

LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS COMMITTEE

LEGISLATIVE AGENDA

AUGUST 28, 2025

***Committee Members: Supervisors Strough, Conover, Wild, Driscoll, Maday, Geraci 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 Committee Chair

II. Approval of minutes of prior Committee meeting - *July 31, 2025*

III. Privilege of the Floor/Public Comment

IV. Action Agenda/New Business Items:

1) Request: For a resolution setting the hours of both the Clerk of the Board's Office and the County Clerk's Office as 8:00 a.m. - 4:00 p.m.

Rationale: County Law Section 206 sets statutory hours of operation for the Clerk of the Board, County Clerk and Sheriff's Civil Office as 9:00 a.m. - 5:00 p.m. unless alternate hours are established through a resolution of the Board. Both the Clerk of the Board and the County Clerk request consideration of a resolution officially setting their office hours to 8:00 a.m. - 4:00 p.m.

V. Discussion Items:

1) Discussion regarding the sale of nitrous oxide products in Warren County. *Dan Durkee, Warren County Public Health Program Administrator & Emergency Preparedness Coordinator, to address Committee on this topic.*

VI. Referrals/Pending Items: None.

VII. Privilege of the Floor to discuss any additional items to come before the Committee

VIII. Motion to adjourn

Attachments: 1) Resolution Request Form No. 20 (Action Agenda Item 1)

2) County Law Section 206 (Action Agenda Item 1)

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: CLERK OF THE BOARD / COUNTY CLERK

DATE: AUGUST 28, 2025

- (a) Purpose of Request:
To set the hours of both the Clerk of the Board and County Clerk's Offices as 8:00 a.m. - 4:00 p.m.

- (b) Details:
Section 206 of the County Law indicates hours of operation shall be at least 9:00 a.m. - 5:00 p.m. unless set by a resolution of the Board. Both Clerks request that their hours of operation be set to 8:00 a.m. - 4:00 p.m.

- (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

SECTION 206

Hours of work and office hours

County (CNT) CHAPTER 11, ARTICLE 5

§ 206. Hours of work and office hours. 1. Subject to the constitution and general laws of this state and to the rules and regulations made pursuant thereto, the board of supervisors may fix the number of hours constituting a legal day's work for all classes of employees of the county and grant to the employing officer or board the power to stagger working hours. Time lost in any week because of inclement weather may be made up during that week and the succeeding three weeks. Nothing herein shall impair the effect of any official proclamation during an emergency.

2. The board of supervisors may fix the hours that the offices of the county clerk, county treasurer, clerk of the board of supervisors and civil office of the sheriff shall be kept open for the transaction of business. If the board of supervisors does not fix the hours that the offices described in this subdivision shall be kept open for the transaction of business, then those offices shall be kept open for the transaction of business every day from at least nine o'clock in the forenoon to five o'clock in the afternoon, except Saturdays, Sundays and holidays. During the months of July and August, such offices shall be kept open from at least nine o'clock in the forenoon to four o'clock in the afternoon of each day, except Saturdays, Sundays and holidays.

3. If a holiday falls on a Saturday, the offices described in subdivision two hereof may close on the day before.

4. The board of supervisors may fix office hours not inconsistent with this chapter or other law.