

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

DECEMBER 5, 2025

Committee Members: *Wild, Driscoll, Etu, Maday, Bean, Patchett, Merlino - 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) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Request for a transfer of funds in the amount of \$2,500 from Budget Code A.1435 130, *Salaries - Part Time*, to Budget Code A.1435 120, *Salaries - Overtime*, to cover the overtime expense of full-time employees who are working weekend civil service exams in November and December.
 - C) Request to authorize a Memorandum of Agreement between Warren County and the Correctional Supervisors Benevolent Association for the term commencing January 1, 2026 and terminating December 31, 2029.

 - 3) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci): Sheriff (James LaFarr, Sheriff) -**

Request to amend the Table of Organization and Salary Schedule to create the new positions of Senior Communications Officer #4, #5 and #6, *each with a Base Annual Salary of \$60,486*, and unfund but retain three Communication Officer positions effective December 22, 2025.

 - 4) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

Action Agenda/New Business Items:

 - A) Request for a resolution introducing proposed Local Law 2 of 2026, entitled “A Local Law Superseding the Residency Requirements of Public Officer Law for the Positions of Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys of Warren County”, and setting public hearing for same.
 - B) Request for resolution to approve and adopt the Wire Transfers and e-Banking Policy, as recommended by the Warren County Risk and Safety Committee.
 - C) Request to amend Resolution No. 130 of 2025 to include an additional appropriation in the amount of \$25,000 from Budget Code A.863.00, *Reserve, Insurance*, to Budget Code A.6010 418.1, *Insurance Deductible-Reserve*, under the Department of Social Services and in the amount of \$25,000 from Budget Code A.863.00, *Reserve, Insurance*, to Budget Code A.4010 418.1, *Insurance Deductible-Reserve*, under the Department of Health Services, for payment of out-of-pocket commercial deductible property and casualty claims and actions incurred in 2025 which do not exceed the sum of \$25,000.
 - D) Request for a resolution authorizing the Chair of the Board of Supervisors to execute documents to settle all claims against County in the matter of Michael Easterbrooks v. County of Schenectady, et al in an amount not to exceed \$15,000.
 - E) Appropriating funds in the amount of \$15,000 from Budget Code A.918.00, *Assigned, Sexual Abuse Lawsuits Fund*, to Budget Code A.6010 419, *Social Services, Settlements*, for the settlement of Michael Easterbrooks v. County of Schenectady, et al.
 - F) Request for resolution authorizing the County Attorney to prepare and file summons and complaint and pursue litigation against the State of New York and other related parties, to include the Governor and the New York State Board of Elections, seeking to declare the Even-Year Election Law unconstitutional or in violation of State law, and to coordinate the prosecution of such action with sister counties in the State of New York, with appropriations request for Ten Thousand Dollars (\$10,000) to be made in February 2026 for costs and disbursements.
 - G) Request for resolution to contract with New York State Industries for the Disabled, Inc. to provide mail fulfillment services for the 2026 tax foreclosure lawsuit, for a term commencing January 1, 2026 and terminating December 31, 2026 at the per unit costs set forth herein, renewable annually at no more than a 5% increase. The 2026 proposal from NYSID fixes 2026 costs based on mail fulfillment services required for each interest party required to receive statutory notice through regular mail and certified mail. Total cost of services will be determined by total number of interested parties required to receive statutory notice.
- Discussion Items:**
- H) Insurance Reserve Payment Report as of November 30, 2025: Report enclosed.
 - I) Board of Ethics Membership for 2026 Term.

- J) Warren County Risk & Safety Committee: Summary of 2025 accomplishments.
- K) Request for a motion to enter an executive session, per Public Officers Law §105(1)(d), to engage in discussions of proposed, 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:

1. Lawsuits Without Insurance Coverage:

- a) Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021. Plaintiff died in April 2025. Plaintiff's brother appointed administrator for Plaintiff's estate; Depositions ongoing; Mediation session completed November 17, 2025. Potential settlement pending for some parties.
- b) Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021. Discovery ongoing. Plaintiff's deposition completed August 26, 2025. County employee depositions and co-defendant depositions being scheduled through Winter 2026.
- c) Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022. Discovery completed. Summary judgment motions fully submitted on May 15, 2025. Awaiting Court Decision and Order.
- d) 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.
 - October 8, 2024: Court conference in Federal District Court regarding pending motions to dismiss. All separately filed lawsuits consolidated into a single matter following court conference.
 - No new activity.
- e) Village of Hudson Falls v. Town of Queensbury, Town of Kingsbury, County of Washington & County of Warren, Index No. 2024-37927, filed December 10, 2024. Action to Quiet Title on Village/Town Boundary Line along Warren Street and Quarry Crossing between Dix Avenue and River Street. Hearing on Motion for Preliminary Injunction held March 20, 2025. October 20, 2025-Plaintiff's motion for temporary restraining order denied by Court.

2. Lawsuits Covered by Insurance:

- a) 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. Depositions and discovery ongoing.
- b) 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. Further depositions of County witnesses scheduled for July. Third Party Depositions and discovery ongoing.
- c) 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.
- d) Nicholas Oudekerk (Pro Se) v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.
- September 13, 2024: Motion to Dismiss filed.
 - October 10, 2024/October 24, 2024/December 4, 2024: Court provides Pro Se Plaintiff additional time and opportunity to file opposition papers to Motion to Dismiss.
 - December 19, 2024: Pro Se Plaintiff files opposition papers.
 - February 11, 2025: Awaiting Decision & Order.
 - June 9, 2025: Motion to Dismiss denied. Discovery to follow.
 - December 2, 2025: Deposition of Plaintiff scheduled at jail.
- e) James Condon v. Warren County Deputy Sheriffs Ortiz & Duggan, NDNY 1:24-cv-1172, filed September 25, 2024. Discovery started. Court Ordered Mediation Sessions: July 30, 2025. Depositions of named County employees completed. Plaintiff's deposition completed. Depositions for two sheriff deputies completed. Third-party depositions completed.
- f) Corey M. Russell (Pro Se) v. Bailey, NDNY 9:24-cv-1109, filed November 4, 2024. Date of Loss: June 4, 2024.

Order dismissing various claims filed October 23, 2024. County Motion to Dismiss filed April 30, 2025. On November 21, 2025, U.S. Magistrate Judge filed recommendations and report recommending dismissal of plaintiff's lawsuit with objections by plaintiff due December 5, 2025.

- g) Daniel S. Murray v. County of Warren, NDNY 9:25-cv-00622, filed May 16, 2025. Date of Loss: March 2025. Lawsuit alleged medical indifference, per Eighth Amendment to US Constitution for failure to timely replace lost hearing aids, and violations of the Americans with Disabilities Act and Rehabilitation Act. Initial appearances pending. Claim was tendered to Primecare by contractual agreement for defense and indemnification. Plaintiff filed amended complaint naming WCSO employees as defendants. On November 21, 2025, a motion to dismiss the complaint was filed for the County.
- h) Kristi Truesdell v. Gregory Canale, et al, NDNY 1:24-cv-01309, filed October 25, 2024 and Second Circuit Court of Appeals Case No. 25-2031. The lawsuit was filed by this pro se plaintiff claiming an inability to pay the filing fees required and alleging that members of the Public Defender's Office violated her legal rights under 42 U.S.C. 1983 discriminating against her by failing to appoint counsel for her in a Family Court matter involving her parents. The District Court completed a sua sponte review of the complaint and dismissed all claims against the named County employees working for the Public Defender's Office. When Plaintiff filed a notice of appeal, the County was notified of the appeal, the matter was submitted to the County's insurance carrier, and legal counsel was assigned by Travelers. Plaintiff must perfect her appeal by filing the documents required by the Federal Court of Appeals.
- i) Nicholas Oudekerk v. CO Green, NDNY 9:25-cv-01115, filed September 4, 2025, served October 10, 2025. The lawsuit alleges a violation of an incarcerated person's civil rights under 42 USC § 1983 during a Glens Falls City Court proceeding after the presiding judge adjourned the matter and while being escorted, in restraints, to the holding room in the courtroom. Plaintiff alleges that his arm was pulled by the transporting corrections officer and that it hurt. The Federal District Court dismissed all other claims against Warren County, prior to the lawsuit being served upon the County. Discovery started.
- j) Peter Wilhelm v. Kubricky Construction v Town of Queensbury and County of Warren.

3. Notice of Claims & Administrative Complaints:

- a) Administrative Complaint: Department of Human Rights for Richie Russo against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024. 2/3/2025: Final Investigation Report and Basis of Determination issued by NYS Division of Human Rights finding probable cause to support allegations of the complaint. Matter to proceed to administrative law judge for hearing.
- b) 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.
- c) Notice of Claim served January 24, 2025. Tyson Poulos alleges malicious prosecution and denial of right to fair trial, to include negligent hiring, supervision, retention and training of various employees of the County and its departments.
- d) Notice of Claim served July 9, 2025. Eric Larkin, an incarcerated person at the Warren County Correctional Facility, alleges negligence claims regarding medical treatment received during his stay at the county jail. Claim was tendered to Primecare by contractual agreement for defense and indemnification. Dismissed November 4, 2025 by Federal District Court
- e) Notice of Claim served July 21, 2025. Estate of Dylan Calabrese claims the wrongful death of decedent was caused by the negligence of the County of Warren and Town of Queensbury on April 24, 2025 when decedent was operating a motorcycle on Quaker Road traveling eastbound. Decedent approached the intersection of Lafayette Street in the Town of Queensbury and proceeded into the intersection. The notice of claim alleges that decedent's motorcycle was struck by the vehicle operated by Roger Burdo who was traveling westbound on Quaker Road and executing a left hand turn onto Lafayette Street. Completed 50-h examination of Estate Administrator on November 14, 2025
- f) Notice of Claim, served July 21, 2025. Darcy L. Williams claims ongoing civil rights violations, ADA noncompliance, Family Court retaliation, disability discrimination, DSS misconduct and other unclassified causes of harm to her and her children related to conduct by the Department of Social Services, Warren County Sheriff's Office and Family Court of the State of New York-Warren County. Claimant's 50-h examination scheduled for January 26, 2025.

V. Pending Items: None.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2025 - 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
10/10/2024	Veteran's Services	Veteran's Benefits Counselor (2690)	Cooke	RS	\$ 48,790.00	\$ 47,404.00	4/17/2025	Harris	\$59,168.00	\$ 11,764.00	\$ 10,378.00
10/10/2024	Real Property	GIS Tax Map Technician (2768)	Tilly	RS	\$ 57,962.00	\$ 57,962.00	4/1/2025	Hill	\$59,701.00	\$ 1,739.00	\$ 1,739.00
11/1/2024	Social Services	Community Services Worker # 4 PT (2830)	N/A	N	N/A	\$ 46,004.00	5/5/2025	Bromley	\$23,692.00	\$ -	\$ -
11/7/2024	DPW	MEO (L) # 17 (1250)	Livingston	PR	\$ 49,545.00	\$ 44,418.00	2/10/2025	Hammond	\$45,751.00	\$ 1,333.00	\$ (3,794.00)
11/8/2024	DPW	MEO (L) # 5 (1264)	Stockman	PR	\$ 43,187.00	\$ 44,418.00	4/7/2025	Mitchell	\$55,066.00	\$ 10,648.00	\$ 11,879.00
11/19/2024	Social Services	Support Investigator # 1 (1740)	Granger	O	\$ 55,855.00	\$ 46,004.00	3/3/2025	Collins	\$47,384.00	\$ 1,380.00	\$ (8,471.00)
12/2/2024	Social Services	Caseworker # 9 (1653)	York	RS	\$ 55,602.00	\$ 55,602.00	1/28/2025	Terry	\$57,270.00	\$ 1,668.00	\$ 1,668.00
12/20/2024	Social Services	Support Investigator # 5 (1739)	Johnson	PR	\$ 47,363.00	\$ 47,384.00	3/3/2025	Havill	\$47,384.00	\$ -	\$ -
12/23/2024	Probation	Probation Officer Trainee # 1 (2384)	N/A	N	N/A	\$ 55,602.00	2/3/2025	McKinney	\$65,766.00	\$ 10,164.00	\$ -
1/6/2025	Social Services	Principal Account Clerk (1688)	Mammonne	PR	\$ 61,566.00	\$ 50,497.00	expired				
1/6/2025	Social Services	Sr. Caseworker # 3 (1681)	McKinney	O	\$ 69,976.00	\$ 60,920.00	2/3/2025	Norton	\$69,976.00	\$ 9,056.00	\$ -
1/10/2025	Probation	Senior Probation Officer # 4 (2387)	Gheen	RT	\$ 78,496.00	\$ 64,327.00	2/4/2025	Carrow	\$74,137.00	\$ 9,610.00	\$ (4,359.00)
1/24/2025	Public Defender	Coordinating Attorney - PD (2588)	Komon	PR	\$ 113,616.00	\$ 104,408.00	1/27/2025	Nichols	\$104,408.00	\$ -	\$ (9,208.00)
1/27/2025	Social Services	Caseworker # 35 (2408)	Davis	PR	\$ 99,754.00	\$ 57,270.00	2/10/2025	Smith	\$57,270.00	\$ -	\$ (2,484.00)
1/28/2025	Public Defender	5th Assistant Public Defender (1078)	Leahy	RS	\$ 92,613.00	\$ 95,391.00	2/10/2025	Terwilliger	\$95,391.00	\$ -	\$ 2,778.00
2/12/2025	County Clerk	Legal Record Clerk (1123)	Duers	O	\$ 47,130.00	\$ 45,751.00	7/7/2025	Woodard	\$45,751.00	\$ -	\$ (1,379.00)
2/12/2025	Social Services	Principal SWE # 3 (2222)	Whitted	O	\$ 68,589.00	\$ 55,800.00	3/4/2025	Rowland	\$67,089.00	\$ 11,289.00	\$ (1,500.00)
2/12/2025	DPW	MEO (L) # 3 (1249)	Monroe	PR	\$ 45,751.00	\$ 45,751.00	2/18/2025	Fraser	\$45,751.00	\$ -	\$ -
2/12/2025	Office for the Aging	Services Assistant OFA # 1 (2653)	McCarthy	RT	\$ 52,486.00	\$ 45,751.00	4/14/2025	Wilkins	\$45,751.00	\$ -	\$ (6,735.00)
2/18/2025	Veteran's Services	Van Driver # 4 Per Diem (2481)	Nolin	RS	18,5091/hr	18,5091/hr	5/5/2025	Wilson	18,5091/hr	\$ -	\$ -
2/21/2025	DPW	MEO (M) # 24 (2209)	Secor	RS	\$ 48,826.00	\$ 48,826.00	3/3/2025	Russell	\$48,826.00	\$ -	\$ (56.00)
2/21/2025	DPW	MEO (M) # 26 (2420)	Kennedy	PR	\$ 48,882.00	\$ 48,826.00	3/3/2025	Allison	\$48,826.00	\$ -	\$ -
2/25/2025	Board of Elections	Deputy Commissioner of Elections # 1 (1138)	Hubbard	PR	\$ 61,008.00	\$ 61,008.00	2/24/2025	Clesceri	\$61,008.00	\$ -	\$ -
2/25/2025	Health Services	Principal Account Clerk (1539)	Cote	RT	\$ 63,066.00	\$ 50,497.00	3/17/2025	Shrestha	\$51,954.00	\$ 1,457.00	\$ (11,112.00)
2/25/2025	County Clerk	MV License Registration Clerk # 10 (1117)	Sacco	RS	\$ 48,065.00	\$ 47,384.00	4/14/2025	Walker	\$47,384.00	\$ -	\$ (681.00)
2/26/2025	DPW	Administrative Assistant # 2 (1152)	Molinari	RT	\$ 59,031.00	\$ 47,384.00	3/18/2025	Mahoney	\$47,384.00	\$ -	\$ (11,647.00)
2/26/2025	DPW	Cleaner # 6 (2143)	Goucher	RS	\$ 39,743.00	\$ 38,499.00	3/4/2025	Duval	\$38,499.00	\$ -	\$ (1,244.00)
2/28/2025	Workforce Development	E&T Coordinator (2614)	Yannaci	RS	\$ 48,065.00	\$ 47,384.00	3/10/2025	Milner	\$47,384.00	\$ -	\$ (681.00)
2/28/2025	Workforce Development	E&T Counselor II # 2 (2697)	Galeno	RS	\$ 55,013.00	\$ 51,890.00	4/28/2025	Lee	\$51,890.00	\$ -	\$ (3,123.00)
3/3/2025	Probation	Probation Officer Trainee # 2 (2400)	Malloy	PR	\$ 43,968.00	\$ 57,270.00	3/24/2025	Cozzens	\$58,844.00	\$ 1,574.00	\$ 14,876.00
3/4/2025	Social Services	Caseworker # 18 (1678)	Hayes	RS	\$ 59,754.00	\$ 57,270.00	4/14/2025	Derway	\$59,754.00	\$ -	\$ -
3/4/2025	Social Services	Sr. Caseworker # 4 (1657)	Norton	PR	\$ 69,976.00	\$ 60,920.00	2/3/2025	Davis	\$63,535.00	\$ 2,615.00	\$ (6,441.00)
3/5/2025	Social Services	Senior SWE # 8 (1728)	Rowland	PR	\$ 61,856.00	\$ 51,192.00	5/5/2025	Oswald	\$61,856.00	\$ 10,664.00	\$ -
3/5/2025	Social Services	Principal SWE # 2 (2599)	Groff	RT	\$ 67,589.00	\$ 55,800.00	6/16/2025	Connell	\$58,760.00	\$ 7,568.00	\$ -
3/7/2025	Social Services	Caseworker # 39 (2616)	Cozzens	RS	\$ 58,844.00	\$ 57,270.00	4/21/2025	Paravella	\$64,075.00	\$ 8,275.00	\$ (3,514.00)
3/11/2025	Countryside	Institutional Aide # 8 (1866)	Rosson	RS	\$ 41,036.00	\$ 39,190.00	3/17/2025	Lynch	\$39,190.00	\$ -	\$ (1,846.00)
3/11/2025	Social Services	Social Services Attorney (1684)	Cross	RS	\$ 103,149.00	\$ 94,385.00	4/28/2025	Leahy	\$103,149.00	\$ 8,764.00	\$ -
3/14/2025	Veteran's Services	Office Specialist (2425)	Harris	O	\$ 55,678.00	\$ 45,751.00	6/16/2025	Aprile	\$45,751.00	\$ -	\$ (9,927.00)
3/19/2025	Public Defender	6th Assistant Public Defender (2380)	Nicols	PR	\$ 94,835.00	\$ 94,835.00	3/24/2025	White	\$102,073.00	\$ 7,238.00	\$ 7,238.00
3/25/2025	Board of Elections	Sr. Clerk/Election Mgmt Tech # 1 (2751)	Clesceri	PR	\$ 52,219.00	\$ 52,219.00	5/5/2025	Biddiscombe	\$52,219.00	\$ -	\$ -
3/28/2025	Social Services	Caseworker # 32 (1661)	Derway	O	\$ 59,754.00	\$ 57,270.00	4/14/2025	Stofa	\$57,270.00	\$ -	\$ (2,484.00)
4/2/2025	DPW	Senior Building Maintenance Worker (2772)	Chervinski	RS	\$ 48,826.00	\$ 48,826.00	4/8/2025	Bocchi	\$48,826.00	\$ -	\$ -
4/3/2025	Social Services	Caseworker # 23 (1672)	Campbell	RS	\$ 57,270.00	\$ 57,270.00	5/5/2025	Mackey	\$57,270.00	\$ -	\$ -
4/15/2025	Social Services	Caseworker # 31 (1677)	Hendrie	RS	\$ 57,270.00	\$ 57,270.00	6/2/2025	Cliker	\$52,270.00	\$ (5,000.00)	\$ (5,000.00)
4/22/2025	DPW	Building Maintenance Worker # 12 (1191)	Trask	RS	\$ 45,751.00	\$ 45,751.00	4/28/2025	Clark	\$45,751.00	\$ -	\$ -
4/21/2025	County Clerk	Legal Recording Clerk (1119)	Slater	RS	\$ 47,827.00	\$ 45,751.00	1/13/2025	Ellis-Durham	\$45,751.00	\$ -	\$ (2,076.00)
4/21/2025	Social Services	Sr. Caseworker # 6 (2267)	Cummings	RS	\$ 72,898.00	\$ 60,920.00	5/19/2025	Watkins	\$73,398.00	\$ 12,478.00	\$ 500.00
4/22/2025	DPW	MEO (L) # 16 (1260)	McGrath	RS	\$ 55,748.00	\$ 48,826.00	6/2/2025	Seignfried	\$48,826.00	\$ -	\$ (6,922.00)
4/23/2025	Purchasing	Purchasing Assistant (2276)	Biddiscombe	RS	\$ 46,431.00	\$ 45,751.00	6/23/2025	Allen	\$45,751.00	\$ -	\$ (680.00)
4/24/2025	DPW	MEO (M) # 4 (1254)	Carpenter	O	\$ 58,130.00	\$ 51,890.00	4/28/2025	Mitchell	\$58,130.00	\$ 6,240.00	\$ -
5/6/2025	Countryside	Cleaner (1881)	Burgess	RS	\$ 38,499.00	\$ 38,499.00	5/13/2025	Evans	\$38,499.00	\$ -	\$ -
5/2/2025	District Attorney	Legal Clerk II # 3 (2669)	Davis	RS	\$ 49,517.00	\$ 47,384.00	6/2/2025	Farrell	\$47,384.00	\$ -	\$ (2,133.00)
5/2/2025	Social Services	SWE # 22 (1732)	Oswald	PR	\$ 57,531.00	\$ 47,384.00	5/29/2025	Harvey	\$48,784.00	\$ 1,400.00	\$ (8,742.00)
5/7/2025	Social Services	Sr. Caseworker # 9 (2685)	Watkins	O	\$ 73,398.00	\$ 60,920.00	5/19/2025	Misita	\$72,898.00	\$ 11,978.00	\$ (500.00)
5/7/2025	Social Services	Assistant SS Attorney # 3 (2831)	Leahy	PR	\$ 95,391.00	\$ 80,656.00	Expired				

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

2025 - 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
5/19/2025	DPW	MEO (L) # 5 (1264)	Mitchell	RS	\$ 55,066.00	\$ 48,826.00	5/20/2025	Lanfair	\$55,066.00	\$ 6,240.00	\$ -
5/19/2025	DPW	MEO (M) # 31 (2834)	Russell	RS	\$ 58,130.00	\$ 51,890.00	5/19/2025	Moulton	\$58,130.00	\$ 6,240.00	\$ -
5/16/2025	County Attorney	1st Assistant County Attorney (1126)	Terwilliger	O	\$ 117,025.00	\$ 117,025.00	5/19/2025	Dickey	\$116,000.00	\$ (1,025.00)	\$ (1,025.00)
5/16/2025	DPW	Building Maintenance Worker # 2 (2142)	Williams	RS	\$ 45,751.00	\$ 45,751.00	6/2/2025	Franzoni	\$45,751.00	\$ -	\$ -
5/21/2025	DPW	MEO (L) # 2 (1239)	Hoyes	PR	\$ 65,908.00	\$ 48,826.00	5/27/2025	Webb	\$55,066.00	\$ 6,240.00	\$ (10,842.00)
5/21/2025	IT	Computer Help Desk Tech II # 5 (2835)	N/A	O	N/A	\$ 66,038.00	6/2/2025	Shepherd	\$66,038.00	\$ -	\$ -
5/21/2025	Social Services	Caseworker # 19 (1669)	Missita	PR	\$ 68,753.00	\$ 57,270.00	6/9/2025	Haley	\$57,270.00	\$ -	\$ (11,483.00)
5/28/2025	Social Services	Intake Clerk # 1 (1723)	Harvey	PR	\$ 41,409.00	\$ 40,729.00	7/14/2025	Beattie	\$40,729.00	\$ -	\$ (680.00)
6/5/2025	Social Services	Caseworker # 41 (2742)	Gregory	PR	\$ 58,844.00	\$ 57,270.00	7/28/2025	Kestner	\$57,270.00	\$ -	\$ (1,574.00)
6/12/2025	DPW	MEO (L) # 6 (1259)	Janos	PR	\$ 44,118.00	\$ 48,826.00	11/17/2025	Savage	\$55,066.00	\$ 6,240.00	\$ 10,648.00
6/12/2025	Workforce Development	Job Coach- Temp (2719)	Tucker	O	\$ 43,660.00	\$ 43,660.00	6/16/2025	Vachon	\$43,660.00	\$ -	\$ -
7/7/2025	Social Services	SWE # 15 (1718)	Lehrer	O	\$ 40,921.00	\$ 47,384.00	9/29/2025	Gulick	\$47,384.00	\$ -	\$ 6,463.00
7/7/2025	Social Services	Caseworker # 33 (2080)	Nevergreen	RS	\$ 57,270.00	\$ 57,270.00	9/2/2025	Hertzner	\$57,270.00	\$ -	\$ -
7/21/2025	DPW	MEO (M) # 3 (1253)	Norton	O	\$ 58,811.00	\$ 51,890.00	6/30/2025	Webb	\$58,130.00	\$ 6,240.00	\$ (81.00)
7/21/2025	Public Defender	Legal Clerk I (2664)	Bolton	RS	\$ 42,126.00	\$ 42,126.00	7/2/2025	Karp	\$42,126.00	\$ -	\$ -
7/8/2025	DPW	Highway Construction Supervisor # 2 (2391)	Converse	PR	\$ 57,832.00	\$ 60,920.00	7/9/2025	Blydenburgh	\$70,764.00	\$ 9,840.00	\$ 12,932.00
7/11/2025	Social Services	Secretary (2270)	Beattie	O	\$ 40,729.00	\$ 40,729.00	8/18/2025	Celeste	\$40,729.00	\$ -	\$ -
7/16/2025	Clerk of the Legislative Board	Legislative Office Specialist (2372)	Ganotes-Gleason	O	\$ 53,652.00	\$ 49,615.00	7/16/2025	Lovelace	\$53,652.00	\$ -	\$ (1,380.00)
7/17/2025	Human Resources	Civil Service Assistant- Temp (2594)	Palmer	RS	\$ 53,599.00	\$ 52,219.00	7/22/2025	Green	\$52,219.00	\$ -	\$ -
7/21/2025	Social Services	Caseworker # 9 (1653)	Terry	RS	\$ 57,270.00	\$ 57,270.00	9/8/2025	Russell	\$57,270.00	\$ -	\$ -
7/21/2025	Social Services	Community Services Worker # 3 PT (2829)	Kesner	PR	\$ 23,692.00	\$ 47,384.00	11/13/2025	Stewart	\$23,692.00	\$ (23,692.00)	\$ -
7/22/2025	DPW	Building Maintenance Worker # 11 (1193)	Tyrell	RS	\$ 47,827.00	\$ 45,751.00	7/28/2025	Colpas	\$45,751.00	\$ -	\$ (2,076.00)
7/24/2025	Public Defender	Law Intern # 2 (2760)	Carroll	PR	\$ 74,865.00	\$ 77,111.00	7/31/2025	Kurd	\$77,111.00	\$ -	\$ 2,246.00
8/4/2025	Treasurer	Deputy Treasurer (1090)	Lynch	RT	\$ 130,604.00	\$ 116,472.00	8/5/2025	Stank	\$116,472.00	\$ -	\$ (14,132.00)
8/5/2025	DPW	MEO (M) # 32 (2831)	N/A	O	N/A	\$ 51,890.00	vacant		\$ -	\$ -	\$ -
8/5/2025	DPW	Construction Specialist I (2626)	N/A	O	N/A	\$ 77,225.00	8/11/2025	Johnson	\$79,542.00	\$ 2,317.00	\$ -
8/14/2025	Social Services	Caseworker # 16 (1670)	Herrington	RS	\$ 57,951.00	\$ 57,270.00	9/22/2025	Koopmann	\$57,270.00	\$ -	\$ (681.00)
8/15/2025	Real Property	Director of Real Property (1102)	Delury	RT	\$ 96,422.00	\$ 79,542.00	9/27/2025	MacEwan	\$91,244.00	\$ 11,702.00	\$ (5,178.00)
8/19/2025	Social Services	Caseworker # 26 (1705)	Rauf-Nomaw	RS	\$ 57,270.00	\$ 57,270.00	10/8/2025	Huggins	\$57,270.00	\$ -	\$ -
8/19/2025	Social Services	Principal Account Clerk (1688)	Mammonte	PR	\$ 61,566.00	\$ 50,497.00	10/6/2025	Merrill	\$51,179.00	\$ 682.00	\$ (10,387.00)
8/22/2025	Countywide	Laundry Worker-PT (2611)	Dzierba	RS	\$ 38,499.00	\$ 38,499.00	vacant		\$ -	\$ -	\$ -
8/27/2025	DPW	Auto Mechanic # 7 (1278)	Blydenburgh	RS	\$ 55,085.00	\$ 54,405.00	9/11/2025	Kuzniak	\$54,405.00	\$ -	\$ (680.00)
9/2/2025	DPW	Cleaner # 6 (2143)	Duval	RS	\$ 38,499.00	\$ 38,499.00	9/8/2025	Boya	\$38,499.00	\$ -	\$ -
9/4/2025	Public Defender	13th Assistant Public Defender (2813)	Hladik	RS	\$ 99,318.00	\$ 99,318.00	8/28/2025	Greenhalgh	\$99,318.00	\$ -	\$ -
9/5/2025	Real Property	Deputy Director of Real Property (1103)	MacEwan	PR	\$ 71,603.00	\$ 64,296.00	11/3/2025	Latham	\$71,603.00	\$ 7,307.00	\$ -
9/10/2025	Social Services	SWE # 8 (1712)	Kelley	PR	\$ 54,366.00	\$ 47,384.00	vacant		\$ -	\$ -	\$ -
9/15/2025	Human Resources	Civil Service Assistant- Part time (2568)	Jones	RS	\$ 25,1052/hr	\$ 25,1052/hr	9/15/2025	Green	25,1052/hr	\$ -	\$ -
9/23/2025	Social Services	Caseworker # 25 (1656)	Moreno	RS	\$ 57,951.00	\$ 57,270.00	10/6/2025	Marks	\$57,270.00	\$ -	\$ (681.00)
9/25/2025	Social Services	Caseworker # 29 (1671)	Wood	RS	\$ 65,766.00	\$ 57,270.00	9/29/2025	Fisher	\$57,270.00	\$ -	\$ (8,496.00)
10/1/2025	Treasurer	Senior Account Clerk # 4 (1086)	Tyrell	RS	\$ 45,751.00	\$ 45,751.00	10/6/2025	Thompson	\$45,751.00	\$ -	\$ -
10/1/2025	DPW	HEO # 6 (1241)	Tyrell	RS	\$ 57,957.00	\$ 53,286.00	9/29/2025	Laufear	\$59,526.00	\$ 6,240.00	\$ 1,569.00
10/1/2025	DPW	HEO # 2 (1237)	Blydenburgh	PR	\$ 62,721.00	\$ 53,286.00	9/29/2025	Mitchell	\$59,526.00	\$ 6,240.00	\$ (3,195.00)
10/2/2025	Public Defender	Law Intern # 1 (2759)	Greenhalgh	PR	\$ 77,111.00	\$ 77,111.00	10/6/2025	Rienzo	\$77,111.00	\$ -	\$ -
10/15/2025	Social Services	SWE # 3 (1714)	Brown	O	\$ 57,531.00	\$ 47,384.00	vacant		\$ -	\$ -	\$ -
10/16/2025	Probation	Probation Officer Trainee # 3 (2401)	Stevens	RS	\$ 74,279.00	\$ 57,270.00	11/17/2025	Taylor	\$60,678.00	\$ 3,408.00	\$ (13,601.00)
10/20/2025	County Clerk	Senior Legal Recording Clerk (1111)	Latham	PR	\$ 59,137.00	\$ 51,890.00	10/20/2025	Strong-Norman	\$54,185.00	\$ 2,295.00	\$ (4,952.00)
10/24/2025	Public Defender	9th Assistant Public Defender (2608)	Annan	RS	\$ 91,920.00	\$ 91,919.00	vacant		\$ -	\$ -	\$ -
10/25/2025	DPW	Auto Mechanic #9 (1272)	Brady	O	\$ 68,700.00	\$ 54,405.00	vacant		\$ -	\$ -	\$ -
10/31/2025	Social Services	Caseworker # 5 (1673)	Taylor	RS	\$ 60,678.00	\$ 57,270.00	vacant		\$ -	\$ -	\$ -
10/27/2025	Public Defender	3rd Assistant Public Defender (1076)	Annan	RS	\$ 74,865.00	\$ 117,024.00	10/27/2025	Terwilliger	\$117,024.00	\$ -	\$ 42,159.00
11/12/2025	Social Services	Caseworker # 31 (1677)	Clickner	RS	\$ 57,270.00	\$ 57,270.00	vacant		\$ -	\$ -	\$ -
11/12/2025	Social Services	Assistant SS Attorney # 3 (2831)	Leahy	PR	\$ 95,391.00	\$ 95,391.00	vacant		\$ -	\$ -	\$ -
11/13/2025	Public Defender	5th Assistant Public Defender (1078)	Terwilliger	O	\$ 102,614.00	\$ 102,614.00	11/17/2025	Whitney	\$102,614.00	\$ -	\$ -
11/20/2025	Health Services	Senior Account Clerk # 1 (1538)	Siresha	PR	\$ 47,124.00	\$ 45,751.00	vacant		\$ -	\$ -	\$ -
								Total:	\$206,941.00	\$	\$ (82,948.00)

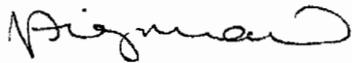
* (RT)= Retired, RS= resigned, PR= promotion, O= Other, N= New

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Human Resources

SIGNED: 

DATE: November 6, 2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1435.130	Salaries - Part Time	A.1435.120	Salaries - Overtime	\$2,500

Please state reason for transfers requested: To provide OT for FT employees who are working weekend civil service exams in November and December.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: HUMAN RESOURCES

DATE: DECEMBER 5, 2025

- (a) Purpose of Request:
Authorizing MOA with the Warren County Correctional Supervisors Benevolent Association for the term commencing January 1, 2026 and termating December 31, 2029.

- (b) Details:
Copy of MOA attached

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is made on November 3, 2025, by and among the COUNTY OF WARREN, the WARREN COUNTY SHERIFF, and the WARREN COUNTY CORRECTIONAL SUPERVISORS BENEVOLENT ASSOCIATION as follows:

1. Duration – Four Year Agreement – January 1, 2026 through December 31, 2029.

2. Article 5 – Salary and Compensation Plan – The salary and compensation plan in Schedule A shall be increased as follows:

2026 – 3.00%
2027 – 3.25%
2028 – 3.50%
2029 – 3.50%

3. Article 6 – Workday, Workweek, Overtime – In Section 4, On-Call Duty, increase \$50 to \$75, and \$75 to \$100.

4. Article 5 – Section 2 – Sick Leave – Substitute the following for subsection (a):

“(a) 1. Absence from duty by an employee by reason of sickness or disability of himself or herself shall be considered sick leave.

2. Absence from duty by an employee by reason of sickness or disability of an immediate member of employee’s family shall also be considered “sick leave,” provided, however: (a) the sickness or disability of the immediate family member must require the physical presence and actual assistance of the employee; (b) a full time employee may use no more than 3 work days (24 hrs) or the maximum number of the sick leave days the employee has available for use, whichever is less, in any calendar year for immediate family member sickness or disability; (c) the use of sick leave for immediate family sickness or disability shall be subject to the same rules of use as are applicable to the employee’s use of sick leave for employee’s own sickness or disability including disciplinary action should the sick leave not be used in accordance with the rules specified herein; (d) the use of sick leave for immediate family sickness or disability shall be subtracted from or charged to the employee’s accumulated sick leave balance in the same manner as if used for the employee’s own sickness or disability; (e) immediate family member shall mean mother, father, husband, wife, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law, and any relative or person residing in the immediate household of the employee.”

5. Article 9 - Health Insurance Plan – Substitute the following for Section 1(a):

“The County shall contribute 75% of the health insurance premium, and the employee shall contribute 25% of the health insurance premium, for the current self-funded health insurance plan for active employees and non-Medicare eligible retirees, or a substantially similar plan offered through the County. The employee’s contribution of the premium shall be paid by the employee through payroll deduction. Health insurance eligibility for new hires shall commence on the first of the month immediately following the initial month of hire.”

Delete Section 1(b) and reletter the balance of the sections.

6. Article 9 – Health Insurance Plan – In Section 1 (g), substitute 2025 in the first sentence, and delete the balance of the first sentence.
7. Article 9 – Health Insurance Plan – In Section 1 (g), delete “(This is to be separate and distinct from the increase in contribution rates provided for herein.)”
8. Article 14 – Miscellaneous Provisions – In Section 6, increase \$1,000 to \$1,500.

COUNTY OF WARREN

By: W. B. Myler

WARREN COUNTY SHERIFF

By: James L. F.

WARREN COUNTY CORRECTIONAL
SUPERVISORS BENEVOLENT
ASSOCIATION

By: W. R. V. 220

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: November 24, 2025

(a) **Title of Requested Position:** Senior Communication Officer #4

(b) **Annual Base Salary (and Grade of Applicable):** \$60,486

(c) **Effective Date for New Position:***

***Please do not backdate unless the purpose is to correct an error.**

December 22, 2025

(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):**

This request for a new position will not increase the overall strength of the Warren County Sheriff’s Office. To properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements, the Sheriff’s Office must appoint three (3) additional supervisors. Three (3) Communication Officers will be promoted to the Senior Communication Officer title and the Communication Officer positions will be subsequently UNFUNDED. The Sheriff’s Office will not request any additional funding.

(e) **Where are Funds in the Budget for this Position?**

List Budget Code, Object Code, Full Title and Amount:

A.3020 110 General Sheriff’s 911 Center - Salaries - Regular

(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:

The salary for a 1st year Communication Officer is significantly less than that of a senior officer

(g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No
(Approval is necessary BEFORE bringing the request to Committee) HR Director Initial AS

(h) **Has County Administrator Reviewed and Approved Creation of New Position?** Yes No
(Approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial JO

(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:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: November 24, 2025

(a) Title of Requested Position: Senior Communication Officer #5

(b) Annual Base Salary (and Grade of Applicable): \$60,486

(c) Effective Date for New Position:*

***Please do not backdate unless the purpose is to correct an error.**

December 22, 2025

(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):

This request for a new position will not increase the overall strength of the Warren County Sheriff’s Office. To properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements, the Sheriff’s Office must appoint three (3) additional supervisors. Three (3) Communication Officers will be promoted to the Senior Communication Officer title and the Communication Officer positions will be subsequently UNFUNDED. The Sheriff’s Office will not request any additional funding.

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.3020 110 General Sheriff’s 911 Center - Salaries - Regular

(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:

The salary for a 1st year Communication Officer is significantly less than that of a senior officer

(g) Has Director of Human Resources Reviewed and Approved the New Position? Yes No
(Approval is necessary BEFORE bringing the request to Committee) HR Director Initial RS

(h) Has County Administrator Reviewed and Approved Creation of New Position? Yes No
(Approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial JG

(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:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: November 24, 2025

(a) Title of Requested Position: Senior Communication Officer #6

(b) Annual Base Salary (and Grade of Applicable): \$60,486

(c) Effective Date for New Position:*

***Please do not backdate unless the purpose is to correct an error.**

December 22, 2025

(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):

This request for a new position will not increase the overall strength of the Warren County Sheriff’s Office. To properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements, the Sheriff’s Office must appoint three (3) additional supervisors. Three (3) Communication Officers will be promoted to the Senior Communication Officer title and the Communication Officer positions will be subsequently UNFUNDED. The Sheriff’s Office will not request any additional funding.

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.3020 110 General Sheriff’s 911 Center - Salaries - Regular

(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:

The salary for a 1st year Communication Officer is significantly less than that of a senior officer

(g) Has Director of Human Resources Reviewed and Approved the New Position? Yes No

(Approval is necessary BEFORE bringing the request to Committee) HR Director Initial AS

(h) Has County Administrator Reviewed and Approved Creation of New Position? Yes No

(Approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial SG

(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:

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 12/5/25

- (a) Purpose of Request: **Introducing Proposed Local Law No. 2 of 2026 entitled “A Local Law Superseding the Residency Requirements of Public Officers Law for the Positions of Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys of Warren County”**
- (b) Details: **On November 21, 2025, Governor Hochul signed the NYS Senate bill S.19 which authorizes Warren County to modify the residency requirements for certain assistant district attorneys, assistant public defenders and assistant county attorneys by permitting residency in an adjoining county.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS STROUGH, CONOVER, WILD, DRISCOLL, MADAY, GERACI AND THOMAS

INTRODUCING PROPOSED LOCAL LAW NO. 2 OF 2026, ENTITLED “A LOCAL LAW SUPERSEDING THE RESIDENCY REQUIREMENTS OF PUBLIC OFFICERS LAW FOR THE POSITIONS OF ASSISTANT DISTRICT ATTORNEYS, ASSISTANT PUBLIC DEFENDERS AND ASSISTANT COUNTY ATTORNEYS OF WARREN COUNTY,” AND AUTHORIZING A PUBLIC HEARING THEREON

WHEREAS, the County Attorney requested and the Personnel, Administration and Higher Education Committee approved introducing proposed Local Law 2 of 2026 entitled “A Local Law Superseding the Residency Requirements of Public Officers Law for the Positions of Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys of Warren County,” and scheduling a public hearing thereon, now therefore, it is

RESOLVED, that proposed Local Law No. 2 of 2026 entitled “A Local Law Superseding the Residency Requirements of Public Officers Law for the Positions of Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys of Warren County,” attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing in the Supervisors’ Rooms in the Warren County Municipal Center on the 16th day of January, 2026, at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 2 of 2026, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

**COUNTY OF WARREN
PROPOSED LOCAL LAW NO. 2 OF 2026**

A LOCAL LAW SUPERSEDING THE RESIDENCY REQUIREMENTS OF PUBLIC OFFICERS LAW FOR THE POSITIONS OF ASSISTANT DISTRICT ATTORNEYS, ASSISTANT PUBLIC DEFENDERS AND ASSISTANT COUNTY ATTORNEYS OF WARREN COUNTY

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York, as follows:

SECTION 1. TITLE. This Local Law shall be entitled “A Local Law Superseding the Residency Requirements of Public Officers Law for the Positions of Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys of Warren County.”

SECTION 2. LEGISLATIVE INTENT. The intent of this local law is to define the residency requirement as it pertains to the following public officers: Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys. It is the intent of this local law to supersede the provisions of the New York State Public Officers Law Section 3(1) with respect to said public officers as provided by Public Officers Law Section 3(76).

SECTION 3. RESIDENCY REQUIREMENT: ASSISTANT DISTRICT ATTORNEYS, ASSISTANT PUBLIC DEFENDERS AND ASSISTANT COUNTY ATTORNEYS. The provisions of Section 3(1) of the New York State Public Officers Law requiring a person to be a resident of the political subdivision or municipal corporation of the state for which he or she shall be chosen, or within which his or her official functions are required to be exercised, shall not prevent a person from holding the office of Assistant District Attorney, Assistant Public Defender or Assistant County Attorney of the County of Warren, provided that such person resides in Warren County or a county adjoining Warren County within the State of New York.

The provisions of this local law shall not apply to any person holding the office of First Assistant District Attorney, First Assistant Public Defender, and First Assistant County Attorney, the holder of which

RESOLUTION No. ____ OF 2025**PAGE 3 OF 3**

would assume the duties of the District Attorney, Public Defender or County Attorney upon their absence from the county or upon their inability to perform the duties of their respective office.

This local law shall only apply to Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys serving in titles in the County of Warren government..

SECTION 4. SEVERABILITY. If any clause, sentence, paragraph or section of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not impair or invalidate the remainder hereof, but shall be confined in its operation to the clause, sentence, paragraph or section directly involved in the controversy in which judgment shall have been rendered.

SECTION 5. EFFECTIVE DATE. This local law shall take effect immediately upon filing with the Secretary of State in accordance with Article 3, § 27 of the Municipal Home Rule Law.

STATE OF NEW YORK

19

2025-2026 Regular Sessions

IN SENATE

(Prefiled)

January 8, 2025

Introduced by Sen. STEC -- read twice and ordered printed, and when printed to be committed to the Committee on Investigations and Government Operations

AN ACT to amend the public officers law, in relation to waiving the residency requirement for certain county attorney positions within Warren county

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

- 1 Section 1. Section 3 of the public officers law is amended by adding a
2 new subdivision 76 to read as follows:
3 76. In the county of Warren, the provisions of this section requiring
4 a person to be a resident of the political subdivision or municipal
5 corporation of the state for which such person shall be chosen or within
6 which such person's official functions are required to be exercised,
7 shall not prevent a person from holding the office of assistant district
8 attorney, assistant public defender or assistant county attorney of the
9 county of Warren, provided that such person resides in a county adjoin-
10 ing Warren county within the state of New York; provided, however that
11 any person performing such functions or holding such offices in any
12 other county shall be a resident of such county unless otherwise
13 provided by law. The provisions of this subdivision shall not apply to
14 any person holding the office of first assistant public defender, the
15 holder of which would assume the duties of the public defender upon the
16 public defender's absence from the county or upon the public defender's
17 inability to perform such office's duties.
18 § 2. This act shall take effect immediately.

EXPLANATION--Matter in *italics* (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD00169-01-5

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 12/5/25

(a) Purpose of Request: **Adopting the Wire Transfers and e-Banking Policy**

(b) Details:

The Risk & Safety Committee approved the proposed Policy for Wire Transfers and e-Banking at the November 20, 2025 meeting after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws. The proposed policy will provide uniform and consistent standards for Wire Transfers and e-Banking across the County.

(c) Previous Resolution Number: **N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

**County of Warren, New York
Wire Transfers and e-Banking Policy**

I. PURPOSE

The Board of Supervisors of the County of Warren recognizes the use of various e-banking transactions including wire transfers and e-banking activity as a faster, easier, and more efficient substitute for paper transactions. The purpose of this policy is to provide a framework of procedures, authorized by the Board of Supervisors, in order to ensure the proper protocols are followed for all e-banking activity in accordance with the Uniform Commercial Code § 4A-201, NYS General Municipal Law Section § 5-a, and NYS General Municipal Law § 10. This policy shall outline what e-banking activities and electronic funds transactions the County may engage in, and the responsibilities of certain individuals in order to establish a segregation of duties.

II. DEFINITIONS

Automated Clearing House (ACH): An electronic network for transferring funds in the United States using a batch processing system.

Authorized Transfer: A financial transaction that is permitted by the County through a pre-approved agreement or a specific instruction.

Banking Institution: A financial institution defined by the banking law or a national banking association located and authorized to do business in New York State.

County: The County of Warren, New York.

County Auditor: Established per NYS CLS County § 600.

Electronic Banking (e-banking): The use of electronic technology to conduct banking transactions online, eliminating the need to visit a physical banking branch utilizing e-banking platforms, dedicated mobile apps, or other digital channels. E-banking services include account management; payments and transfers; digital payments; deposits; and online investments.

Electronic Funds Transfer Services: Computer based transactions that move money electronically between accounts, replacing paper methods like checks. Examples include direct deposits, debit card purchases, and the payment of bills.

Internal Controls: Policies, procedures and mechanisms used to safeguard assets, prevent and detect fraud and errors, and ensure accuracy and reliability of financial reporting to maintain integrity of the County's accounting systems and promote operational efficiency.

Public Deposits: The deposit of public funds in a bank or trust company which are available for all uses generally permitted by the bank or trust company to the depositing local government for funds collected under the bank's or trust company's account agreement or policies.

Public Funds: The County's funds.

Security Procedures: A procedure established by agreement between the County and a financial banking institution or trust company for the purpose of (a) verifying that a payment order or communication amending or canceling a payment order is that of the County, or (b) detecting error in the transmission or the content of the payment order or

communication. Examples include the use of computer algorithms or other codes, identifying words or numbers, encryption, callback procedures, multifactor authorization, or other similar security devices.

Segregation of Duties: An internal control practice that divides financial responsibilities amongst different people to prevent fraud and errors.

Trust Company: A trust company as defined by the banking law and located and authorized to do business in New York.

III. POLICY

E-banking uses technology to streamline the processing and recording of receipts and disbursements, while reducing the cost of processing these transactions. Receipts, disbursements and transfers in proper circumstances can be processed via electronic funds transfer (EFT) services, whether transferring funds from a savings to a checking account at the same bank, or making a payment to a vendor's bank across the country.

In coordination with this policy, the Chairman of the Warren County Board of Supervisors is authorized to execute all agreements with the various banking institutions for the purpose of e-banking, in a form approved by the County Attorney. In accordance with General Municipal Law § 5-a, the agreement must contain procedures for electronic or wire transfers, identify the accounts from which such transfers may be made, specify the officers authorized to initiate the transfers, and implement a security procedure as defined by Section 4-A-201 of the Uniform Commercial Code.

The Board of Supervisors hereby authorizes the County Treasurer and/or their designee(s), to engage in e-banking in accordance with all applicable laws and regulations including Uniform Commercial Code § 4A-201, NYS General Municipal Law Section § 5-a, and NYS General Municipal Law § 10 authorizing the use of electronic or wire transfers in conformity with the guidelines established by this policy. The County Treasurer and/or their designee(s) are hereby authorized to initiate wire transfers when appropriate based on approved expenditures by the Board of Supervisors.

The Board of Supervisors recognizes that most banking institutions no longer provide cancelled paper checks to their customers, but instead offer an electronic image obtained online. As such, the Board of Supervisors authorizes the acceptance of these electronic images in lieu of cancelled checks in accordance with General Municipal Law Section 99-b(2).

IV. SCOPE

County e-banking activities shall be used for, but not limited, to the following:

1. E-banking services (reviewing account balances, retrieving bank statements, downloading copies of cancelled checks, making stop payment orders, etc.)
2. Electronic depositing of checks received
3. Pre-authorized debit payments
4. ACH vendor payments
5. EFT or wire transfers
6. Electronic Federal Tax Payment System (EFTPS)
7. Electronic State Tax Payment System (Prompt Tax)

V. PROCEDURES

A. County Auditor Procedures:

1. The County Auditor's Office reviews all electronic payments that are governed under County Law Section

600 and processed through the County Financial System. These payments must first be audited by the County Auditor's Office and approved for payment by the County Auditor and/or their designee. The County Auditor's Office then notifies the County Treasurer's Office to set up the required electronic banking process to make the payment on a specific date determined by the County Auditor and/or their designee. The County Financial System Edit Listing is provided to the County Treasurer's Office for their approval and processing of the batch in order for the proper general ledger codes to be charged for such payment.

2. After the electronic payment has been made and the County Financial System batch has been processed the County Treasurer's Office must provide the County Auditor's Office with a statement showing the details of the electronic payment. This statement should include the vendor paid, the amount of the payment, the EFT number assigned by County Financial System as well as the date the payment was processed. The County Auditor and/or their designee shall then verify that the electronic payment matches the County Financial System payment record and file the statement with the documents supporting the payment.

B. County Treasurer Procedures:

1. **Preparation of Disbursement Documentation:**
 - a. The County Treasurer and/or their designees shall prepare or receive a *Disbursement Form* along with all corresponding backup documentation (e.g., invoices, authorizations, or supporting contracts).
 - b. The County Treasurer and/or their designees shall review the backup materials to ensure they match the details provided on the *Disbursement Form*.
2. **Verification and Authorization:**
 - a. The *Disbursement Form* must be verified and signed by the County Treasurer and/or their designees to authorize the payment set-up.
3. **Setup of Electronic Payment:**
 - a. Once approved, the County Treasurer and/or their designees shall proceed to set up the electronic transfer (wire/ACH) in the online banking platform.
 - b. After entering the payment details, the clerk prints the system confirmation for recordkeeping.
4. **Dual Authorization and Security Verification:**
 - a. Following the dual authorization policy, the County Treasurer and/or their designees shall log into the online banking system to review and approve the payment.
 - b. As a security measure, the County Treasurer and/or their designees shall receive a phone call from the bank containing a unique security access code which must be verified before the transaction may be approved..
5. **Post-Approval Verification:**
 - a. After the wire/ACH has been approved, the final confirmation printout is returned to the clerk.
 - b. The County Treasurer and/or their designees shall perform a next-day verification to confirm that the transaction was processed correctly.
6. **Financial System Entry:**
 - a. Once verification is complete, the electronic transfer is recorded ("mirrored") in the County's financial system to ensure accurate accounting and reconciliation.

VI. SAFEGUARDS

All electronic fund transfers shall be reviewed by the County Treasurer's Office who reviews the bank statements. The County Treasurer's Office and/or their designee(s) shall be responsible for initiating wire and e-Banking transfers pursuant to this policy. The County Treasurer's Office shall be responsible for the County's e-banking monthly reconciliation and review in order to provide safeguards relating to separation of duties. The Treasurer's office is the central point for coordinating, approving and submitting electronic transfers, as well as ensuring proper documentation and accuracy. All banking transactions for the County shall be conducted on a secure computer network.

The County Treasurer and/or their designee shall be responsible for ensuring that employees with electronic access to County bank accounts who leave County employment are properly removed from the accounts, effective as of the date of termination. .

VII. MONITORING

The County Treasurer shall be responsible for implementing adequate internal controls for each of the e-banking methods utilized. An effective internal control system shall include, but is not limited to, segregation of duties, proper authorization, and adequate documentation for all electronic transactions. As such, the County Board of Supervisors authorizes the County Treasurer to serve as the primary administrator for the County's e-banking activity for all accounts for the purpose of receipt of alerts of all wire transfers, and in order to view all e-banking activity. The County Treasurer shall be responsible for presenting any findings of concern or questions directly to the Board of Supervisors.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 12/5/25

- (a) Purpose of Request: **Amending Resolution No. 130 of 2025 to include additional appropriation from Budget Code A.863.00 Reserve, Insurance to Budget Codes A.6010 418.1 Social Services, Insurance Deductible -Reserve in the amount of \$25,000 and 4010 418.1 Health Services, Insurance Deductible - Reserve in the amount of \$25,000**
- (b) Details: **For payment of out-of-pocket commercial deductible property and casualty claims and actions incurred in 2025**
- (c) Previous Resolution Number: **130 of 2025**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.863.00 Reserve, Insurance**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 12/5/25

- (a) Purpose of Request: **Authorize Chair of the Board of Supervisors to execute any settlement documents in the matter of Michael Easterbrooks v. County of Schenectady, et al., in a form approved by the County Attorney**
- (b) Details: **To settle existing claims**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: COUNTY ATTORNEY

DATE: 12/5/25

- (a) Purpose of Request: **Appropriating \$15,000 from the Assigned, Sexual Abuse Lawsuits (A.918.00) to Budget Code A.6010 419 Social Services, Settlements**
- (b) Details:
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.918.00 Assigned, Sexual Abuse Lawsuits**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 12/5/25

- (a) Purpose of Request: **Authorizing the County Attorney to prepare and file summons and complaint and pursue litigation against the State of New York and other related parties, to include the Governor and the New York State Board of Elections**
- (b) Details: **Seeking to declare the Even-Year Election Law unconstitutional or in violation of State law, and to coordinate the prosecution of such action with sister counties in the State of New York, with appropriations request for \$10,000 to be made in February 2026 for costs and disbursements**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3**Request for New Contract****DEPARTMENT NAME: County Attorney****DATE: 12/5/25**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **To provide mail fulfillment services in support of 2026 tax foreclosure lawsuit and provide statutory notices to all interested parties**
- (c) Name of Contractor: **New York State Industries for the Disabled, Inc.**
- (d) Address of Contractor: **11 Columbia Circle Drive, Albany, NY 12203**
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **January 1, 2026**
- (h) Termination Date of Contract: **December 31, 2026, with the option to renew the agreement upon the same terms and conditions and upon mutual agreement of the parties for two (2) additional one (1) year terms as long as there is no more than a 5% annual rate increase**
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
See attached quote based on cost per interested party
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1420 470 County Attorney, Contract**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS



Request for Price Concurrence

Date Sent:	<u>November 25, 2025</u>	PLEASE UPDATE INFORMATION IF NEEDED
Contracting Agency:	<u>Warren County</u>	
Customer Contact:	<u>Amy Turcotte</u>	
Job Title:	_____	
Street Address:	<u>1340 State Route 9</u>	
City, State Zip:	<u>Lake George, NY 12845</u>	
Phone:	<u>(518) 761-6361</u>	Fax# _____ E-Mail: <u>TurcotteA@warrencountyny.gov</u>

Member Agency:	<u>Center for Disability Services</u>
Service	<u>Mail Fulfillment</u>
Location:	<u>63 Karner Rd Albany, NY 12205</u>
	Print Processing Rate: \$0.06 / printed side (black only) Mail Processing Rate: \$0.30 / envelope – envelope included
	Estimated Presorted First-Class Postage: \$4.14 / envelope (**Subject to change per USPS-rates as of 9/4/25**); final price dependent on total weight of the mailing envelope; estimate is priced for a 10 ounce mail piece)
	Certified Mail Postage: \$9.44 / envelope (**Subject to change per USPS-rates as of 9/4/25**); final price dependent on total weight of the mailing envelope; estimate is priced for a 10 ounce mail piece)
Proposed Price:	_____
If a Renewal, Current Contract #	<u>Resolution No.</u>
Proposed Term:	<u>1/1/26 - 12/31/26</u>

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested, a cost analysis can be provided for your review documenting proposed cost of service.

Please Note: All contracts with NYS Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules. All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule.

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.	E-mail: <u>KVanFonda@nysid.org</u>
ATTN: <u>VanFonda, Kat</u>	Phone: <u>518-463-9706</u>
<u>11 Columbia Circle Drive</u>	Ext.: <u>15186940217</u>
<u>Albany, NY 12203-5156</u>	Fax: _____
NYSID Account Representative	Authorized Signature: _____
<u>Durham, Ethan</u>	Printed Name: _____
	Job Title: _____
	Date: _____

See attached documents in lieu of signed form

2025 Warren County Insurance Reserve Expenditures
(as of November 30, 2025)

Claimant	Date of Incident	Location of Incident	Description of Incident	Responsible Dept	Amount of Damages	Insurance Reserve Withdrawal Request Date	County Check Number	County Account Number	Check Cut Date	Status	Sheriff Reserve Fund Balance	DPW Reserve Fund Balance
Waite, Ryan	2/28/2025	N/A	NYS Police Report NY2500169041: Park Avenue Extension, Hadley. DPW employee Ruiland backed into parked vehicle owned by Waite	Public Works	\$1,109.10	25.04.04	305496	A1420-1265	25.04.16	Closed	\$23,500.00	\$23,890.90
Schuler, Donald	3/2/2025	14 Bayridge Drive, Queensbury	WCSCO Incident Report 2025-03852: Front door of residence damaged. Wrong residence for warrant.	Sheriff	\$1,500.00	25.04.08	305571	A1420-1265	25.04.21	Closed		
Frontier Communications	3/7/2025	57 Murray Road and Lanfear Road, Stony Creek	County DPW employees excavating at site caused damage to 25 PAIR Frontier Line at location. No calls to DIG SAFE before excavation.	Public Works	\$792.29	25.03.31	305332	A1420-1265	25.04.16	Closed		\$23,098.61
Project Resources Group d/b/a Charter Communications	5/5/2025	383 Old Stage Road, Lake Luzerne	County DPW employee excavating at site caused damage to Charter Communications underground conduit	Public Works	\$259.61	25.07.16	307406	A1420-1265	25.07.21	Closed		\$22,839.00
County DHS, Vaccine Loss	5/10/2025	Medication Room County Administration DHS Offices	DHS refrigerator failed. Emergency protocols followed for Vaccine Excursion, Storage and Handling, but vaccines and medications lost	Public Health	\$4,227.05	25.07.8	Transfer from Reserve to Public Health		BOS Res No. 300 of 2025 (passed 8/15/2025)	Closed		
SLIC Fiber	6/6/2025	Garnet Lake Road	WCDPW employee cutting tree on Garnet Lake Road and tree fell onto power lines causing damage	Public Works	\$1,020.54	25.08.28	308587	A1420-1265		Open (as of 8/31/2025)		\$21,818.46
Tyrell, Michael	6/18/2025	Warrensburg Fish Hatchery	Employee alleges multiple workplace harassment issues. Referred to EAP by County HR. County Attorney has closed investigative file of a confidential nature.	Public Works	\$3,600.00	25.07.08	308097	A1420-1265	25.08.25	Closed		\$18,218.46