

**WARREN COUNTY BOARD OF SUPERVISORS**

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

**DATE: OCTOBER 2, 2025**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS WILD  
DRISCOLL  
ETU  
MADAY  
BEAN  
PATCHETT  
MERLINO

**OTHERS PRESENT:**

AMANDA ALLEN, CLERK OF THE BOARD  
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY  
LARRY ELMEN, COUNTY ATTORNEY  
JACKIE FIGUEROA, DIRECTOR OF HUMAN RESOURCES  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
JOHN TAFLAN, COUNTY ADMINISTRATOR  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS CROCITTO  
STRAINER  
STROUGH  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
JAMES LAFARR, SHERIFF  
CHRISTINE NORTON, COUNTY TREASURER  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the meeting of the October 2, 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=NiC7yVj4BZ8>

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

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:30 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. Bean, seconded by Mr. Merlino and carried unanimously 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:

Mr. Wild spoke regarding his concerns with the requests for additional positions, noting these positions were at risk when unanticipated economic downturns occurred. He voiced his hope that the Committee members would be more critical regarding requests to create new positions to prevent the need for future layoffs.

John Taflan, *County Administrator*, spoke regarding concerns with the 2.63% State Tax Cap for 2026 which equated to about \$1.3 million, noting the increased expenses associated with pensions, health insurance coverage and the purchase of licenses required for Microsoft Office 365 put the County over the State Tax Cap without making any other changes from the prior years County Budget. He stated in order to remain under the State tax Cap they would be required to eliminate around seventy-five positions, adding next year's Budget preparation would be even more difficult.

Mr. Merlino suggested they consider increasing the sales tax rate by 1% to garner additional revenue for the County and prevent layoffs.

Mr. Driscoll questioned whether there were seventy-five non-mandated positions that could be eliminated, noting there were a number of mandated positions within the County. Mr. Taflan apprised they were required to create additional positions for the Department of Social Services to comply with the verification requirements set by the Federal Government pertaining to individuals receiving assistance.

Mr. Wild noted no one was present from SUNY Adirondack to provide an update on the college and said he hoped a representative would be present next month.

The Agenda review resumed as follows:

- 2) Requests/Items to be Discussed by the County Human Resources Director:
  - A) Review of report on tracking of vacancies filled. Report on tracking of vacancies filled provided in the agenda for informational purposes.
  - B) Request to authorize an extension of the contract for service with Ascentis (formerly Novatime Technology, Inc.) for a term commencing January 1, 2026 and terminating December 31, 2026.

Motion was made by Mr. Bean, seconded by Mr. Etu and carried unanimously to approve Item 2B as presented and the necessary resolution was authorized for the October 17<sup>th</sup> Board Meeting.

- C) Review of 2026 Budget request - Jackie Figueroa, *County Human Resources Director*, reviewed her 2026 Budget request and answered questions posed by the Committee, during which she distributed a corrected document pertaining to the Human Resources Department 2026 Budget Request; *copies of the corrected 2026 Budget Request documents are on file with the meeting minutes.*

- 3) Requests/Items to be Discussed by the Clerk of the Board:
  - A) Request to authorize payments to the CDTA for the County's share of NYSDOT Statewide Mass Transportation Operating Assistance (STOA) Program funding.

Motion was made by Mr. Bean, seconded by Mr. Maday and carried unanimously to approve Item 3A as presented and the necessary resolution was authorized for the October 17<sup>th</sup> Board Meeting.

- B) Request for a transfer of funds in the amount of \$44,098.36 from Budget Code A.1990 469, *Contingent Account, Other Payments/Contributions*, to Budget Code A.5630 470, *CDTA, Contract*, to cover the cost of paying the 1<sup>st</sup> and 2<sup>nd</sup> quarter NYSDOT STOA local share costs to CDTA, as well as the anticipated costs for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2025.

Motion was made by Mr. Bean, seconded by Mr. Maday and carried unanimously to approve Item 3B as presented and forward same to the Finance & Budget Committee.

- C) Review of the 2026 Budget request - Amanda Allen, *Clerk of the Board*, advised the agenda included the budget request and a summary of changes; she encouraged anyone with questions to contact her.
- 4) Requests/Items to be Discussed by the Director of Information Technology:
    - A) Request to appropriate \$3,200 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.

Motion was made by Mr. Maday, seconded by Mr. Bean and carried unanimously to approve Item 4A as presented and forward same to the Finance & Budget Committee.

- B) Review of the 2026 Budget request - Mike Colvin, *Director, Information Technology*, reviewed the Information Technology Department 2026 Budget request and answered questions posed by the Committee.
- 5) Referral from the Criminal Justice, Public Safety & Emergency Services pertaining to a request to amend the Table of Organization and Salary Schedule to create the new contingent position of Communication Officer #1-C, *Annual Salary \$57,486*, effective November 1, 2025.

Motion was made by Mr. Maday, seconded by Mr. Bean and carried unanimously to approve Item 5 as presented and the necessary resolution was authorized for the October 17<sup>th</sup> Board Meeting.

Next, an Item not included on the agenda was discussed concerning a request from James LaFarr, *Sheriff*, within the Sheriff's Office 2026 Budget request to create two additional Patrol Officer positions, during which Sheriff LaFarr provided an overview of why he believed these new positions were essential to public safety.

- 6) Referral from the Health Services Committee regarding a request to amend the Table of Organization and Salary Schedule

to reclassify the position of Principle Clerk, *Grade 7, Base Annual Salary \$55,675*, to Senior Account Clerk #4, *Grade 7, Base Annual Salary \$55,675*, effective retroactive to September 22, 2025.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried unanimously to approve Item 6 as presented and the necessary resolution was authorized for the October 17<sup>th</sup> Board Meeting.

7) 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 New York State Department of Transportation Title VI Plan" under the Federal Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities. The proposed policy sets forth how Warren County accomplishes nondiscrimination in the delivery of its federally assisted programs, services, and activities with regard to the Department of Transportation (DOT) funding it receives.

Motion was made by Mr. Bean, seconded by Mr. Merlino and carried unanimously to approve Item 7A as presented and the necessary resolution was authorized for the October 17<sup>th</sup> Board Meeting.

B) Request to approve entering into contract with West Publishing Corporation for law library research system which includes the Department of Social Services attorneys, and joins the agreement approved through committee for the District Attorney's Office and Public Defender's Office, for a three year term with two additional years subject to future Board approval, with the monthly fees to be prorated between each department based on attorney head count.

Larry Elmen, *County Attorney*, provided an overview of the law library research system provided by West Publishing Corporation and answered questions posed by the Committee members.

Motion was made by Mr. Bean, seconded by Mr. Driscoll and carried unanimously to approve Item 7B as presented and the necessary resolution was authorized for the October 17<sup>th</sup> Board Meeting.

C) Request for transfer of funds in the amount of \$14,500 Budget Code A.1420 110, *Salaries Regular*, to Budget Code A.1420 130, *Salaries Part Time*, to fund title of Casualty and Property Risk Manager through fiscal year 2025.

Attorney Elmen spoke regarding the Property & Casualty Risk Manager position and the amount of money this position saved the County since the individual in the position had commenced their employment with the County.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried unanimously to approve Item 2B as presented and forward same to the Finance & Budget Committee.

Moving on to the Discussion Items section of the matters to be discussed by Attorney Elmen, provided a brief summary of the Report of Insurance Reserve Payments as of August 31, 2025; *Report included as Agenda Item 7D.*

Attorney Elmen reviewed the County Attorney Department 2026 Budget request and answered questions posed by the Committee; *2026 Budget request included as Agenda Item 7E.*

With regards to County Attorney Agenda Item 7F, pertaining to the Warren County Board of Ethics resignations and next steps, Attorney Elmen indicated there currently was no Public Officer member, as the individual who was in the position retired, noting without a Public Officer member they could not hold meetings. He added there were currently three members, apprising their terms all ended on December 31, 2025. A discussion ensued during which Attorney Elmen indicated a Code of Ethics was required by State Law. Following discussion, the consensus of the Committee was for the County Administrator and Chairman of the Board to conduct interviews for the vacant Public Officer position and make a recommendation at a future Committee meeting to fill the vacancy.

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

1) Agenda Item 7G - to engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning filed Harassment and Discrimination Reports during August 2025 - Pursuant to Section 105(1)(f) of the Public Officer's Law.

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- 2) Agenda Item 7H - 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 Section's 105(1)(d) and 108(3) of the Public Officer's Law.

Attorney Elmen indicated the following County Attorney Agenda Items would be discussed in the executive session: Lawsuits without insurance coverage Item 1a; Lawsuits covered by insurance Items 2h and 2i; and Notice of claims & administrative complaints Item 3h.

Motion was made by Mr. Etu, seconded by Mr. Driscoll and carried unanimously to enter into an executive session pursuant to Sections 105(1)(f), 105(1)(d) and 108(3) of the Public Officer's Law for the purposes outlined above.

Executive session was held from 11:30 a.m. until 12:00 p.m., during which Mr. Bean exited 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. Merlino, seconded by Mr. Patchett and carried by a unanimous vote of those present (*Mr. Bean absent*), Mr. Wild adjourned the meeting at 12:00 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board