

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION**

**DATE: AUGUST 28, 2025**

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**COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:**

SUPERVISORS WILD	AMANDA ALLEN, CLERK OF THE BOARD
DRISCOLL	LARRY ELMEN, COUNTY ATTORNEY
ETU	JACKIE FIGUEROA, DIRECTOR OF HUMAN RESOURCES
BEAN	MATTHEW SCHUETTE, REPRESENTING MARSHALL & STERLING
PATCHETT	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
MERLINO	JOHN TAFLAN, COUNTY ADMINISTRATOR
	FRANK THOMAS, BUDGET OFFICER

**COMMITTEE MEMBER ABSENT:**

SUPERVISORS	CROCITTO
SUPERVISOR MADAY	GERACI
	STRAINER
	STROUGH
	TURNER
	NEIL BAKER, HUMAN RESOURCES COORDINATOR
	CARRIE BLACK, COUNTY CLERK
	GREGORY CANALE, PUBLIC DEFENDER
	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
	KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
	LINDA MORGAN, DEPUTY COUNTY CLERK
	CHRISTINE NORTON, COUNTY TREASURER
	LARRY PALTROWITZ, LEGAL COUNSEL TO SUNY ADIRONDACK AND THE COUNTY
	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Please note, the following contains a summarization of the meeting of the August 28, 2025 Personnel, Administration & Higher Education Committee; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - Part 1 - [https://www.youtube.com/watch?v=fTQzdV\\_qKjs](https://www.youtube.com/watch?v=fTQzdV_qKjs)

Part 2 - <https://www.youtube.com/watch?v=SPexZ3uz0SE>

Part 3 - [https://www.youtube.com/watch?v=58LTKxv\\_McY](https://www.youtube.com/watch?v=58LTKxv_McY)

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:00 a.m.

Copies of the meeting agenda were distributed; a copy of the agenda is on file with the meeting minutes.

Motion was made by Mr. Driscoll, seconded by Mr. Bean and carried by a unanimous vote of those present (*Messrs. Etu and Maday absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was offered for public comment:

Christine Norton, *County Treasurer*, requested that the Committee include discussion regarding changes to the budget preparation and subjective nature of the personnel requests processes and resulting decisions on the agenda of next month's Personnel, Administration & Higher Education and Finance & Budget Committee meetings, as well as the following Board Meeting. She proceeded to outline her concerns which she believed included determining the objectivity, effectiveness and independence for the purposes of ensuring checks and balances, ensuring no conflicts of interest, upholding the financial and personnel processes and ensuring the County Treasurer and their staff continue to be involved in this process.

The agenda review commenced with the following:

IV. Request for an executive session to address action agenda items:

- 1A) To discuss collective negotiations pursuant to article fourteen of the Civil Service Law, specifically regarding Collective Bargaining Agreement between SUNY Adirondack and their educational support personnel -

- Pursuant to Section 105(1)(e) of the Public Officer's Law;
- 4A) To discuss matters leading to the appointment employment, promotion, discipline, suspension, dismissal or removal of a particular person or corporation, relative to the nomination of two individuals to the CDTA Board of Directors - Pursuant to Section 105(1)(f) of the Public Officer's Law.
  - 4B) To discuss collective negotiations pursuant to Article Fourteen of the Civil Service Law, specifically regarding CSEA position reallocations - Pursuant to Section 105(1)(e) of the Public Officer's Law.
  - 5E) To engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning August 2025 - Pursuant to Section 105(1)(f) of the Public Officer's Law.
  - 5F) To engage in discussions of proposed, pending and current litigation and to provide attorney-client communications concerning one or more of the matters listed below which shall be identified at the time of the meeting - Pursuant to Sections 105(1)(d) and 108(3) of the Public Officer's Law.

Larry Elmen, County Attorney called for a motion to enter into an executive session pursuant to Sections 105(1)(e) and 105(1)(f) of the Public Officer's Law for the purposes outlined above in Items 1A, 4A and 4B. He requested that Larry Paltrowitz, *Legal Counsel to the SUNY Adirondack and the County*, and the Director of Human Resources be permitted to participate in the executive session. He noted Agenda Items 5E and 5F would be addressed in a separate executive session during the review of the County Attorney Agenda Items. The necessary motion was made by Mr. Bean, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Maday absent*) to enter into an executive session for the purposes outlined above, as well as for Jackie Figueroa, *Director, Human Resources*, and Attorney Paltrowitz to attend the executive session.

Executive session was held from 10:06 a.m. until 10:33 a.m.

Upon reconvening, Mr. Wild announced no action was taken during the executive session,

With regard to Agenda Item 1A, Mr. Wild called for a motion to approve the Collective Bargaining Agreement between SUNY Adirondack and the Educational Support Personnel of SUNY Adirondack for the period commencing September 1, 2025 contingent upon similar resolution being adopted by the Washington County Board of Supervisors. The necessary motion was made by Mr. Bean, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve the Collective Bargaining Agreement between SUNY Adirondack and the Education Support Personnel of SUNY Adirondack as outlined above and the necessary resolution was authorized for the September 19<sup>th</sup> Board Meeting.

Moving on to Item 1B, Mr. Wild noted no one was present from SUNY Adirondack to provide an update on the college and the Agenda review resumed as follows:

- 2) Requests/Items to be Discussed by the Human Resources Director:
  - A) Report on tracking of vacancies filled provided in the agenda for informational purposes.
  - B) Matt Schuette, *representing Marshall & Sterling*, to discuss benefit renewal for 2025 - 2026 plan year and request approval of same.

Mr. Schuette reviewed in detail the 2025-26 health insurance renewal recommendations and answered questions posed by the Committee members; *a copy of the proposal is included in the meeting agenda packet.*

Motion was made by Mr. Bean, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Maday absent*) to authorize renewal of health insurance options outlined in the recommendations provided by Marshall & Sterling, and the necessary resolution was authorized for the September 19<sup>th</sup> Board Meeting.

- 3) Referral from the Environmental Concerns & Real Property Tax Services Committee regarding a request to appoint a Director of Real Property Tax Services, at a salary not to exceed \$96,422, to fulfill the remainder of the unexpired term to be vacated upon the retirement of the current Director (9/27/25 - 9/30/25), as well as for a new six-year term (10/1/25 - 9/30/31).

A motion was made by Mr. Merlino and seconded by Mr. Bean to approve the request as presented. A discussion ensued

during which John Taflan, *County Administrator*, advised based on an interview conducted and the County's succession plan he recommended appointing Kristen MacEwan, *Deputy Director, Real Property Tax Services*, to fulfill the unexpired term of the current Director through September 30, 2025, as well as a new term commencing October 1, 2025. It was also noted the statutory set by the State pertaining to the term of the position was six years and the salary would be set at \$91,244. Messrs. Merlino and Bean amended their motions to indicate Kristen MacEwan would be appointed as Director of Real Property Tax Services, at a salary not to exceed \$91,244, to fulfill the remainder of the unexpired term to be vacated upon the retirement of the current Director (9/27/25 - 9/30/25), as well as for a new six-year term (10/1/25 - 9/30/31). Mr. Wild called the question and the motion, as amended, was carried by a unanimous vote of those present and the necessary resolution was authorized for the September 19<sup>th</sup> Board Meeting.

- 4) Requests/Items to be Discussed by the County Administrator (*John Taflan, County Administrator*):
- A) Request for an executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment employment, promotion, discipline, suspension, dismissal or removal of a particular person or corporation, pursuant to Section 105(1)(f) of the Public Officer's Law. The subject of the executive session will be the attached request to rescind Resolution No. 125 of 2025 and approve a separate resolution making nomination of two individuals to the CDTA Board of Directors. *Note: the executive session for this item was held earlier in the meeting.*

Motion was made by Mr. Etu and seconded by Mr. Bean to rescind Resolution No. 125 of 2025 and approve a separate resolution making nomination of two individuals to the CDTA Board of Directors. A discussion ensued during which Mr. Taflan indicating the separate resolution would appoint Liza Ochsendorf as the Warren County Majority Party nominee and Christopher Thomas as the Warren County Minority Party nominee for the Governor to consider in appointing one member to the CDTA Board of Directors.

Messrs. Etu and Bean amended their motion and second to include appointing Liza Ochsendorf as the Warren County Majority Party nominee and Christopher Thomas as the Warren County Minority Party nominee for the Governor to consider in appointing one member to the CDTA Board of Directors. Mr. Wild called the question and the motion, as amended, was carried by a unanimous vote of those present (*Mr. Maday absent*) and the necessary resolution was authorized for the September 19<sup>th</sup> Board Meeting.

- B) Request for an executive session to discuss and potentially approve CSEA position reallocations. *Note: the executive session for this item was held earlier in the meeting.*

Motion was made by Mr. Driscoll and seconded by Mr. Bean to approve Item 4B as outlined above. Following discussion, Messrs. Driscoll and Bean amended their motion and second to authorize the Chairman of the Board to execute an agreement with the CSEA based on the recommendations of the Reallocation Committee. Mr. Wild called the question and the motion, as amended, was carried by a unanimous vote of those present (*Mr. Maday absent*) and the necessary resolution was authorized for the September 19<sup>th</sup> Board Meeting.

- 5) Requests/Items to be Discussed by the County Attorney:  
Action Agenda/New Business Items:
- A) Request for resolution to approve and adopt "Warren County Policy for The Public Use of County Facilities" referred by the Warren County Risk & Safety Committee.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 5A as outlined above and the necessary resolution was authorized for the September 19<sup>th</sup> Board Meeting.

- B) Request for resolution to approve and adopt "Warren County District Attorney's Office Policy and Procedure for Use of Certified Therapy Dogs for Victim and Witness Support" referred by the Warren County Risk & Safety Committee.

Motion was made by Mr. Driscoll, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 5B as outlined above and the necessary resolution was authorized for the September 19<sup>th</sup> Board Meeting.

Meeting.

- C) Request for appropriation in the amount of \$1,201.08 from Budget Code A.863.00, *Insurance Reserve*, to Budget Code A.4018.0040 441, *Preventive Program, Health Education, Auto Repairs*, as reimbursement to DPW for windshield damage repairs provided to County fleet vehicle.

Motion was made by Mr. Merlino and seconded by Mr. Bean to approve Item 5C as outlined above. Following discussion, Mr. Wild called the question and the motion was carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 5C as outlined above and refer same to the Finance & Budget Committee.

Moving on to the Discussion Items section of the matters to be discussed by the County Attorney, Attorney Elmen provided a brief summary of the Report of Insurance Reserve Payments since the Committee's July 31, 2025 meeting; *Report included as Agenda Item 4(D)*.

Attorney Elmen noted an executive session was required for the following:

- 1) Agenda Item 5E - To engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning August 2025 - Pursuant to Section 105(1)(f) of the Public Officer's Law.
- 2) Agenda Item 5F - To engage in discussions of proposed, pending and current litigation and to provide attorney-client communications concerning one or more of the matters listed below which shall be identified at the time of the meeting - Pursuant to Sections 105(1)(d) and 108(3) of the Public Officer's Law.

Attorney Elmen requested that the Director of Human Resources, Public Defender, County Clerk and Deputy County Clerk be permitted to participate in the executive session.

Mr. Patchett exited the meeting 11:20 a.m.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried by a unanimous vote of those present (*Messrs. Maday and Patchett absent*) to enter into an executive session pursuant to Sections 105(1)(f) and 105(1)(d) and 108(3) of the Public Officer's Law for the purposes outlined above as well as for Ms. Figueroa; Gregory Canale, *Public Defender*; Carrie Black, *County Clerk*; and Linda Morgan, *Deputy County Clerk*, to attend the executive session.

Executive session was held from 11:21 a.m. until 11:45 a.m. during which Mr. Patchett re-entered the meeting.

Upon reconvening, Mr. Wild announced no action was taken during the executive session.

Concluding the agenda review, privilege of the floor was offered for public comment, but there was no one wishing to speak.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Bean, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Maday absent*), Mr. Wild adjourned the meeting at 11:45 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board