

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE**  
**AGENDA**  
**AUGUST 1 2024**

**Committee Members:** *Wild, Driscoll, Merlino, Maday, Bean, Etu and Thomas - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
  
- IV. Action Agenda
  - 1) **SUNY Adirondack representatives to provide and update on the College.**
  - 2) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**  
Review of report on tracking of vacancies filled.
  - 3) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**  
***Fire Prevention & Building Code Enforcement (Charles Wallace, Administrator):***  
Request to amend the Table of Organization and Salary Schedule to create the new position of Fire Prevention & Building Code Enforcement Officer- PT, *Grade 17, Base Annual Salary \$56,356*, effective August 19, 2024.
  - 4) **Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):**  
***Tourism (Heather Bagshaw, Director) -***  
Request to amend the Table of Organization and Salary Schedule to create the new position of Fiscal Coordinator *Grade 15, Base Annual Salary \$52,674*, and delete the position of Principle Account Clerk, effective August 19, 2024.
  - 5) **Request/Item to be Discussed by the County Treasurer (Christine Norton, Treasurer):**  
Request to amend the Table of Organization and Salary Schedule to create the new position of Accounting Technician #3, *Grade 19, Base Annual Salary \$58,652*, and delete the position of Principle Account Clerk #3, *Grade 10, Base Annual Salary \$47,667*, effective August 19, 2024. ***Note: Request must also be approved by the Finance & Budget Committee as the proper oversight Committee for the County Treasurer.***
  - 6) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
    - A) **Litigation Update:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of potential, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below which shall be identified at the time of the meeting:
      - A. **Lawsuits without Insurance Coverage:**
        - 1) Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021.
        - 2) Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021.
        - 3) Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
        - 4) Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
          - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
          - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
          - New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.
          - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.
          - July 19, 2024: Plaintiff filed opposition papers to County's Motion to Dismiss.
          - July 25, 2024: County filed reply brief in response to plaintiff's opposition papers.
      - B. **Lawsuits covered by Insurance:**
        - 1) Tyson Poulos v. County of Warren, Warren County Sheriff's Office, Warren County District Attorney's Office [as well as 6 employees of Sheriff's Office and 1 employee of District Attorney's Office], NDNY 1:21-cv-96-MAD-CFH, filed January 27, 2021. Date of Loss alleged January 20, 2014 through August 8, 2014.
        - 2) Patricia Zahaba v. County of Warren and Town of Queensbury, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021.
        - 3) John Werner v. Bernice Conlon & Warren County, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021.

**CONTINUED**

- 4) Michael Davis v. Cole Palmer, Nicole Palmer, Town of Queensbury & County of Warren, Warren County Index No. EF2023-71114, filed July 15, 2022. Date of Loss alleged: May 14, 2022. Notice of Claim served July 15, 2022.
- 5) Jasmine Earnest v. Town of Queensbury, County of Warren, Stiling Electric, Inc. & Joanne Levack, Warren County Index No. EF2022-2111, filed September 29, 2022. Date of Loss alleged: April 12, 2022. Notice of Claim served May 9, 2022.
- 6) Timothy McIntyre & Brenna Michalak v. County of Warren, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022.
- 7) Jennifer Dees & Ethan Smith v. Michael Zurlo, County of Saratoga, County of Warren, et al. (including 47 individual defendants and three additional entities), NDNY 1:24-cv-00001-MAD-DJS, filed January 2, 2024. Date of Loss alleged: June 8, 2020 through January 2, 2024. Dismissed without prejudice: May 21, 2024. June 4, 2024: Notice of Appeal filed.
- 8) Nicholas Oudekerk v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.

**C. Notice of Claims & Administrative Complaints:**

- 1) Notice of Claim served February 22, 2024: Christian Gottschalt & Kimberlee Gottschalt. Date of Loss alleged: November 29, 2023.
- 2) Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
- 3) Notice of Claim served March 27, 2024: Irene Esposito. Date of Loss alleged January 13, 2024.
- 4) Notice of Claim served May 15, 2024: Tarrah Rockwell. Date of Loss alleged: September 26, 2023. Claimant filed motion to serve late notice of claim and Court Order, dated May 14, 2024, granted permission to file late notice of claim.
- 5) Administrative Complaint: Department of Human Rights against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024.
- 6) Notice of Claim served July 15, 2024. Jennifer Dees & Ethan Smith. Date of Loss alleged: June 2024. Warren County District Attorney's Office regarding assignment as special prosecutor for Saratoga County in the matter of People v. Veronica Smith.

**V. Pending Items:**

No Items this Month.

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**



**Project: SUNY Adirondack High Voltage Electrical Infrastructure Replacement**

SUNY Adirondack is requesting funding to replace the original (1965) high-voltage electrical infrastructure that serves the south end of campus, from Washington Hall to the Gymnasium. The campus has experienced three failures of this infrastructure over the last year, one of which closed the campus for several days and created threats to life and safety on campus. SUNY Adirondack engaged an electrical engineer to complete a schematic design of the infrastructure replacement, and sent the design to a professional cost estimator.

Replacing this aging infrastructure is critical and has been included in our Facility Master Plan since at least 2011. The original infrastructure serving the North end of campus was replaced in conjunction with the renovation and expansion of Adirondack Hall in 2017. It was anticipated that the infrastructure serving the South end would be replaced with a renovation/expansion of the gymnasium. The recent failures have indicated that the infrastructure could likely catastrophically fail before that project is funded, designed and completed.

The high voltage electrical infrastructure replacement project is estimated to cost \$4M. The State of New York will match the Sponsor Contribution for the project, leaving the local share at \$2M. Washington County has passed a resolution committing to \$600k. The amount needed from Warren County is \$1.4M. SUNY Adirondack is actively seeking grant funds to help offset the total sponsor contribution needed.

The primary equipment has a long lead time (2+ years) and if approved, would likely be replaced in 2026. This critical infrastructure directly serves the following buildings on campus: Student Center\*, Eisenhart Hall, Warren Hall, Gymnasium\*, Child Care Center, Maintenance and Grounds shops, Athletic Field.



Gym and Student Center SwitchGears installed in 1965  
High Voltage step down Transformer installed inside



Adirondack Hall Switchgear installed in 2017  
High Voltage step down Transformer installed outdoors

\*Student Center and Gymnasium Switchgears and Transformers distribute power to the other buildings listed

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
8/18/2023	Tourism	Assistant Tourism Coordinator (1907)	Tackett	PR	\$ 58,413.00	\$ 58,413.00	1/16/2024	Davis	\$54,661.00	\$ (3,752.00)	\$ (3,752.00)
8/22/2023	Social Services	Sr Account Clerk # 6 (1748)	Phinney	PR	\$ 53,558.00	\$ 43,187.00	2/25/2024	Phinney	\$53,558.00	\$ 10,371.00	\$ -
9/28/2023	DPW	Auto Parts Specialist (2246)	Monroe	RS	\$ 47,438.00	\$ 46,090.00	1/22/2024	LaLuna	\$46,090.00	\$ -	\$ (1,348.00)
9/28/2023	DPW	MEO (L) # 26 (1225)	Arnold	RS	\$ 43,830.00	\$ 43,187.00	1/16/2024	Rainville	\$43,187.00	\$ -	\$ (643.00)
11/1/2023	DPW	HEO # 11 (1230)	Moffitt	PR	\$ 56,229.00	\$ 47,667.00	3/25/2024	Binder	\$49,043.00	\$ 1,376.00	\$ (7,186.00)
11/21/2023	Veteran's Services	Van Driver # 4 (Per-Diem) (2481)	Therio	RS	\$ 36,342.00	\$ 36,342.00	2/12/2024	Nolin	\$36,342.00	\$ -	\$ -
11/21/2023	Social Services	Intake Clerk (1754)	Vitolo	PR	\$ 39,089.00	\$ 38,447.00	1/30/2024	Perez-Torres	\$38,447.00	\$ -	\$ (642.00)
11/28/2023	DPW	Auto Mechanic # 7 (1278)	Werne	PR	\$ 58,890.00	\$ 48,324.00	2/5/2024	Blydenburgh	\$48,324.00	\$ -	\$ (10,566.00)
12/12/2023	DPW	MEO (L) # 16 (1260)	Walker	PR	\$ 46,090.00	\$ 43,187.00	3/25/2024	McGrath	\$43,187.00	\$ -	\$ (2,903.00)
12/13/2023	Health Services	Senior Public Health Educator (2232)	N/A	PR	N/A	\$ 58,151.00	vacant				
12/14/2023	DPW	MEO (M) # 8 (1251)	Bunting	RS	\$ 52,890.00	\$ 46,090.00	1/14/2024	Krick	\$46,090.00	\$ -	\$ (6,800.00)
12/14/2023	DPW	Sign Maint. Worker # 2 (1204)	Monroe	PR	\$ 58,890.00	\$ 48,324.00	vacant				
12/20/2023	Social Services	Caseworker # 10 (1667)	LaPlant	RS	\$ 54,704.00	\$ 54,061.00	1/22/2024	Howe	\$54,061.00	\$ -	\$ (643.00)
12/20/2023	Social Services	Caseworker # 43 (2789)	N/A	O	N/A	\$ 54,061.00	vacant			\$ -	\$ -
12/20/2023	Social Services	Principal Clerk # 1 (2792)	N/A	O	N/A	\$ 43,187.00	1/29/2024	Dashnaw	\$43,830.00	\$ 643.00	\$ -
12/20/2023	Social Services	Case Manager # 3 (2790)	N/A	O	N/A	\$ 51,356.00	2/12/2024	Langworthy	\$54,430.00	\$ 3,074.00	\$ -
12/20/2023	Social Services	Intake Clerk # 11 (2791)	N/A	O	N/A	\$ 38,447.00	1/29/2024	Finkle	\$38,447.00	\$ -	\$ -
12/28/2023	Social Services	Sr Social Services Investigator # 1 (2744)	Morgan	RS	\$ 60,636.00	\$ 50,300.00	2/26/2024	Biele	\$60,636.00	\$ 10,336.00	\$ -
12/28/2023	DPW	MEO (M) # 24 (2209)	Russell	RS	\$ 52,890.00	\$ 46,090.00	5/20/2024	Secor	\$46,090.00	\$ -	\$ (6,800.00)
1/2/2024	Social Services	SWE # 11 (1664)	Maranville	RT	\$ 54,807.00	\$ 44,729.00	2/5/2024	Kazlo	\$46,051.00	\$ 1,322.00	\$ (8,756.00)
1/3/2024	Health Services	Senior Account Clerk # 2 (2399)	Baker	RS	\$ 53,058.00	\$ 43,187.00	5/13/2024	Woods	\$43,187.00	\$ -	\$ (9,871.00)
1/3/2024	Health Services	RPN/PHN (2548)	Allocco	RS	\$ 67,376.00	\$ 60,912.00	4/8/2024	Jerdon	\$73,324.00	\$ 12,412.00	\$ 5,948.00
1/4/2024	Treasurer	Junior Accountant (1092)	Goard	RS	\$ 75,286.00	\$ 75,286.00	2/5/2024	Urrico	\$72,926.00	\$ (2,360.00)	\$ (2,360.00)
1/17/2024	Social Services	Caseworker # 9 (1653)	Hayes	O	\$ 55,547.00	\$ 54,061.00	1/22/2024	York	\$54,061.00	\$ -	\$ (1,486.00)
1/18/2024	DPW	Solid Waste/Recycle Comp. Coord (2650)	Szabo	RS	\$ 50,633.00	\$ 73,194.00	2/12/2024	Royael	\$73,194.00	\$ -	\$ 22,561.00
1/22/2024	Social Services	Caseworker # 15 (1665)	Austin-Avon	RS	\$ 54,061.00	\$ 54,061.00	2/20/2024	Mulcahy	\$54,061.00	\$ -	\$ -
1/23/2024	Social Services	Intake Clerk # 9 (2661)	Dashnaw	PR	\$ 39,089.00	\$ 38,447.00	1/29/2024	Mattison	\$38,447.00	\$ -	\$ (642.00)
1/23/2024	Social Services	Medicaid Clerk # 2 (2094)	Kazlo	PR	\$ 41,002.00	\$ 39,766.00	2/20/2024	Wright	\$41,002.00	\$ 1,236.00	\$ -
1/29/2024	Treasurer	Payroll Technician (2335)	Urrico	PR	\$ 59,017.00	\$ 56,219.00	2/22/2024	Paddock	\$59,017.00	\$ 2,798.00	\$ -
1/25/2024	Social Services	Caseworker # 16 (1670)	Ruiz	RS	\$ 54,704.00	\$ 54,061.00	2/26/2024	Herrington	\$54,061.00	\$ -	\$ (643.00)
2/7/2024	Social Services	SWE # 21 (1729)	Langworthy	O	\$ 47,448.00	\$ 44,729.00	2/12/2024	Licari	\$51,320.00	\$ 6,591.00	\$ 3,872.00
2/8/2024	Social Services	SWE # 40 (2101)	Palmatier	RT	\$ 54,807.00	\$ 44,729.00	3/18/2024	Luzzi	\$51,320.00	\$ 6,591.00	\$ (3,487.00)
2/13/2024	Tourism	Social Media Manager (2794)	N/A	PR	N/A	\$ 53,316.00	2/12/2024	Ellis	\$53,316.00	\$ -	\$ -
2/13/2024	Social Services	Sr Account Clerk (1703)	Cronin	RT	\$ 49,545.00	\$ 43,187.00	4/15/2024	Merrill	\$43,187.00	\$ -	\$ (6,358.00)
2/13/2024	Social Services	Resource Clerk # 3 (1636)	Warner	PR	\$ 39,661.00	\$ 38,447.00	6/17/2024	Mattison	\$38,447.00	\$ -	\$ (1,214.00)
2/14/2024	Social Services	SWE # 38 (2082)	Licari	O	\$ 51,320.00	\$ 44,729.00	3/4/2024	Warner	\$44,729.00	\$ -	\$ (6,591.00)
2/15/2024	Social Services	Principal Account Clerk # 3 (2709)	Phinney	O	\$ 58,644.00	\$ 47,667.00	3/25/2024	Stoller	\$54,710.00	\$ 7,043.00	\$ (3,934.00)
2/20/2024	Tourism	Marketing Coordinator (2798)	N/A	O	N/A	\$ 65,807.00	2/19/2024	O'Brien	\$65,807.00	\$ -	\$ -
2/20/2024	Self Insurance	Insurance Administrator (1974)	Clute	RT	\$ 101,654.00	\$ 83,760.00	2/19/2024	Burnham	\$83,760.00	\$ -	\$ (17,894.00)
2/20/2024	Social Services	Commissioner (1694)	Hanchett	RT	\$ 112,926.00	\$ 119,048.00	2/19/2024	Mastrianni	\$119,048.00	\$ -	\$ 6,122.00
2/21/2024	Office for the Aging	Services Assistant # 5 (2799)	N/A	O	N/A	\$ 43,187.00	5/20/2024	Pratt	\$43,187.00	\$ -	\$ -
2/22/2024	Social Services	SS Investigator # 2 (1758)	Biele	PR	\$ 58,390.00	\$ 48,324.00	3/25/2024	Lehrer	\$55,468.00	\$ 7,144.00	\$ (2,922.00)
2/23/2024	DPW	MEO (M) # 3 (1253)	Smith	RS	\$ 52,890.00	\$ 46,090.00	3/25/2024	Norton	\$46,090.00	\$ -	\$ (6,800.00)
2/23/2024	DPW	MEO (L) # 13 (1263)	Krick	PR	\$ 43,187.00	\$ 43,187.00	3/4/2024	Norton	\$43,187.00	\$ -	\$ -
2/23/2024	Planning	Office Specialist (1963)	Tucker	RT	\$ 53,558.00	\$ 43,187.00	3/18/2024	Castler	\$43,187.00	\$ -	\$ (10,371.00)
2/29/2024	Self Insurance	Deputy Ins Administrator (2228)	Burnham	PR	\$ 71,422.00	\$ 62,423.00	3/4/2024	Smith	\$64,115.00	\$ 1,692.00	\$ (7,307.00)
3/4/2024	Countryside	Institutional Aide Per Diem	N/A	O	N/A	\$ 47,031.00	vacant				

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

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Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
3/8/2024	Social Services	SWE # 14 (1631)	Luzzi	O	\$ 51,320.00	\$ 44,729.00	5/6/2024	Wick	\$45,372.00	\$ 643.00	\$ (5,948.00)
3/13/2024	Tourism	Communication Specialist (2560)	O'Brien	PR	\$ 51,931.00	\$ 48,893.00	5/20/2024	Frenette	\$48,983.00	\$ 90.00	\$ (2,948.00)
3/14/2024	DPW	MEO (L) # 6 (1259)	Barrett	RS	\$ 43,187.00	\$ 43,187.00	3/25/2024	Janos	\$43,187.00	\$ -	\$ -
3/20/2024	Social Services	Medicaid Clerk # 3 (2071)	Smith	PR	\$ 46,051.00	\$ 39,766.00	3/25/2024	Dong	\$39,766.00	\$ -	\$ (6,285.00)
3/20/2024	Social Services	SWE # 17 (1722)	Lehrer	PR	\$ 51,320.00	\$ 44,729.00	4/29/2024	Miller	\$47,448.00	\$ 2,719.00	\$ (3,872.00)
3/20/2024	Social Services	Intake Clerk # 4 (1736)	Dong	PR	\$ 38,447.00	\$ 38,447.00	6/17/2024	Pratt	\$38,447.00	\$ -	\$ -
3/20/2024	Social Services	SWE # 28 (1733)	Langford	RS	\$ 44,729.00	\$ 44,729.00	4/29/2024	Johnson	\$47,448.00	\$ 2,719.00	\$ 2,719.00
3/25/2024	DPW	HEO # 9 (1247)	Hayes	RS	\$ 58,144.00	\$ 47,667.00	3/25/2024	Necatera	\$48,311.00	\$ 644.00	\$ (9,833.00)
3/25/2024	DPW	HEO # 2 (1237)	Carpenter	RS	\$ 54,710.00	\$ 47,667.00	3/25/2024	Blydenburgh	\$49,043.00	\$ 1,376.00	\$ (5,667.00)
3/25/2024	DPW	HEO # 11 (1230)	Moffitt	RS	\$ 54,710.00	\$ 47,667.00	3/25/2024	Binder	\$49,043.00	\$ 1,376.00	\$ (5,667.00)
3/27/2024	Planning	Junior Planner (2483)	Beck	O	\$ 42,333.00	\$ 48,983.00	6/3/2024	Smith	\$48,983.00	\$ -	\$ 6,650.00
3/28/2024	Countryside	Senior Aide # 1 (2394)	Graves	O	\$ 54,058.00	\$ 43,187.00	3/27/2024	Dawkins	\$43,187.00	\$ -	\$ (10,871.00)
4/19/2024	Probation	Probation Assistant- Temp (2801)	N/A	O	N/A	\$ 43,187.00	4/22/2024	Bayle	\$43,187.00	\$ -	\$ -
4/19/2024	DPW	MEO (M) # 1 (1245)	Binder	RS	\$ 47,438.00	\$ 46,090.00	4/8/2024	Stockman	\$46,090.00	\$ -	\$ (1,348.00)
4/11/2024	Social Services	SWE # 31 (1713)	Johnson	O	\$ 47,448.00	\$ 44,729.00	6/10/2024	Dong	\$45,372.00	\$ 643.00	\$ (2,076.00)
4/23/2024	County Clerk	MV Supervisor (1110)	Corcoran	RT	\$ 65,330.00	\$ 52,674.00	vacant				
4/24/2024	Planning	GIS Specialist PT (2800)	N/A	O	N/A	\$31.6827/HR	5/1/2024	Dixon	31.6827/HR	\$ -	\$ -
4/24/2024	Social Services	Caseworker # 13 (1679)	Flower	RS	\$ 55,547.00	\$ 54,061.00	5/20/2024	Gonroff	\$54,704.00	\$ 643.00	\$ (843.00)
4/24/2024	Social Services	Intake Clerk # 12 (2806)	N/A	O	N/A	\$ 38,447.00	6/10/2024	Gallup	\$38,447.00	\$ -	\$ -
4/24/2024	Social Services	Intake Clerk # 8 (2660)	Wick	PR	\$ 39,089.00	\$ 38,447.00	6/3/2024	Dezalia	\$38,447.00	\$ -	\$ (642.00)
4/24/2024	Social Services	Director of SS- Public Asst (2808)	N/A	O	N/A	\$ 83,846.00	4/29/2024	Murray	\$83,846.00	\$ -	\$ -
4/24/2024	Social Services	Director of SS- Child Serv (2807)	N/A	O	N/A	\$ 91,062.00	4/22/2024	Breen	\$91,062.00	\$ -	\$ -
4/29/2024	Social Services	Case Supervisor B # 1 (1641)	Murray	PR	\$ 73,682.00	\$ 60,912.00	7/22/2024	Pratt	\$69,983.00	\$ 9,071.00	\$ (3,699.00)
5/1/2024	Countryside	Institutional Aide # 12 (1870)	Dawkins	PR	\$ 36,995.00	\$ 36,995.00	5/8/2024	Briggs	\$36,995.00	\$ -	\$ -
5/8/2024	DPW	Assistant Naturalist-Temp (2247)	Smith	RS	17.4721/HR		5/30/2024	Florio	17.4721/HR	\$ -	\$ -
5/10/2024	DPW	MEO (M) #4 (1254)	Moulton	RS	\$ 46,734.00	\$ 46,090.00	6/3/2024	Carpenter	\$46,090.00	\$ -	\$ (644.00)
5/13/2024	County Clerk	MV Registration Clerk (1117)	Gonroff	RS	\$ 45,372.00	\$ 44,729.00	vacant				
5/13/2024	Mental Health	Program Analyst (1623)	Wright	RS	\$ 74,263.00	\$ 69,393.00	vacant				
5/15/2024	DPW	Engineer II (2612)	Monroe	RS	\$ 75,880.00	\$ 83,640.00	5/20/2024	Holmes	\$83,640.00	\$ -	\$ 7,760.00
5/22/2024	Countryside	Institutional Aide # 2 PT (1894)	Yetto	RS	\$ 29,596.00	\$ 36,995.00	6/4/2024	Romano	\$29,596.00	\$ (7,399.00)	\$ -
5/23/2024	Treasurer	Principal Account Clerk # 2 (1085)	Labruzzo	RT	\$ 47,667.00	\$ 59,644.00	7/3/2024	Mundell	\$58,644.00	\$ (1,000.00)	\$ 10,977.00
5/29/2024	Office for the Aging	Meal Site Cook # 11 (1952)	Ostrander	RS	\$ 26,031.00	\$ 22,714.00	vacant				
5/29/2024	Probation	Probation Supervisor (1302)	Secor	RS	\$ 83,912.00	\$ 73,194.00	6/3/2024	Lane	\$81,664.00	\$ 8,470.00	\$ (2,248.00)
5/29/2024	Public Defender	3rd Assistant Public Defender (1076)	Kelly-Barnes	RS	\$ 73,116.00	\$ 74,865.00	5/29/2024	Aman	\$74,865.00	\$ -	\$ 1,749.00
6/4/2024	Workforce Development	Job Coach - Temp (2719)	Tucker	O	\$ 41,213.00	\$ 41,213.00	6/26/2024	Tucker	\$41,213.00	\$ -	\$ -
6/3/2024	Planning	Assistant County Planner (2521)	Gaddy	O	\$ 74,328.00	\$ 78,357.00	vacant				
5/30/2024	Building Codes	Code Enforcement Officer # 3 (1971)	Gillingham	RT	\$ 68,007.00	\$ 56,356.00	vacant				
5/30/2024	Building Codes	Code Enforcement Officer # 6 (2163)	Farr	RS	\$ 58,780.00	\$ 56,356.00	vacant				
6/4/2024	Social Services	Resource Clerk # 1 (1635)	Pratt	O	\$ 38,447.00	\$ 38,447.00	6/20/2024	Putney	\$38,447.00	\$ -	\$ -
6/4/2024	Health Services	Infant Feeding Advocate Part Time (2081)	Collums	RS	\$ 18,498.00	\$ 18,498.00	vacant				
6/3/2024	DPW	Fiscal Manager (1206)	Henkel	RT	\$ 79,567.00	\$ 65,807.00	6/3/2024	Barlow	\$69,139.00	\$ 3,332.00	\$ (10,428.00)
6/6/2024	Public Defender	1st Assistant Public Defender (1073)	Pilatzke	O	\$ 118,996.00	\$ 96,376.00	6/3/2024	Komon	\$118,995.00	\$ 22,619.00	\$ (1.00)
6/6/2024	Public Defender	Legal Clerk (2664)	Farone	RS	\$ 39,766.00	\$ 39,766.00	6/13/2024	Bolton	\$39,766.00	\$ -	\$ -
6/10/2024	Social Services	Secretary 1 (2270)	Gallup	O	\$ 38,447.00	\$ 38,447.00	vacant				
6/10/2024	Social Services	Intake Clerk # 9 (2661)	Mattison	O	\$ 38,447.00	\$ 38,447.00	6/17/2024	Hamelin	\$39,089.00	\$ 642.00	\$ 642.00
6/10/2024	Social Services	Caseworker # 23 (1672)	Petteys	RS	\$ 54,704.00	\$ 54,061.00	7/8/2024	Campbell	\$54,061.00	\$ -	\$ (643.00)
6/10/2024	Social Services	SWE # 41 (2129)	Hamelin	O	\$ 45,372.00	\$ 44,729.00	vacant			\$ -	\$ -
6/10/2024	Social Services	SWE # 19 (1721)	Conde	O	\$ 54,307.00	\$ 44,729.00	vacant			\$ -	\$ -

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/11/2024	Treasurer	Principal Account Clerk # 4 (2566)	Toll	RS	\$ 54,710.00	\$ 47,667.00	vacant			\$ -	\$ -
6/11/2024	Treasurer	Administrative Secretary (2762)	Redmond	RS	\$ 53,378.00	\$ 53,378.00	7/22/2024	Bennett	\$53,378.00	\$ -	\$ -
6/18/2024	Tourism	Communications Assistant (2417)	Ellis	PR	\$ 46,734.00	\$ 46,090.00	6/24/2024	Slattery	\$46,090.00	\$ -	\$ (644.00)
5/28/2024	Planning	Principal Planner 2 (2811)	N/A	N	N/A	\$ 81,644.00	5/28/2024	Nelson	\$81,644.00	\$ -	\$ -
6/25/2024	DPW	Cleaner # 11 (2264)	Egan	RS	\$ 36,342.00	\$ 36,342.00	7/1/2024	Adamczyk	\$36,342.00	\$ -	\$ -
6/25/2024	DPW	Cleaner # 10 (1163)	Miller	RS	\$ 38,613.00	\$ 36,342.00	7/1/2024	Smith	\$36,342.00	\$ -	\$ (2,271.00)
6/28/2024	Social Services	Caseworker # 40 (2665)	Kubricky	RS	\$ 55,547.00	\$ 54,061.00	7/22/2024	Knox	\$54,061.00	\$ -	\$ (1,486.00)
6/28/2024	Social Services	Sr Caseworker # 7 (2268)	Pratt	PR	\$ 66,055.00	\$ 57,507.00	vacant			\$ -	\$ -
7/3/2024	DPW	Sr Building Maint Mechanic # 2 (1161)	Leemans	RT	\$ 69,814.00	\$ 57,507.00	7/8/2024	Sargent	\$69,314.00	\$ 11,807.00	\$ (500.00)
7/3/2024	DPW	Sr Building Maint Mechanic # 3 (1157)	Miller	RT	\$ 69,814.00	\$ 57,507.00	7/8/2024	Spring	\$57,507.00	\$ -	\$ (12,307.00)
7/3/2024	Probation	Senior Probation Officer # 3 (1300)	Mason	PR	\$ 72,682.00	\$ 60,912.00	vacant			\$ -	\$ -
7/10/2024	DPW	MEO (L) # 13 (1263)	Norton	O	\$ 43,187.00	\$ 43,187.00	7/15/2024	McNeill	\$43,187.00	\$ -	\$ -
7/12/2024	Treasurer	Senior Account Clerk # 4 (1086)	Mundell	PR	\$ 53,558.00	\$ 43,187.00	vacant			\$ -	\$ -
7/12/2024	County Clerk	Pistol Permit Clerk (2812)	N/A	O	N/A	\$ 44,729.00	vacant			\$ -	\$ -
7/15/2024	Health Services	RPN (2025)	Mattes	RT	\$ 76,055.00	\$ 69,983.00	7/22/2024	Sokol	\$69,983.00	\$ -	\$ (6,072.00)
7/15/2024	Social Services	Caseworker # 14 (1655)	Thrasher	RS	\$ 54,704.00	\$ 54,061.00	vacant			\$ -	\$ -
7/15/2024	Office for the Aging	Meal Site Manager # 9 (1949)	Brennan	RT	\$ 35,087.00	\$ 27,256.00	vacant			\$ -	\$ -
7/18/2024	Workforce Development	Career Development Specialist (2729)	Graney	RS	\$ 51,999.00	\$ 51,356.00	vacant			\$ -	\$ -
7/22/2024	County Attorney	Property & Casualty Risk Manager (2815)	N/A	N	N/A	\$ 34,696.00	7/24/2024	Rivers	\$34,696.00	\$ -	\$ -
7/22/2024	Public Defender	Assistant Public Defender # 8 (2460)	Moore	RS	\$ 96,936.00	\$ 81,920.00	7/22/2024	Cartmell	\$81,920.00	\$ -	\$ (15,016.00)
7/22/2024	Public Defender	Assistant Public Defender # 9 (2608)	Hladik	PR	\$ 81,921.00	\$ 81,920.00	7/22/2024	Aman	\$81,920.00	\$ -	\$ (1.00)
7/22/2024	Public Defender	Assistant Public Defender # 13 (2813)	N/A	N	N/A	\$ 89,318.00	7/22/2024	Hladik	\$89,318.00	\$ -	\$ -
7/23/2024	Health Services	Public Health Program Manager (2553)	N/A	N	N/A	\$ 62,310.00	vacant				
<b>Totals:</b>										<b>\$85,146.00</b>	<b>\$ (224,050.00)</b>

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position***

DEPARTMENT NAME: Building &amp; Fire Code

DATE: 7/25/2024

- (a) Title of Requested Position: Fire Prevention & Building Code Enforcement Officer - PT  
(how many hours/week?)
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 17, \$56,356
- (c) Effective Date for New Position\*: Subject to full board approval  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
(Include annual salary and grade if applicable):  
None
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.3620 110
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial AE
- (h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial AK
- (i) Is this a mandated position?  YES  NO  
If yes, please explain:
- (j) Is there expected revenue from this position?  YES  NO  
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

**BUILDING AND CODE ENFORCEMENT OFFICER**

**GENERAL STATEMENT OF DUTIES:** Inspects the construction and repair of buildings and structures and enforces the provisions of local building ordinances and portions of the multiple residence law; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for reviewing and passing on plans and specifications submitted with applications for building permits and for inspecting buildings erected or under construction or repair for compliance with approved plans and specifications, and appropriate laws, codes and ordinances. Employees in this class do not have responsibility for the examination of plans for the construction or for the inspection of large-scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction are necessitated, a municipality must engage a licensed professional engineer or architect. The work is performed under direction of the local legislative body with leeway allowed for exercise of independent judgment in carrying out work details. Supervision is exercised over a small number of technical and clerical assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and requirements of applicable ordinances and laws;  
 Reviews and passes upon sign and sewage permit applications;  
 Issues building permits and furnishes prescribed certificates of occupancy upon application;  
 Explains the requirements of the local building code and the New York State Multiple Residence Law and related laws to building contractors and the general public;  
 Reviews requests for variances, reviews them and makes recommendations, and presents them to the appropriate Boards;  
 Issues orders under statutory authority, that unsafe conditions be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;  
 Acts as liaison with other agencies on building construction, inspection and related matters;  
 Assists the Planning Board in technical aspects of their work;  
 Prepares a wide variety of records and reports;  
 May review and approve or disapprove various licenses applications.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of modern principles, practices, materials and tools used in building construction;  
 Thorough knowledge of the requirements of the local building codes;  
 Good knowledge of the building trades;  
 Good knowledge of the New York State Multiple Residence Law;  
 Working knowledge of the methods and procedures of installing residential commercial and small industrial sewage and waste disposal systems;  
 Ability to establish and maintain cooperative relationships with other public officials, building contractors and with the general public;  
 Ability to read and interpret plans and specifications;  
 Ability to be firm but courteous; good powers of observation;  
 Physical condition suitable to the demand of the position.

**MINIMUM REQUIREMENTS:**

- A) Bachelor's degree in engineering or architecture; or
- B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of responsible experience in building construction work; or
- C) An equivalent combination of training and experience as described above.

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position***

DEPARTMENT NAME: Tourism Department

DATE: July 23, 2024

- (a) Title of Requested Position: Fiscal Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): \$52,674 (Grade 15)
- (c) Effective Date for New Position\*: Upon Board of Supervisor Approval  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
(Include annual salary and grade if applicable):  
Principal Account Clerk
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.6417.0001.110
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* HR Director Initial *AS 7/19/24*
- (h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* Co. Admin Initial *JH 7/19/24*
- (i) Is this a mandated position?  YES  NO  
If yes, please explain:
- (j) Is there expected revenue from this position?  YES  NO  
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

## FISCAL COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position oversees the accounting and financial management functions of a municipal department. Areas of responsibility include fiscal management, budget preparation, accounts payable, accounts receivable, purchasing, cost analysis and program/grant contract monitoring. The work is performed under the general supervision of the department head. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Oversees and participates in department's fiscal and accounting processes including fiscal control of program and/or grant funds, accounts payable, accounts receivable and purchasing;  
 Prepares vouchers, purchase orders, encumbrances and other fiscal documents relating to all applicable Federal, State and locally-funded programs and/or grants with accuracy to ensure maximum appropriations of charges;  
 Maintains and reconciles ledgers of revenues received with bank statements;  
 Oversees and assists in the classification of a variety of receipts and expenditures and the distribution of costs according to prescribed codes and accounts;  
 Performs all support functions in the preparation of the department's budget, including data collection, preparation of budget forms, reconciliation, analysis and summaries;  
 Assists and advises department head in formulating, administering and assessing policies relating to fiscal administration of the budget, program expenses and agency procedures;  
 Prepares departmental financial reports and correspondence; Monitors contracts and service agreements;  
 Monitors agency adherence to regulations regarding the disbursement of Federal, State and locally-funded programs and/or grants;  
 Communicates with various Federal, State and local representatives regarding program funding and fiscal affairs within scope of responsibility;  
 Performs all work related to the efficient execution of the accounting functions of the agency;  
 Resourcefulness in resolving varied administration problems.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of modern governmental accounting and fiscal procedures and techniques including budgeting and appropriation practices as relates to grant disbursement and general office accounting;  
 Good knowledge of methods used in keeping financial accounts and records;  
 Good knowledge of modern fiscal terminology, practices and procedures;  
 Good knowledge of the laws, rules and regulations related to departmental functions;  
 Ability to acquire a working knowledge of agency affairs related to fiscal management;  
 Ability to prepare complete and accurate financial reports and statements;  
 Ability to present written and oral comments and opinions clearly and concisely;  
 Good judgment, accuracy, integrity, resourcefulness and tact.

**MINIMUM QUALIFICATIONS:**

- (A) Bachelor's degree or higher in accounting, business administration or closely related field and one (1) year of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (B) Associate's degree in accounting, business administration or closely related field and three (3) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME:** Treasurer**DATE:** 7/19/2024

- (a) Title of Requested Position: Accounting Technician #3
- (b) Annual **Base** Salary (and Grade if Applicable): \$58,652, Grade 19
- (c) Effective Date for New Position\*: August 16, 2024  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
(Include annual salary and grade if applicable):  
Principal Account Clerk #3, \$47,667, Grade 10
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.1325 110
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:  
There will be savings from a vacant Principal Account Clerk #2 position and savings from the difference in salaries and benefits between the new and previous Prin Acct Clerk #2 employee
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial 1/2/24
- (h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial 9
- (i) Is this a mandated position?  YES  NO  
If yes, please explain:
- (j) Is there expected revenue from this position?  YES  NO  
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

## ACCOUNTING TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for maintaining/reconciling accounting records and preparing reports as well as billing of uncollected accounts. Duties include assisting a higher-level professional accountant in the daily accounting operations of the department. The work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reconciles assigned general ledger accounts on a monthly basis;  
 Oversees the accounts payable functions including reviewing invoice batches from the auditor and issuing checks;  
 Reviews and reconciles accounts receivables, occupancy tax return records and/or employee health insurance records on a monthly basis;  
 Performs assigned procedures for billing of uncollected accounts relating to occupancy tax returns and/or employee health insurance payments;  
 Reviews and files vendor W-9s and oversees the issuance of year end form 1099s;  
 Reviews and approves purchase orders and purchase order changes or liquidations as needed;  
 Reconciles encumbrances on a monthly basis;  
 Records budget amendments and transfers approved by the Board of Supervisors on a monthly basis;  
 Documents the account codes for checks received for receivables on a daily basis;  
 Oversees the physical asset inventory functions of the County including additions, deletions and transfers;  
 Oversees the year end physical inventory process; Reviews various Federal and State aid claims;  
 Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;  
 Assists with the preparation of the County's monthly cash flow analysis.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions;  
 Working knowledge of office methods and procedures and familiarity with the use of standard office equipment;  
 Working knowledge of the general principles of public finance administrations including budgeting and financial reporting;  
 Ability to prepare and complete accurate accounting reports and statements of some complexity;  
 Ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately; Ability to follow complex oral and written instructions.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree or higher in business administration, accounting or related field and one (1) year of full-time paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; or
- B) Associate's degree in business administration, accounting or related field and three (3) years of full-time, paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; or
- C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.