

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JULY 31, 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 an 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 to rescind Resolution No. 73 of 2020, *Authorizing the Use of Paid Administrative Leave in the Event of a Medical Quarantine for Disease Prevention.*
    - C) Request to transfer funds in the amount of \$23,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1435 860, *Human Resources - Hospitalization*, to provide funding for additional hospitalization costs due to a change in coverage.
  - 3) **Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director):**
    - A) Request to transfer funds in the amount of \$175.00 from Budget Code A.1681 410, *Supplies*, to Budget Code A.1681 120, *Salaries-Overtime*, to cover a shortage in the amount of funding budgeted for overtime.
    - B) Request to appropriate \$39,000 from Budget Code A.895.00, *Computer Reserve Fund*, to various department budget codes to cover the cost of purchasing computers and related equipment and software.
    - C) Request to amend the existing contract with Jitterbit to increase the not to exceed amount to \$140,181.60 to allow use of AI interface.
  - 4) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**  
**Action Agenda/New Business Items:**
    - A. Request for resolution accepting and approving multiple new nationwide opioid settlements and authorizing the Chair to execute: (1) the participation forms; (2) any bankruptcy plan voting rights in favor of the settlement regarding the Estate of Purdue Pharma L.P.; and (3) all future documents related to the settlement of claims, in a form approved by the County Attorney, and to accept any award of funds. The specific details for each participating opioid manufacturer are accessible at <https://nationalopioidsettlement.com/> and are as follows:
      - i. Purdue Pharma, the Sackler Family, and other related parties (total settlement amount under the nationwide plan is estimated to be approximately \$6.5 billion, payable through an initial \$1.5 billion payment in 2026 with sixteen (16) further payments during the following fifteen (15) years. The estimated total payments available to all subdivisions in New York State is approximately \$241,240,054.40.)
      - ii. Sandoz, Inc., an opioid manufacturer (total settlement amount under nationwide plan is estimated to be \$99,500,000.00); and
      - iii. Eight Manufacturers' Settlement for (1) Alvogen, Inc.; (2) Amneal Pharmaceuticals, Inc.; (3) Apotex, Inc.; (4) Hikma Pharmaceuticals USA Inc.; (5) Indivior Inc.; (6) Mylan Pharmaceuticals Inc.; (7) Sun Pharmaceutical Industries, Inc.; and Zydus Pharmaceuticals (USA), Inc. (total settlement amount under nationwide plan is estimated to be \$720,000,000.00 cash plus up to approximately \$352,000,000 worth of pharmaceutical products (such as Naloxone) with six companies paying lumps sums in first year (totaling \$229,000,000) and three companies paying the balance over a period of years ranging from five (5) years to (10) years.
    - B. Request for resolution to approve and adopt "Warren County Policy for Employee Notary Services" referred by the Warren County Risk & Safety Committee. The new policy provides requirements and procedures for all County employees requested by their Department Head to perform notary acts as part of their official County employment.
    - C. Request for resolution to approve and adopt "Warren County Employee Time, Attendance, and Approval Policy" referred by the Warren County Risk & Safety Committee. This policy consolidates and updates employee time and attendance and incorporates and supersedes Resolution 218 of 2025 "Adopting the Warren County Employee Timekeeping Approval Management Policy." The purpose of the policy is to establish uniform County-wide protocols to ensure accurate employee time and attendance timekeeping which complies with federal and state labor law requirements.
    - D. Request for resolution to rescind Resolution 218 of 2025 "Adopting the Warren County Employee Timekeeping Approval Management Policy."

**CONTINUED**

- E. Request for resolution to amend agreement with Roemer Wallens Gold Mineaux, LLP to increase the not to exceed amount from \$70,000 to \$120,000 for a term beginning January 1, 2025 and expiring upon resolution of Federal District Court Case #1:22-cv-00641.
- F. Request for resolution to transfer funds in the amount of \$10,000 from A.1990.469, *Contingent Account-Other Payments/Contributions*, to A.1420.440, *County Attorney, Legal/Transcript Fees*, to cover 2025 expenses for Roemer Wallens Gold Mineaux, LLP.
- G. Request for resolution appropriating \$4,227.05 from Budget Code A.863.00, *Property & Casualty Insurance Reserve*, to Budget Code A.4018.0030 435, *Preventative Program, Disease Control, Medical Fees*, to cover loss of rabies vaccine and human vaccines caused by refrigerator malfunction.
- H. Request for resolution authorizing the Chair of the Board of Supervisors to execute any settlement documents in the matter of Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Incorporated and Joanne Levack, Warren County Supreme Court, Index No. 2023-71036, , in a form approved by the County Attorney.

**Discussion Items:**

- I. Insurance Reserve Payment Report as of June 30, 2025: Report enclosed.
- J. Personnel Matters: Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(f), to engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning July 17, 2025.
- K. 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 defendants to be deposed.
    - 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 to continue August 26, 2025.
    - 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. No action taken 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 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. 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; Court-ordered Mediation Sessions: May 28, 2025; Summary judgment motions filed 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) *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.
  - f) *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.
  - g) *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.
  - h) *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.
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 June 12, 2025.* Ryan Brower, an incarcerated person at the Warren County Correctional Facility, alleges unlawful release of medical records in violation of HIPAA. Claim was tendered to Primecare by contractual agreement for defense and indemnification.
  - e) *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.
  - f) *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.

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	4/7/2025	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	\$ (22,312.00)	\$ -
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	\$ -	\$ 21.00
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)	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	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	Frasier	\$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	\$ -	\$ -
2/21/2025	DPW	MEO (M) # 26 (2420)	Kennedy	PR	\$ 48,882.00	\$ 48,826.00	3/3/2025	Allison	\$48,826.00	\$ -	\$ (56.00)
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)	Mallory	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	\$ 2,484.00	\$ -
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 (1701)	Rowland	PR	\$ 61,856.00	\$ 51,192.00	5/5/2025	Oswald	\$61,856.00	\$ 10,664.00	\$ -
3/5/2025	Social Services	Senior SWE # 6 (1728)	Connell	PR	\$ 58,760.00	\$ 51,192.00	vacant			\$ -	\$ -
3/5/2025	Social Services	Principal SWE # 2 (2599)	Groff	RT	\$ 67,589.00	\$ 55,800.00	6/16/2025	Connell	\$64,075.00	\$ 8,275.00	\$ (3,514.00)
3/7/2025	Social Services	Caseworker # 39 (2616)	Cozzens	RS	\$ 58,844.00	\$ 57,270.00	4/21/2025	Paravella	\$57,270.00	\$ -	\$ (1,574.00)
3/11/2025	Countryside	Institutional Aide # 8 (1866)	Rosson	RS	\$ 41,036.00	\$ 39,190.00	3/17/2025	Lyng	\$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	Health Services	Senior Account Clerk # 1 (1538)	Shrestha	PR	\$ 47,124.00	\$ 45,751.00	vacant			\$ -	\$ -
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	Clickner	\$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	vacant			\$ -	\$ -
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	Seigfried	\$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	\$ -	\$ -

\* (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
5/2/2025	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	\$ (8,747.00)
5/7/2025	Social Services	Sr Caseworker # 9 (2685)	Watkins	O	\$ 73,398.00	\$ 60,920.00	5/19/2025	Missita	\$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	vacant			\$ -	\$ -
5/19/2025	DPW	MEO (L) # 5 (1264)	Mitchell	RS	\$ 55,066.00	\$ 48,826.00	5/20/2025	Lanfear	\$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)	Hayes	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	Sheperd	\$66,038.00	\$ -	\$ -
5/2/2025	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	RS	\$ 58,844.00	\$ 57,270.00	vacant			\$ -	\$ -
6/12/2025	DPW	MEO (L) # 6 (1259)	Janos	PR	\$ 44,418.00	\$ 48,826.00	vacant			\$ -	\$ -
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	vacant			\$ -	\$ -
7/7/2025	Social Services	Caseworker # 33 (2080)	Nevergreen	RS	\$ 57,270.00	\$ 57,270.00	vacant			\$ -	\$ -
6/27/2025	DPW	MEO (M) # 3 (1253)	Norton	O	\$ 58,811.00	\$ 51,890.00	6/30/2025	Webb	\$58,130.00	\$ 6,240.00	(681.00)
7/2/2025	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	\$ 9,844.00	12,932.00
7/11/2025	Social Services	Secretary (2270)	Beattie	O	\$ 40,729.00	\$ 40,729.00	vacant			\$ -	\$ -
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	\$ 4,037.00	\$ -
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	\$ -	\$ (1,380.00)
7/21/2025	Social Services	Caseworker # 9 (1653)	Terry	RS	\$ 57,270.00	\$ 57,270.00	vacant				
7/21/2025	Social Services	Community Services Worker # 3 PT (2829)	Kestner	PR	\$ 23,692.00	\$ 47,384.00	vacant				
7/22/2025	DPW	Building Maintenance Worker # 11 (1193)	Tyrell	RS	\$ 47,827.00	\$ 45,751.00	vacant				

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

**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: July 23, 2025**

- (a) Purpose of Request: **To request to rescind Resolution 73 of 2020**
- (b) Details: **The NYS requirement for paid covid leave is ending 7/31/2025. This resolution authorizes the County to pay as required by NYS, so can now be rescinded effective 8/1/2025.**
- (c) Previous Resolution Number: **Res. 73 of 2020**
- (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

# Warren County Board of Supervisors

## RESOLUTION NO. 73 OF 2020

**RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD**

**AUTHORIZING THE USE OF PAID ADMINISTRATIVE LEAVE IN THE EVENT OF A MEDICAL QUARANTINE FOR DISEASE PREVENTION**

WHEREAS, the County Administrator has requested to allow paid time off for those quarantined pursuant to the order of a public health agency, in the interest of disease prevention, and

WHEREAS, a paid administrative leave code already exists in the payroll system, and

WHEREAS, the Personnel & Administration Committee has approved this request, now, therefore,  
be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the use of paid administrative leave in the event a county employee has been quarantined by a public health agency, in the interest of disease prevention, and be it further

RESOLVED, that this resolution be retroactive to January 1, 2020.

**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: July 17, 2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

**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	A.1435.860	HR - Hospitalization	\$23,500

Please state reason for transfer request: To fund additional Hospitalization costs due change in coverage

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

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Information Technology

SIGNED: *Michael W. Cal*

DATE: 7/31/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1681 410	Supplies	A.1681 120	Salaries-Overtime	175.00

Please state reason for transfers requested:

**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:

Cover OT shortage

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: Information Technology**

**DATE: July 31, 2025**

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:

<b>District Attorney</b>	<b>A.1165 220.1</b>	<b>\$19,000</b>
<b>Sheriff</b>	<b>A.3110 220.1</b>	<b>\$10,000</b>
<b>Information Technology</b>	<b>A.1680 220.1</b>	<b>\$10,000</b>

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

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.895.00 Computer Reserve Fund**

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

\* as listed in budget and LOGOS

## *RESOLUTION REQUEST FORM NO. 4*

### *Request for Extending, Rescinding or Amending Existing Contract*

**DEPARTMENT NAME: Information Technology**

**DATE: July 31, 2025**

- (a) Purpose of Contract Change:  
**Increase contract amount to allow use of AI interface.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**343 of 2022**
- (c) Name of Contractor:  
**Jitterbit**
- (d) Address of Contractor: **PO Box 738048**  
**Dallas, TX 75373**
- (e) Contractor's Contact Person and Telephone Number:  
**Keegan MacNeill, 1-9020-338-2478**
- (f) Commencement Date of Extension: **Upon Execution**
- (g) Termination Date of Extension: **12 months from execution**
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$140,181.60**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
**2025-2026 \$34,720, 2026-2027 \$35,461.60**
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:  
**A.1680 426**

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

# Warren County Board of Supervisors

RESOLUTION NO. \_\_\_ OF 2025

## RESOLUTION INTRODUCED BY SUPERVISORS

### **APPROVING SEPARATE SETTLEMENT AGREEMENTS WITH REGARD TO THE OPIOID CRISIS AND AUTHORIZING PARTICIPATION AND ACCEPTANCE OF THE NATIONAL SETTLEMENT AGREEMENTS WITH PURDUE PHARMA L.P., THE SACKLER FAMILY, SANDOZ, INC., ALVOGEN, INC., AMNEAL PHARMACEUTICALS, INC., APOTEX, INC., HIKMA PHARMACEUTICALS USA INC., INDIVIOR INC., MYLAN PHARMACEUTICALS, INC., SUN PHARMACEUTICAL INDUSTRIES, INC., AND ZYDUS PHARMACEUTICALS (USA)**

WHEREAS, the Warren County Attorney requested and the Personnel, Administration and Higher Education Committee approved the request for the County of Warren to participate by opting-in to the nationwide settlements of opioid crisis lawsuits and claims against the following opioid manufacturers: PURDUE PHARMA L.P., THE SACKLER FAMILY, SANDOZ, INC., ALVOGEN, INC., AMNEAL PHARMACEUTICALS, INC., APOTEX, INC., HIKMA PHARMACEUTICALS USA INC., INDIVIOR INC., MYLAN PHARMACEUTICALS, INC., SUN PHARMACEUTICAL INDUSTRIES, INC., AND ZYDUS PHARMACEUTICALS (USA), pursuant to the terms and conditions of the proposed separate settlement agreements with each opioid manufacturer, and

WHEREAS, the proposed settlement for Purdue Pharma L.P., an opioid manufacturer, through the federal bankruptcy court, and for members of the Sackler Family, contemplates payment of Six Billion Five Hundred Million and 00/100 Dollars (\$6,500,000,000) in 16 payments over fifteen (15) years with the first payment of One Billion, Five Hundred Million and 00/100 Dollars (\$1,500,000,000) paid on the effective date of the settlement agreement and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as required by the final settlement agreement, and

WHEREAS, the proposed settlement for Sandoz, Inc., an opioid manufacturer, contemplates a one time payment of Ninety-Nine Million, Five Hundred Thousand and 00/100 Dollars (\$99,500,000) paid on the effective date of the settlement agreement and the settlement proceeds shall be allocated, distributed and

**RESOLUTION NO. \_\_\_\_\_ OF 2025****PAGE 2 OF 4**

used by participating political subdivisions as required by the final settlement agreement, and

WHEREAS, the proposed settlement for Alvogen, Inc., an opioid manufacturer, contemplates a one time payment of approximately Nineteen Million and 00/100 Dollars (\$19,000,000) paid on the effective date of the settlement agreement and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, and

WHEREAS, the proposed settlement for Amneal Pharmaceuticals, Inc., an opioid manufacturer, contemplates a payment of approximately Seventy-Four Million and 00/100 Dollars (\$74,000,000) over a ten (10) year period, and to provide either a generic version of the drug “Narcan” in the approximate amount of One Hundred Seventy-Seven Million and 00/100 Dollars (\$177,000,000) or pay an additional Forty-Four Million and 00/100 Dollars (\$44,000,000) in cash and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, and

WHEREAS, the proposed settlement for Apotex, Inc., an opioid manufacturer, contemplates a one time payment of approximately Sixty-Five Million and 00/100 Dollars (\$65,000,000) paid on the effective date of the settlement agreement and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, and

WHEREAS, the proposed settlement for Hikma Pharmaceuticals USA Inc., an opioid manufacturer, contemplates a one time payment of approximately Ninety-Eight Million and 00/100 Dollars (\$98,000,000) paid on the effective date of the settlement agreement and to provide either the drug “Naloxone” in the approximate amount of Thirty-Five Million and 00/100 Dollars (\$35,000,000) or pay an additional Seven Million and 00/100 Dollars (\$7,000,000) in cash and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, and

WHEREAS, the proposed settlement for Indivior Inc., an opioid manufacturer, contemplates paying approximately Seventy-Five Million (\$75,000,000) over a five (5) year period following the effective date

*RESOLUTION NO. \_\_\_\_\_ OF 2025**PAGE 3 OF 4*

of the settlement agreement, a portion of which could be paid by providing the drug “Buprenorphine and/or Nalmefene with a value of approximately One Hundred Forty Million and 00/100 Dollars (\$140,000,000) and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, and

WHEREAS, the proposed settlement for Mylan Pharmaceuticals, Inc., an opioid manufacturer, contemplates paying approximately Two Hundred Ninety Million and 00/100 Dollars (\$290,000,000) over a nine (9) year period following the effective date of the settlement agreement and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, and

WHEREAS, the proposed settlement for Sun Pharmaceuticals Industries, Inc., an opioid manufacturer, contemplates a one-time payment of approximately Thirty-Two Million and 00/100 Dollars (\$32,000,000) paid on the effective date of the settlement agreement and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, and

WHEREAS, the proposed settlement for Zydus Pharmaceuticals (USA), Inc., an opioid manufacturer, contemplates a one-time payment of approximately Fifteen Million and 00/100 Dollars (\$15,000,000) paid on the effective date of the settlement agreement and the settlement proceeds shall be allocated, distributed and used by participating political subdivisions as provided by the final settlement agreement, now, therefore, it is

RESOLVED, that the Warren County Board of Supervisors authorizes the County of Warren to participate as a political subdivision in the proposed settlement agreements with each of the opioid manufacturers and the Sackler Family, as set forth by the preambles of this resolution, and it is further

RESOLVED, that the Chair of the Board of Supervisors be and hereby is authorized to execute any

**RESOLUTION NO. \_\_\_\_\_ OF 2025****PAGE 4 OF 4**

opt-in participation form required for each of the proposed settlement agreements set forth by the preambles of this resolution, and any other documents required which are related to the settlement of claims, or the future allocation and distributions of settlement proceeds, and it is further

RESOLVED, that the County of Warren is authorized to accept the County's share of settlement proceeds distributed as a result of the proposed settlement agreements with the opioid manufacturers and the Sackler Family, as set forth in the preambles of this resolution, without further Board resolution.

**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:** 7/31/25

(a) Purpose of Request: **Adopting the Warren County Policy for Employee Notary Services**

(b) Details:

**The Risk & Safety Committee approved the proposed Policy for Employee Notary Services at the July 17, 2025 meeting after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws governing notary services. The proposed policy will provide uniform and consistent standards for employee notary services 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

## WARREN COUNTY POLICY FOR EMPLOYEE NOTARY SERVICES

### I. PURPOSE

This policy outlines the requirements and procedures for all County employees who are requested by their Department Heads to test and be commissioned as Notaries Public for the County's business operations. Its purpose is to ensure that all notarial acts performed by County employees who are authorized to act as Notaries Public on their behalf adhere to the highest standards of legality, ethics, and professionalism, and are in full compliance with New York State law. This policy applies to all County employees who may hold a New York State Notary Public Commission and perform notarial acts as part of their official County employment duties while conducting County business and/or on County property.

### II. POLICY STATEMENT

County employees who are or wish to become Notaries Public on behalf of the County must obtain approval from their Department Head and be in accordance with their job duties. All County employees who are authorized to act and are commissioned as Notaries Public on behalf of the County shall perform their duties in strict accordance with the laws, rules, and regulations governing Notaries Public in the State of New York. This includes, but is not limited to, the requirements set forth in the New York Codes, Rules and Regulations (NYCRR), specifically:

- A. 19 NYCRR Part 182 (formerly Sections 1823, 1825, and 1829):** This part, titled "Notaries Public," governs the conduct, duties, and responsibilities of notaries public as follows:
1. **Requirements for Notarial Acts:** Proper identification of individuals, personal appearance, administration of oaths/affirmations, and refusal to perform acts when requirements are not met (19 NYCRR § 182.3).
  2. **Recordkeeping:** Maintaining detailed records of all notarial acts for at least ten (10) years, including date, time, type of act, names and addresses of individuals, type of credential used for identification, and verification procedures (19 NYCRR § 182.9).
  3. **Fees:** Any Warren County Employee Notaries Public, when performing notarial acts as part of their official duties, shall not charge fees to members of the public.
- B. Executive Law, Article 6, Section 137 (Statement as to Authority of Notaries Public):** This section outlines the specific information a notary public must print, typewrite, stamp, or affix beneath their signature on documents, including name, "Notary Public State of New York," county of qualification, and commission expiration date.

### III. PROCEDURES

#### A. Requirements of County Departmental Notaries Public:

The following procedures shall apply to any employee authorized to act as a Notary Public on behalf of the County for County business operations:

1. **Commissioning and Renewal:**
  1. County Employees authorized to act as a Notary Public on behalf of the County shall only be allowed to notarize documents in support of County operations while on County time.
  2. County employees authorized to act as Notaries Public must obtain and maintain a valid commission from the New York Secretary of State and provide such licensing to their Department Head upon receipt and on an ongoing renewal basis.
  3. County Employees shall be responsible for understanding and fulfilling all the legal requirements for initial commissioning and subsequent renewals.
  - 3-4. County departments shall be responsible for the payment or reimbursement of the education and fees associated with the Public Notaries authorized by them within their department.

2. **Compliance with NYCRR:** All County authorized Notaries Public shall be familiar with and strictly adhere to the provisions of 19 NYCRR Part 182 and Executive Law, Article 6, Section 137.
3. **Personal Appearance:** County authorized Notaries Public must always require the personal appearance of the individual for whom the notarial act is being performed.
4. **Identification:** County authorized Notaries Public must obtain satisfactory evidence of identity from the individual appearing before them, as specified in 19 NYCRR § 182.5.
5. **Notary Journal/Record Keeping:** County authorized Notaries Public shall be required to maintain a secure and detailed journal or log of every notarial act performed on behalf of the County, in accordance with 19 NYCRR § 182.9. This record shall be retained for at least ten (10) years and be available for production upon request by the New York Secretary of State or other officials as required by law or County policy.
6. **Fees:** County authorized Notaries Public shall not charge fees to members of the public when performing notarial acts as part of their official duties unless specifically authorized and directed by County policy or applicable law. Any authorized fees collected shall be handled in accordance with County financial procedures.
7. **Ethical Conduct:** County authorized Notaries Public shall act impartially and avoid any notarial act where they have a direct or pecuniary interest in the transaction. They shall not provide legal advice or otherwise act as an attorney unless they are also a licensed attorney providing assistance as part of the duties assigned to them by the County.
8. **Training and Updates:** County authorized Notaries Public shall be encouraged to stay informed of any changes to New York Notary Public law and regulations and shall inform their Department Head of same.
9. **Insurance Afforded to County Authorized Notaries Public:** The County shall provide insurance coverage for County authorized Notaries Public who conduct their services on behalf of the County for County business.

#### B. Requirements County Clerk Notaries Public

The legal framework that *implies* and *facilitates* New York State County Clerks' role in public notary services, including often having Notary Public sections within their offices, can be found primarily in the **New York Executive Law, Article 6, Sections 130 through 138**. The following New York State Executive Law specifically pertains to County authorized Notaries Public working within the County Clerk's Office:

1. **Executive Law § 131. Appointment and commission; powers and duties; official misconduct:** This section outlines the process by which the Secretary of State appoints and commissions notaries public. Crucially, it states that after approval, the Secretary of State "forwards the commission, the original oath of office, and the signature of the notary public to the appropriate county clerk." This establishes the county clerk's role in maintaining the official record of commissioned notaries within their county.
2. **Executive Law § 134. County clerk's power to certify the official character of notary public:** This section explicitly grants County Clerks the power to "certify to the official character of any notary public" commissioned in their county, or whose certificate of official character has been filed with them. This is often done to authenticate a notary's signature on a document, especially for use out of state, and is a key public service.
3. **Executive Law § 135. Notary public or commissioner of deeds; may not charge for services as attorney:** While not directly about providing services, this section, along with others, defines the scope of a notary's powers and limitations, which county clerks are tasked with upholding through their record-keeping and authentication functions.

**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: 7/31/25**

(a) Purpose of Request: **Adopting the Warren County Employee Time, Attendance, and Approval Policy**

(b) Details:

**The Risk & Safety Committee approved the proposed Employee Time, Attendance, and Approval Policy at the July 17, 2025 meeting after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure County-wide compliance with the accurate capture of employee time, attendance, and approval as required by federal and state Department of Labor laws and regulations. The proposed policy shall also satisfy generally accepted accounting and auditing principles.**

(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

## SCHEDULE A

### Warren County Employee Time, Attendance, and Approval Policy

#### A. PURPOSE:

The purpose of this policy is to establish uniform protocols to ensure accurate employee time and attendance timekeeping in accordance with federal and state labor law regulations. All collective bargaining agreements and out-of-unit employee benefits policy as approved by the County Board of Supervisors are incorporated and included within this Employee Time and Attendance Policy.

#### B. DEFINITIONS:

The definitions pertaining to this policy conform to County adopted collective bargaining agreements and/or other employee out of unit benefit policies unless otherwise stated.

**Authority to Approve:** County employees designated in writing to authorize and approve timekeeping transactions ensuring accuracy and compliance with established collective bargaining agreements, federal and state labor law.

**Collective Bargaining Agreement:** A legally binding agreement between the employee, County and a union representing the employee in question.

**County Code of Ethics Legislation:** The Warren County Ethics and Disclosure Law, as approved and enacted by the County Board of Supervisors.

**County Timekeeping:** The tracking and recording of employee work hours in accordance with federal and state labor regulations.

**Department Head:** County officers or employees given the supervisory title of Department Head.

**Department Head Designee:** A County employee with statutory authority or designated by the Department Head to act on their behalf.

**Emergency:** A serious, unexpected, and often dangerous situation requiring immediate action.

**Employee:** A person employed by the County of Warren on a full-time, part-time, less than part-time, per diem, or seasonal/temporary basis, and includes volunteers and interns, whether paid or unpaid.

**Exempt Employee:** Employees designated as appointed, elected, executives, administrative and professional employees who earn a fixed salary regardless of the number of hours they work who are exempt from minimum wage and overtime pay requirements under the Fair Labor Standards Act. This includes those employees designated by the Director of Human Resources with the additional approval of the County Attorney and Chairperson of the Personnel, Administration and Higher Education Committee.

**Non-Exempt Employee:** Employees covered under the Fair Labor Standards Act that are paid an hourly wage who are entitled to minimum wage and overtime pay for hours worked over forty (40) hours in a one week pay period.

**Employer:** The County of Warren ("County").

**Flex Time:** A set of work hours a County employee is approved for with starting and finishing times agreed to by the

Department Head.

**Fair Labor Standard Act (FLSA):** A federal law enacted in 1938 that establishes minimum wage, overtime pay, recordkeeping, and child labor standards for employees in both the public and private sectors.

**Overtime:** Time worked beyond one's scheduled working hours.

**Regular Time:** The scheduled number of hours a County employee is required to work within a workday as approved by their Department Head.

**Timekeeping System Entry:** The use of an employee time-keeping system to record employee work hours, for accurate and efficient wage calculations whether biometric or by electronic entry.

**Supervisor:** A person within the County who has the authority to direct and control the work performance of an employee, or who has authority to take corrective action regarding the violation of a law, rule or regulation to whom an employee submits written notice.

**Workday:** The period of time in a day during which an employee performs work for the County as approved by their Department Head.

**Workplace:** Any location where an employee performs any work-related duty in the course of their employment.

### C. EMPLOYEE TIME AND ATTENDANCE PROCEDURES:

The policy protocols shall conform to County adopted collective bargaining agreements and/or other employee out of unit benefit policy unless otherwise stated. Employee timekeeping shall be in accordance with the established department work schedules and workplaces that best meet their departmental operational needs.

1. County timekeeping shall be governed by the fiscal requirements of federal and state labor regulations.
2. Department Heads and their designee(s) shall have the authority to determine the work hours of the employees assigned to them in accordance with their operational needs in service to County operations.
3. Employees shall be required to punch into the County Timekeeping System at the beginning and end of each approved work period, workday and/or workplace.
  - a. Non-exempt (Hourly) Employees are required to:
    - i. Record their actual work hours within the department designated County Timekeeping System to include the time their work begins, time taken for lunch, and time their workday ends in accordance with the terms and conditions of their department timekeeping protocols and their collective bargaining agreements and/or County policy..
    - ii. Certify their hours worked on a bi-weekly basis as required by the County Timekeeping System.
  - b. Exempt Employees are required to:
    - i. Make a daily entry into the County timekeeping system for each workday;
    - ii. Record hours when not working with leave credits outlined within the County Out-of-Unit Employee Benefits Policy; and
    - iii. Certify their hours worked on a bi-weekly basis as required per the County Timekeeping System.
4. Department Heads and/or the Department Head's Designee shall have the authority to grant an employee within their department flex time within any payroll week only if the employee in question satisfies their regular weekly payroll requirement.
5. The Warren County Sheriff and/or his designee(s) shall have the authority to grant an employee within their department flex time within any payroll week if the employee in question will satisfy their regular weekly payroll requirement.

6. Employees shall record their own time and attendance. Any errors with an employee's time and attendance shall be reported to their Department Head and/or the Department Head's Designee without delay for correction.
7. An employee who is not a Department Head shall not edit, modify or approve their own timesheet for submission for payment.
8. A Department Head may edit and approve their own timesheet. County employees shall not be compensated for their commute from their place of residence to and from their County workplace and no such travel time shall be submitted on timesheets for payment. Exceptions to this policy rule may be made by an employee's Department Head or designee for offsite training, conferences and other preapproved work locations.
9. Employees are required to report to work as scheduled. Any exceptions to the regular workday must be approved by the employee's Department Head or their designee.
10. Employees are prohibited from altering, falsifying or tampering with time and attendance records for themselves and/or other employees. This includes making a time keeping system entry for a fellow co-worker regardless of the system in place.
11. Elected officials shall not be required to utilize the County's Timekeeping System.

#### **D. COUNTY PAYROLL APPROVAL PROCEDURES:**

1. Department Heads and/or Department Head Designees shall be fiscally responsible for the timekeeping assigned to them by the County budget process.
2. A Department Head's request to assign a Department Head Designee under their supervision with authority to approve the department's timekeeping must be done in writing to the Human Resource Department, the County Treasurer's Department, and the County Administrator's Office PRIOR to the responsibility being tendered using the form provided by the Treasurer's Office.
3. The Department Head and Department Head Designee may not edit or approve timekeeping for any employee that may give rise to violations of the County's Code of Ethics.
4. In the absence of a Department's Department Head and their designee, the County Administrator's Office shall be authorized to edit and approve timekeeping.

#### **E. POLICY VIOLATIONS:**

The Human Resources Department shall be contacted if anomalies exist in an employee's timekeeping if the time taken has not been established in writing by collective bargaining agreement, resolution or prior written approval. An employee who violates this time and attendance policy and its terms and conditions shall be subject to discipline, potential discharge and a potential referral to law enforcement. Department Heads shall be responsible for their adherence to this policy, along with any employees given the authority to approve timekeeping on their behalf.

#### **F. EFFECTIVE DATE:**

This policy to be effective upon approval by Warren County Board of Supervisors and all prior policies are hereby rescinded and replaced.

**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: 7/31/25**

- (a) Purpose of Request: **Rescinding Resolution No. 218 of 2025, Warren County Employee Timekeeping Approval Management Policy**
- (b) Details: **The Warren County Employee Timekeeping Approval Management Policy needs to be rescinded as it has been incorporated into the new Warren County Time, Attendance, and Approval Policy which will be adopted at the August 18, 2025 Board of Supervisors meeting.**
- (c) Previous Resolution Number: **218 of 2025**
- (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. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** County Attorney

**DATE:** 7/31/25

- (a) Purpose of Contract Change: **Increase the not to exceed amount from \$60,000 to \$120,000**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **753 of 2022, 98 of 2024 and 317 of 2024**
- (c) Name of Contractor: **Roemer Wallens Gold Mineaux, LLP**
- (d) Address of Contractor: **13 Columbia Circle, Albany, NY 12203**
- (e) Contractor's Contact Person and Telephone Number:
- (f) Commencement Date of Extension: **April 1, 2025**
- (g) Termination Date of Extension: **Upon conclusion of the Federal District Court lawsuit**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$120,000**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.1420 440, Law (County Attorney), Legal/Transcript Fees**

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

\*as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Attorney

SIGNED:

DATE: 7/31/25

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

**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	A.1420 440	County Attorney, Legal/Transcript Fees	\$10,000.00

Please state reason for transfer request: To cover final 2025 expenses with Roemer Wallens Gold Mineaux, LLP

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: COUNTY ATTORNEY**

**DATE: 7/31/25**

- (a) Purpose of Request: **Appropriating \$4,227.05 from the Insurance Reserve (A.863.00) to Budget Code A.4018.0030 435 Preventive Program, Disease Control, Medical Fees**
- (b) Details: **Insurance claim for loss of rabies and human vaccines due to a malfunctioning refrigerator**
- (c) Previous Resolution Number: **N/A**
- (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: 7/31/25**

- (a) Purpose of Request: **Authorize Chair of the Board of Supervisors to execute any settlement documents in the matter of *Jasmine Earnest v. County of Warren, et. al.*, in a form approved by the County Attorney.**
- (b) Details: **To settle existing claims.**
- (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

# Warren County Board of Supervisors

RESOLUTION NO. \_\_\_ OF 2025

**RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, ETU, MADAY, BEAN, PATCHETT AND MERLINO**

**AUTHORIZING CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE DOCUMENTS  
IN THE MATTER OF JASMINE EARNEST V. COUNTY OF WARREN, ET AL**

WHEREAS, Plaintiff, Jasime Earnest, filed a lawsuit against the Town of Queensbury, County of Warren, Stilsing Electric, Incorporated and Joanne Levack, which is now before the Warren County Supreme Court, Index No. 2023-71036, alleging negligence by the County of Warren, and

WHEREAS, the County Attorney requested and the Personnel, Administration and Higher Education Committee approved the request to authorize the Chair of the Board of Supervisors to execute all necessary documents to settle claims in the matter of *Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Incorporated and Joanne Levack*, Index No. 2023-71036, now, therefore, it is

RESOLVED, that the Chair of the Board of Supervisors is authorized to execute any documents on behalf of the County required for settlement of this matter, in a form approved by the County Attorney.

2025 Warren County Insurance Reserve as of June 30, 2025

Claimant	Date of Incident	Location of Incident	Description of Incident	Responsible Dept	Amount of Damages	Check Cut Date	Status	DPW Reserve Balance	Sheriff Reserve Balance
Frontier Communications	24.03.07	57 Murray Road and Lanfear Road, Stony Creek	County DPW employees excavating at site caused damage to 25 PAIR Frontier Line at location.	Public Works	\$792.29	25.04.16	Closed	\$24,207.71	
Shuler, Donald	25.03.02	14 Bayridge Drive, Queensbury	Front door damaged during response to call.	Sheriff	\$1,500.00	25.04.21	Closed		\$23,500.00
Waite, Ryan	25.02.28	Park Ave. Extension, Hadley, NY	Park Avenue Extension, Hadley. DPW employee backed into parked vehicle	Public Works	\$1,109.10	25.04.16	Closed	\$23,098.61	