the Aging PT #2, *Grade 7, Base Annual Salary \$43,187 (24 hours/week)*, effective January 1, 2024.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon and Mr. Beaty absent*) to approve the request as outlined above and the necessary resolution was authorized for the December 15<sup>th</sup> Board Meeting.

- 5) Request for an executive session under Section 105(1)(d) of the Public Officer's Law to discuss the following proposed, pending or current litigation: 1. *Michael Easterbrooks v. Schenectady County, Schenectady County, Schenectady County Department of Social Services, Cayuga County, Cayuga County Department of Social Services, Albany County, Albany County Department of Social Services, Cayuga Centers, Cayuga Home for Children, Albany Home for Children, Parsons Child and Family Center, and Northern Rivers Family Services, Inc.*, Albany County Supreme Court, filed August 10, 2021, Index No. 907013-21; 2. *John David Smith v. County of Warren and Warren County DSS, Warren County Supreme Court*, filed August 17, 2020, Index No. EF2020-266800; 3. *Kathleen Innes v. Correctional Medical Care, Inc. CBH Medical, P.C., and County of Warren*, NDNY Federal District Court, filed June 15, 2022, Case No. 1:22-cv-641; 4. *Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Inc. and Joanne Levack*, Warren County Supreme Court, filed September 29, 2022, Index No. EF202202111; and 5. *Patricia Zahaba v. County of Warren, Town of Queensbury*, Warren County Supreme Court, filed June 13, 2022, Index No. EF2022-70243.

Larry Elmen, *County Attorney*, noted an additional matter that would be discussed pertained to potential and/or pending litigation involving the Sagamore Road Retaining Wall project.

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

Executive session was held from 10:05 a.m. until 10:53 a.m.

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

Mr. Wild called for a motion to authorize a new contract with Thurston, Casale & Ryan, LLC to provide appraisal for the Sagamore Road retaining wall project. Mr. Elmen added the contract was in the amount of \$27,000 and commenced upon execution by both parties and terminated upon completion of the project.

The necessary motion was made by Mr. Etu, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier, Ms. Runyon and Mr. Beaty absent*) to authorize the contract as outlined above and the necessary resolution was authorized for the December 15<sup>th</sup> Board Meeting.

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 Mr. Thomas and seconded by Mr. McDevitt, Mr. Wild declared the meeting adjourned at 10:55 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board