

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
MARCH 6, 2025

Committee Members: *Wild, Driscoll, Etu, Maday, Bean, Patchett, and 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) 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 Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Public Defender (Gregory Canale, Public Defender) -
Request to amend the Table of Organization & Salary Schedule to increase salaries within the Public Defender's Office as outlined in the agenda attachment effective March 24, 2025 with the understanding the salary increases are contingent upon receipt of State funding.
 - 4) Referral from the Public Works Committee (Chaired by Supervisor Conover):**
Solid Waste & Recycling (Scott Royael, Solid Waste Compliance Officer) -
Request to amend the Table of Organization & Salary Schedule to create the new position of Motor Equipment Operator - (Medium), *Base Annual Salary \$48,826*, effective April 1, 2025.
 - 5) Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) Request to adopt the Warren County Emergency Closure Policy.
 - B) Request to approve the recommendations of the Reallocation Committee as outlined in Schedule A of the agenda attachment to become effective March 24, 2025.
 - C) Request to nominate John Taflan to serve on the CDTA Board of Directors.
 - 6) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
Action Agenda/New Business Items:
 - A) **Request:** Resolution request to amend Resolution 497 of 2019 to delegate approval authority for settlement and payment of property loss and liability claims and actions to the County Attorney which are within the County's insurance deductible and less than \$25,000.00 from the Insurance Reserve Fund (A.863.00); to report to the Personnel, Administration & Higher Education Committee all payments from the Insurance Reserve Fund; and to increase the funding for the Insurance Reserve Fund (A.863.00).
Rationale: Resolution 497 of 2019 established a County Insurance Reserve Fund (A.863.00). There is currently \$15,000 remaining in the Insurance Reserve Fund from the initial 2019 investment of \$50,000. There are three core amendments to the existing resolution.
The first amendment delegates approval authority to the County Attorney to settle small claims which the County receives and to issue payments from the Insurance Reserve Fund when it is in the best interest of the County to do so.
The second amendment creates a reporting requirement to the Personnel, Administration & Higher Education Committee for all settled and paid claims and actions from the Insurance Reserve Fund.
The third amendment increases the 2025 allocation for the Insurance Reserve Fund by \$52,786.15.
 - B) **Request:** Resolution request to amend the 2025 Warren County Budget in the amount of \$52,786.15 to reflect receipt of General Liability Insurance budget lines for the various department into Insurance Reserve Fund A.863.00.
Rationale: To provide funding which will achieve the goals and objectives sought through the above-stated proposed amendments to Resolution 497 of 2019.
- Discussion Items:**
 - C) **Personnel Update:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(f), to engage in discussions regarding two matters involving the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons and to provide attorney-client communications per Public Officers Law § 108(3).

CONTINUED

D) Litigation Update: Request for a motion to enter into 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. Discovery ongoing. Stay in place following death of Plaintiff-awaiting appointment of Estate administrator. No new activity.
- b) Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021. Discovery ongoing.
- 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 filing deadline: 2/28/2025, extended to 3/28/2025.
- 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 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: January 31, 2025 March 20, 2025.

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 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. Depositions ongoing.
- c) Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing 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. Discover disclosure deadline: 3/28/2025; Summary judgment motion deadline: May 16, 2025; Pretrial conference: 9/4/2025; Trial Date: 10/10/2025 through 10/31/2025
- d) 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. Discovery ongoing.
- e) Tarrah Rockwell v. County of Warren and Bast Hatfield Construction, LLC, Warren County Index No. EF2024-73064, filed September 18, 2024. Date of Loss: September 23, 2023. Claim tendered to Bast Hatfield and tender accepted for defense of claim and indemnification.
- f) 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.
 - Decision & Order pending.

3) Notice of Claims & Administrative Complaints:

- a) Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
- b) 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.**
- c) 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.
- d) Notice of Claim served September 17, 2024. David J. Funaro, Jr. & Sarah A Vedder v. Glens Falls and Glens Falls Police Department, Violation of constitutional rights, excessive force, perjury, property damage, and retaliation arising from execution of search warrant.

V. Pending Items:

No Items this Month.

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	vacant				
10/10/2024	Real Property	GIS Tax Map Technician (2768)	Tilly	RS	\$ 57,962.00	\$ 57,962.00	vacant				
11/1/2024	Social Services	Community Services Worker # 4 PT (2830)	N/A	N	N/A	\$ 46,004.00	vacant				
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	vacant				
11/19/2024	Social Services	Support Investigator # 1 (1740)	Granger	O	\$ 55,855.00	\$ 46,004.00	vacant				
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	vacant				
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)	Mammone	PR	\$ 61,566.00	\$ 50,497.00	vacant				
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	\$ -
1/7/2025	Health Services	PHN # 15 (1553)	Murphy	RT	\$ 84,070.00	\$ 67,659.00	vacant				
1/10/2025	Probation	Senior Probation Officer # 4 (2387)	Gheen	RT	\$ 78,496.00	\$ 64,527.00	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	\$ 59,754.00	\$ 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	vacant				
2/12/2025	Social Services	Principal SWE # 3 (2222)	Whitted	O	\$ 68,589.00	\$ 55,800.00	vacant				
2/12/2025	DPW	MEO (L) # 3 (1249)	Monroe	PR	\$ 45,751.00	\$ 45,751.00	2/18/2025	Frasier	\$45,751.00	\$ -	\$ -
2/12/2025	Office for the Aging	Services Assistant OFA # 1 (2653)	McCarthy	RT	\$ 52,486.00	\$ 45,751.00	vacant				
2/18/2025	Veteran's Services	Van Driver # 4 Per Diem (2481)	Nolin	RS	18.5091/hr	18.5091/hr	vacant				
2/21/2025	DPW	MEO (M) # 24 (2209)	Secor	RS	\$ 48,826.00	\$ 48,826.00	vacant				
2/21/2025	DPW	MEO (M) # 26 (2420)	Kennedy	PR	\$ 48,882.00	\$ 48,826.00	vacant				
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	vacant				
2/25/2025	County Clerk	MV License Registration Clerk # 10 (1117)	Sacco	RS	\$ 48,065.00	\$ 47,384.00	vacant				
									Total:	\$31,831.00	\$ (15,399.00)

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

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 3/6/2025**

- (a) Employee Name, Title and Employee No.:
(see attached)
- (b) Current Annual **Base** Salary (and Grade if Applicable):
- (c) Former Annual **Base** Salary (and Grade if Applicable):
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
3/24/2025
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
A.1171.4212 110 - Public Defender Division of Criminal Justice Services - Salaries
- (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 within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
To utilize grant funding toward recruitment and retention.

DCJS Grant Award - Supplemental Salary Recommendations for 2025

Supporting docs for Resolution Request Form No. 13

Request to Increase or Decrease Salary of Non-Union Position

	Former Annual Base Salary	Current Annual Base Salary
PD	\$149,871	\$149,871
APD1	\$128,383	\$134,644
CAPD	\$104,408	\$111,367
APD2	\$111,875	\$118,616
APD3	\$77,111	\$84,865
APD4	\$91,271	\$98,613
APD5	\$95,392	\$102,614
APD6	\$94,835	\$102,073
APD7	\$91,997	\$99,317
APD8	\$84,377	\$91,919
APD9	\$84,377	\$91,919
APD13	\$91,998	\$99,318
APD10*	\$7,267	\$11,196
APD14*	\$7,267	\$11,196

*combines with Law Intern Salary of \$77,111 to make total salary \$88,307

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Public Works -****DPW DATE: 02/28/25**

- (a) Title of Requested Position: Motor Equipment Operator - (Medium) for Solid Waste
- (b) Annual **Base** Salary (and Grade if Applicable): \$48,826
- (c) Effective Date for New Position:* April 1, 2025
*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): NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.1628
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size automotive equipment and performs a variety of manual tasks in connection with such operation. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation and care of moderately-complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front-end loader, roller or similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment, operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;
Ability to understand and carry out simple oral and written instructions;
Industry, dependability, good physical condition.

MINIMUM QUALIFICATIONS: One (1) year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS: Eligibility for an appropriate New York State Class A or B license with air brake endorsement at the time of application and possession at time of appointment.

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 Administrator

DATE: 3/6/2025

- (a) Purpose of Request:
To adopt the Warren County Emergency Closure Policy (Schedule "A" attached)

- (b) Details:
The policy has been reviewed by a committee consisting of members from the following departments: County Administrator, County Attorney, Treasurer, Human Resources and Emergency Services

- (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

SCHEDULE "A"

Warren County Emergency Closure Policy

I. Policy Statement

The Board of Supervisors recognizes that County government is an essential organization which provides important services to the citizens of Warren County. The Board of Supervisors values the safety and well-being of County officers and employees and must balance those concerns against the need for the County Government to continue essential operations during severe weather events and operational emergencies. This Policy states the procedures governing the closure of County Offices and Buildings during periods of severe inclement weather or when other unforeseen emergency conditions occur which make it either hazardous to life and property or in the alternative impossible for County Government officers and employees to continue government operations. This Policy is intended to be implemented in conjunction with the Warren County Emergency Action Preparedness Plan (EAP) adopted by Resolution No. 206 of 2023, section XIII.033, and any future updates or revisions to such policy.

II. Definitions

1. **Emergency:** Imminent, impending, or urgent threat of widespread or severe damage, injury, loss of life, or property resulting from any natural or human-made causes including severe inclement weather, epidemic, explosion, radiological accident, nuclear, chemical, biological, or bacteriological release, warfare, riot, terrorism, cyber-security event, or physical damage to County buildings, offices, or the County computer network by fire, water, vandalism, cyber-attack, or other cause, or any other condition making it either extremely difficult or impossible for County officers and employees to conduct business intended to be performed at that building or office.
2. **Employee:** Any individual employed by the County of Warren on a full-time, part-time, less than half-time, and on a temporary or a seasonal basis.
3. **Essential Employee:** Those departments responsible for public safety, public health and keeping County facilities operational and accessible during a time of public closure including the Sheriff's Office Patrol and Corrections Divisions, 911 Communications, Office of Emergency Services, Public Works, Public Health and Social Services on-call caseworkers and investigators.
4. **Department Head:** Each elected and appointed County officer responsible for the administration of their respective departments, agencies and offices which collectively constitute the structure of the County's governmental operations.
5. **Facility:** A County owned or leased building or real property.
6. **Liberal Leave:** Allows employees to use any type of accrued paid leave time, except for sick time, on relatively short notice to cover their absence from work during an emergency, as defined by this Policy.
7. **Officer:** The same meaning as set forth by the Public Officers Law.
8. **Severe Inclement Weather:** Weather conditions resulting from rain, ice, snow, flood or other storm that limit travel by County residents and employees, or pose a widespread risk of injury to person or property.
9. **Volunteer:** an unpaid individual who volunteers and/or interns for a County program that receives no pay or benefits from the County.

III. Application

This Policy shall apply to all Warren County officers and employees and to every Warren County facility, as well as to members of the general public seeking to conduct business with the County government. This Policy shall not apply to the County officers and employees employed by each of these departments set forth below because those department provide essential operational services to Warren County residents and visitors twenty-four (24) hours a day, seven (7) days a week, during 365 days per year:

- Sheriff's Office;
- Department of Public Works;
- Office of Emergency Services;
- Department of Social Services;
- Health Services Department; and
- Countryside Adult Home.

The decision to enact the policy and procedures set forth by this County closure plan shall rest with the Department Heads for these offices and department based on the operational needs for the essential employees employed by each department during the course of emergency operations.

IV. County Employees Expected to Report to Work

All county officers and employees are expected to report to work at their assigned locations during regularly scheduled days and times, unless excused from work pursuant to this Policy by the County Administrator.

V. Procedure to Close County Facilities

- A. The County Administrator, after consultation with the Chairman of the Board of Supervisors, shall have the authority to declare an emergency closure of a County office, department, or facility in the event of an emergency. The County Administrator may also consult with the Sheriff, the Superintendent of Public Works, the Commissioner of Social Services, the Director of Emergency Services, or the Director of Public Health concerning any plan to close County Facilities. Any emergency closure shall impact access to the facility by the general public and County officers and employees for the time period of the closure or until such time as the emergency is deemed adequately resolved by the County Administrator.
- B. The County Administrator, or a designee, shall communicate the decision to declare an emergency closure of a County office, department, or facility to officers and employees, as well as the general public in the following manner:
 1. The County 911 Communications Center shall be advised of the closure;
 2. A message shall be sent to all officers and employees detailing the scope and timetable for the closure through the employee notification platform available to the Office of Emergency Services;

3. Notices shall be placed on the County webpage, County Facebook site, Office of Emergency Services webpage and Facebook site, the ReadyWarrenCountyNY application, and Warren County Sheriff's webpage and Facebook site;
4. A notice shall be sent to the local School Closing Network, which includes notifications for regional television and radio stations;
5. Closed notices shall be placed near the public entrances to the affected County facilities by Buildings & Grounds staff; and
6. Notification of the County closure shall be communicated to the Warren County Supreme & County Court Clerk's Office.

VI. Employee Time Off For Emergencies

- A. LIBERAL USE OF PAID LEAVE TIME. Department Heads are authorized to allow employees to use leave liberally in the circumstances described by this section. Liberal leave allows the employee to choose to use accrued paid leave time, other than sick or cancer screening time, to cover the period of absence. An employee who does not report to work on a workday when there is a delayed opening or an early closure may use paid time off for the balance of the work day. An employee with pre-approved paid time off shall not have their paid time off adjusted due to a delayed opening or early closure.
- B. NO CLOSURE. In the event of an emergency involving severe inclement weather and County offices and buildings are open, employees are expected to report to work at their regularly scheduled times. Employees must use their own best judgment to determine whether or not it is safe for them to travel to their assigned work location. If an employee decides that it is not safe to travel to work, then the employee must notify their Department Head of the intended absence and may use accrued paid leave time to cover the absence. If the employee has received prior written permission to work remotely from home via computer and internet connection during severe inclement weather, then they should punch into work remotely.
- C. CLOSURE BEFORE EMPLOYEE REPORT TIME. If County facilities are closed for an emergency, prior to the opening of the facilities for business, then employees will be notified that the facility is closed and not to report to work using the methods described in this Policy. Employees shall receive regular pay for the work hours of the day associated with the emergency facility closure. Employees with pre-approved paid time off shall utilize the paid time off during the time of the closure. Remote workers will not be expected to work prior to the closure time and will be paid regular time for the regularly scheduled workday.
- D. CLOSURE AFTER EMPLOYEE REPORT TIME. If the County facilities are closed for an emergency during the course of an employee's regular work hours and it is determined that the emergency requires employees to be dismissed from work, the employees shall promptly leave the closed County facilities. Members of the general public shall promptly exit the closed County facilities. Employees sent home during a regular workday because of a declared emergency shall be paid regular time for the remainder of the regularly scheduled workhours that day. Remote workers will not be expected to work prior to the closure time and will be paid regular time for the regularly scheduled workday.

- E. CLOSURE DUE TO OPERATIONAL CONSTRAINTS. If the emergency involves a significantly disruptive event, other than severe inclement weather, that does not present an immediate threat to life or property, but substantially impairs the ability of employees to perform their assigned job duties, then the County Administrator shall authorize Department Heads of the affected department to permit affected employees to either remain at their work location and perform what duties they can or authorize affected employees to use accrued paid leave time to cover the remainder of the employee's regularly scheduled work hours. An example of such an operational constraint would be a systemic failure of one or more of the County's computer information systems.

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 Administrator

DATE: 3/6/2025

- (a) Purpose of Request:
To approve the recommendations of the Reallocation Committee as outlined on the attached Schedule "A" to become effective on March 24, 2025

- (b) Details:

- (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

Schedule "A"

REALLOCATION COMMITTEE RECOMMENDATIONS FOR 2025

DPW Title	Current Grade	Current Starting Hourly Rate (per hr)	Proposed Grade	Proposed Starting Hourly Rate (per hr)	Proposed Hourly Rate Increase
Laborer	2	\$ 18.51	4	\$ 19.58	\$ 1.07
Auto Parts Clerk	6	\$ 20.99	9	\$ 23.47	\$ 2.48
MEO (L)	7	\$ 22.00	9	\$ 23.47	\$ 1.47
MEO (M)	9	\$ 23.47	12	\$ 24.95	\$ 1.48
Auto Parts Shop Specialist	9	\$ 23.47	12	\$ 24.95	\$ 1.48
HEO	10	\$ 24.28	13	\$ 25.62	\$ 1.34
Sign Maintenance Worker	11	\$ 24.61	13	\$ 25.62	\$ 1.01
Mechanic	11	\$ 24.61	14	\$ 26.16	\$ 1.55
Welder	13	\$ 25.62	15	\$ 26.83	\$ 1.21
Assistant Auto Mechanic Supervisor	15	\$ 26.83	16	\$ 27.53	\$ 0.70
Highway Construction Supervisor 1	12	\$ 24.95	18	\$ 28.99	\$ 4.04
Solid Waste Supervisor	15	\$ 26.83	19	\$ 29.87	\$ 3.04
Sign Maintenance Supervisor	17	\$ 28.70	19	\$ 29.87	\$ 1.17
Highway Construction Supervisor 2	18	\$ 29.29	20	\$ 31.02	\$ 1.73

CDL STIPEND

\$3.00 per hour stipend for DPW employees who possess a CDL license.

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:

DATE:

(a) Purpose of Request:

(b) Details:

(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. 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: 3/6/25

- (a) Purpose of Request: **Amending Resolution 497 of 2019 to delegate approval authority for settlements of property loss and liability claims within the County insurance deductible to the County Attorney from funds available in the Insurance Reserve (A.863.00); to establish reporting requirement to the Personnel Committee for all settlement payments made from the insurance reserve which are within the County's insurance deductible; and to increase the funding for the Insurance Reserve by \$52,786.15 to the total of \$67,786.15 by reallocating unexpended funds from the various departments budgeted for 2025 Property and Casualty Insurance Coverage. See attached General Liability Insurance Reconciliation - Transfer to Insurance Reserve A.863.00**
- (b) Details: **All departments budgeted a ten percent (10%) increase in Property and Casualty Insurance premiums for 2025. The actual premium expense negotiated for the County limited the increase to 3.8% for 2025. The 2025 insurance premium costs savings of 6.2% equals \$52,786.15 which is currently allocated among the various departments. Reallocated of these funds to the Insurance Reserve (A.863.00) for the payment of 2025 property and liability claims will permit the quick settlement of claims within the County's insurance deductible and provide oversight by County Supervisors. We believe these changes will cause a material impact upon future insurance premium increases for the County.**
- (c) Previous Resolution Number: **493 of 2019**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **See attachment: Spreadsheet for General Liability Insurance Reconciliation - Transfer to Insurance Reserve A.863.00.**

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 WILD, DRISCOLL, ETU, MADAY, BEAN, PATCHETT AND MERLINO

AMENDING RESOLUTION NO. 497 OF 2019, WHICH RESOLUTION ESTABLISHED AN INSURANCE RESERVE FUND, A.863.00, RESERVE, INSURANCE FOR UNINSURED LOSSES, TO FUND PROPERTY LOSS AND LIABILITY CLAIMS, TO AUTHORIZE THE COUNTY ATTORNEY TO SETTLE AND PAY CERTAIN PROPERTY AND LIABILITY CLAIMS AND ACTIONS; CREATING REPORTING REQUIREMENTS; AUTHORIZING APPROPRIATION OF FUNDS TO THE INSURANCE RESERVE FUND, A.863.00; FUNDING PROPERTY AND CASUALTY SELF-INSURED DEDUCTIBLE LINES FOR THE DEPARTMENT OF PUBLIC WORKS AND WARREN COUNTY SHERIFF; AND AMENDING WARREN COUNTY BUDGET FOR 2025

WHEREAS, Resolution No. 497 of 2019 established an Insurance Reserve Fund, A.863.00, Reserve, Insurance for uninsured losses, to fund property loss and liability claims within the County's commercial insurance deductible, and

WHEREAS, the County Attorney requested and the Personnel, Administration & Higher Education Committee approved amendments to Resolution No. 497 of 2019 to authorize the County Attorney to determine whether to settle and pay from the Insurance Reserve Fund (A.863.00) property and casualty liability claims and actions which are within the County's commercial insurance deductible and less than Twenty-Five Thousand Dollars (\$25,000), report payments to the Personnel, Administration & Higher Education Committee, and to appropriate funds to the Insurance Reserve Fund (A.863.00), now, therefore, be it

RESOLVED, that an appropriation to the Insurance Reserve Fund (A.863.00) ("Reserve Fund") shall be made with the source of funding to be an appropriation from the General Fund Unappropriated Surplus (A.909.00) in the amount of Fifty-Two Thousand Seven Hundred Eighty-Six Dollars and Fifteen Cents (\$52,786.15), which the County Treasurer is hereby authorized and directed to make, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Attorney to negotiate and settle property and casualty loss and liability claims and actions on behalf of the County of Warren and to issue payment from department established self-insured property and casualty budget lines funded from the Insurance Reserve Fund for negotiated and settled claims and actions which are approved by the County Attorney, which are within the County's commercial insurance deductible and do not exceed the sum of Twenty-Five Thousand Dollars (\$25,000), and be it further

RESOLVED, that the County Attorney is hereby authorized to approve the payment of expenditures from the self-insured property and casualty deductible budget lines for the various Warren County departments, as set forth herein, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby allocates the sum of Twenty Five Thousand Dollars (\$25,000) to INSURANCE DEDUCTIBLE-RESERVE (A.1610 418.1) under Department of Public Works Fleet Management for the payment of out-of-pocket commercial deductible liabilities incurred during 2025, as approved by the County Attorney, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby allocates the sum of Twenty Five

Thousand Dollars (\$25,000) to INSURANCE DEDUCTIBLE-RESERVE (A3110 418.1) under the Warren County Sheriff Law Enforcement for the payment of out-of-pocket commercial deductible liabilities incurred during 2025, as approved by the County Attorney, and be it further

RESOLVED, that the County Attorney shall report to the Personnel, Administration & Higher Education Committee all payments from the various Warren County department property and casualty self-insured deductible lines within sixty (60) days of payment, and it is further

RESOLVED, that except as otherwise provided by law, departmental self-insured property and casualty budget expenditures from the Insurance Reserve Fund shall be made only for the purpose for which the Insurance Reserve Fund is established and no self-insured property and casualty expenditure shall be made from the Insurance Reserve Fund without the approval of the Warren County Attorney and such additional actions or proceedings as may be required by Section 6-n of the General Municipal Law or any other law, and be it further

RESOLVED, that any portion of the Reserve Fund which is allocated to INSURANCE DEDUCTIBLE-RESERVE (A.1610 418.1) and INSURANCE DEDUCTIBLE-RESERVE (A3110 418.1) and are not expended for the payment of out-of-pocket commercial deductible liabilities incurred during 2025, shall be reallocated back to the Reserve Fund without further resolution required by the Board of Supervisors.

RESOLVED, that other than the amendments outlined herein, all other portions of Resolution No. 497 of 2019 shall remain in full force and effect, and be it further

RESOLVED, that the Warren County budget for 2025 be, and hereby is, amended accordingly.

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: County Attorney

DATE: 3/6/25

- (a) Purpose of Amendment: **To decrease insurance premium savings for 2025 equal to \$52,786.15 from General Liability Insurance budget lines for various Departmental accounts**
- (b) Appropriation Code, Object Code, Full Title and Amount: **See attached**
- (c) Revenue Code (with title), and Amount: **N/A**

General Liability Insurance Reconciliation - Transfer to Insurance Reserve A.863.00

Department		Amount
A.1450 418 - Board Of Elections	Ins-General Liability	\$ 153.11
A.1610 418 - Fleet Management	Ins-General Liability	\$ 916.21
A.1620 418 - Buildings	Ins-General Liability	\$ 305.99
A.1624 418 - Health & Human Services Building	Ins-General Liability	\$ 312.82
A.1910 418 - Unallocated Insurance	Ins-General Liability	\$ 31,796.22
A.3110 418 - Sheriff's Law Enforcement	Ins-General Liability	\$ 9,511.56
A.3140 418 - Probation	Ins-General Liability	\$ 51.60
A.3410 418 - Fire Prevention & Control	Ins-General Liability	\$ 54.04
A.3620 418 - Building & Fire Code	Ins-General Liability	\$ 45.02
A.3640 418 - Civil Defense	Ins-General Liability	\$ 3.81
A.4010 418 - Health Services	Ins-General Liability	\$ 4,326.41
A.4013 418 - W.I.C.	Ins-General Liability	\$ 91.91
A.4022 418 - Emergency Medical Service	Ins-General Liability	\$ 48.34
A.5610 418 - Airport (D.P.W.)	Ins-General Liability	\$ 2,164.60
A.6010 418 - Social Services	Ins-General Liability	\$ 1,481.38
A.6030 418 - Countryside Adult Home	Ins-General Liability	\$ 1,008.68
A.6510 418 - Veterans Services	Ins-General Liability	\$ 0.60
A.6610 418 - Weights & Measures	Ins-General Liability	\$ 23.28
A.6771 418 - OFA-Hamilton County	Ins-General Liability	\$ 244.40
A.6772 418 - OFA-Warren County	Ins-General Liability	\$ 244.40
A.7111 418 - Up Yonda Farm	Ins-General Liability	\$ 1.77
	TOTAL	\$ 52,786.15