

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: OCTOBER 30, 2025

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	WILD	DR. ANASTASIA URTZ, PRESIDENT, SUNY ADIRONDACK
	DRISCOLL	AMANDA ALLEN, CLERK OF THE BOARD
	ETU	LARRY ELMEN, COUNTY ATTORNEY
	MADAY	JACKIE FIGUEROA, DIRECTOR OF HUMAN RESOURCES
	BEAN	MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
	PATCHETT	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	MERLINO	JOHN TAFLAN, COUNTY ADMINISTRATOR
		FRANK THOMAS, BUDGET OFFICER
		SUPERVISORS CONOVER
		CROCITTO
		GERACI
		STROUGH
		TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
		CHRISTINE NORTON, COUNTY TREASURER
		MONICA STARK, DEPUTY COUNTY TREASURER
		LARRY PALTROWITZ, LEGAL COUNSEL TO THE COUNTY
		SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the October 30, 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=WkhT3oAZwGI>

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

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:45 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. Etu, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Patchett absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mr. Patchett entered the meeting at 10:47 a.m.

The agenda review skipped ahead to Action Item 1 pertaining to an update on SUNY Adirondack; the update was provided by Dr. Anastasia Utz, *President, SUNY Adirondack*.

The agenda returned to Item IV regarding a request for an executive session to address the following Items:

- 3D) To provide an update on IT cybersecurity - pursuant to Public Officer's Law Section 105(1)(a), *matters which will imperil the public safety if disclosed*, and 108(3), *matters made confidential by Federal and State law*.
- 7A) To discuss collective negotiations, specifically regarding Memorandum of Agreement between Warren County and the Police Benevolent Association within the Sheriff's Office - Pursuant to Public Officer's Law Section 105(1)(e), *collective negotiations pursuant to Article Fourteen of the Civil Service Law*;
- 7B) To discuss collective negotiations, specifically regarding Memorandum of Agreement between Warren County and the Police Supervisor Benevolent Association within the Sheriff's Office - Pursuant to Public Officer's Law Section 105(1)(e), *collective negotiations pursuant to Article Fourteen of the Civil Service Law*;
- 8H) To engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning Warren County Planning

Department - Pursuant to Public Officer's Law Section 105(1)(f).

Larry Elmen, *County Attorney*, called for a motion to enter into an executive session pursuant to Sections 105(1)(a); 105(1)(e); 105(1)(f); and 108(3) of the Public Officer's Law for the purposes outlined above in Items 3D, 7A, 7B and 8H. He requested that Larry Paltrowitz, *Legal Counsel to the County*, the Director of Information Technology; and the Director of Human Resources be permitted to participate in the executive session. The necessary motion was made by Mr. Etu, seconded by Mr. Bean and carried unanimously to enter into an executive session for the purposes outlined above, as well as for Jackie Figueroa, *Director, Human Resources*; Mike Colvin, *Director, Information Technology*; and Attorney Paltrowitz to attend the executive session.

Executive session was held from 10:56 a.m. until 11:38 a.m.

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

The agenda review resumed as follows:

- 2) Report on tracking of vacancies filled provided in the agenda for informational purposes.
- 3) Requests/Items to be Discussed by the Director of Information Technology (*Mike Colvin, Director*):
 - A) Request to authorize a new contract with New York State Office of Information Technology Services to participate in New York State SIEM Monitoring program effective upon execution and terminating three years after commencement of service.

Motion was made by Mr. Maday, seconded by Mr. Merlino and carried unanimously to approve the request as presented and the necessary resolution was authorized for the November 21st Board Meeting.

- B) Request to appropriate \$20,000 from Budget Code A.895.00, *Computer Reserve Fund*, to the Sheriff's Budget to purchase computers and related equipment and software.

Motion was made by Mr. Maday and seconded by Mr. Bean to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November 21st Board Meeting.

- C) Request to authorize the purchase of an additional line of insurance intended to insure the County in relation to IT assistance provided to towns under Shared Services Agreements.

The County Attorney provided an overview of the request, noting the coverage would be through the remainder of the year. He added should the Committee not move forward with the request, the coverage would be effective at the beginning of next year and would be covered under the County's renewal policy for 2026.

Motion was made by Mr. Driscoll and seconded by Mr. Bean to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November 21st Board Meeting.

It was noted agenda Item 3D was addressed during the executive session.

- 4) Request for a transfer of funds in the amount of \$50,000 from Budget Code A.1990 469, *Contingent Account, Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiners & Coroners, Medical Fees*, to cover the cost of autopsies for the remainder of the year.

Motion was made by Mr. Maday and seconded Mr. Etu to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve the request as presented and refer same to the Finance & Budget Committee.

- 5) Request to amend the Table of Organization and Salary Schedule to create the new position of Probation Officer Trainee #4, *Grade 16, Base Annual Salary \$57,270*, and unfund but retain the position of Probation Officer #14, effective November 24, 2025.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried unanimously to approve the request as presented and the necessary resolution was authorized for the November 21st Board Meeting.

- 6) Request to amend the Table of Organization and Salary Schedule to fund the position of Legal Recording Clerk, *Grade 7, Base Annual Salary \$45,751* and unfund but retain the position of Principal Legal Recording Clerk, *Grade 15, Base Annual Salary \$67,589*, effective November 24, 2025.

Motion was made by Mr. Maday, seconded by Mr. Driscoll and carried unanimously to approve the request as presented and the necessary resolution was authorized for the November 21st Board Meeting.

- 7) Request/Items to be Discussed by the County Administrator (*John Taflan, County Administrator*):
 - A) Request to authorize a Memorandum of Agreement between Warren County and the Police Benevolent Association within the Sheriff's Office for a term commencing January 1, 2026 and terminating December 31, 2029.
 - B) Request to authorize a Memorandum of Agreement between Warren County and the Police Supervisor Benevolent Association within the Sheriff's Office for a term commencing January 1, 2026 and terminating December 31, 2029.

Motion was made by Mr. Merlino, seconded by Mr. Maday and carried unanimously to approve Items 7A and 7B as outlined above and the necessary resolutions were authorized for the November 21st Board Meeting.

- 8) Requests/Items to be Discussed by the County Attorney (*Larry Elmen, County Attorney*):
 - A) Request for resolution to approve and adopt policy for Americans with Disabilities Act Title II Services Dogs Within Workplace as recommended by the Warren County Risk and Safety Committee on October 16, 2025.
 - B) Request for resolution to approve and adopt Policy for Children in the Workplace as recommended by the Warren County Risk and Safety Committee on October 16, 2025, to address the presence of children under fourteen (14) years of age within the County's workplace.

Motion was made by Mr. Bean, seconded by Mr. Merlino and carried unanimously to approve Items 8A and 8B as outlined above and the necessary resolutions were authorized for the November 21st Board Meeting.

- C) Request to amend the agreement with Themis Solutions, Inc. (CLIO) to include automation application for legal document creation, referred to as "CLIO Draft," and to authorize up to two (2) additional one year terms.

Motion was made by Mr. Driscoll and seconded by Mr. Bean to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November 21st Board Meeting.

- D) Request for appropriation of funds in the amount of \$250,000 to cover the final payment in the structured settlement in the matter of John David Smith v. Warren County, et al. to Budget Code A.6010 419, *Social Services, Settlements*, and to determine a source of funding for same.

It was noted the funding source would be determined by the Finance & Budget Committee.

Motion was made by Mr. Etu and seconded Mr. Merlino to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee.

- E) Request for resolution ratifying the actions of the Chair of the Board of Supervisors consenting to the Town of Queensbury serving as lead agency for SEQR review of the Woods at West Mountain Planned Resort Development project. Written consent deadline is November 14, 2025.

Motion was made by Mr. Bean and seconded by Mr. Etu to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November 21st Board Meeting.

Moving on to the Discussion Items section of the County Attorney portion of the agenda, Attorney Elmen provided a brief summary of the Report of Insurance Reserve Payments through September 30, 2025; (*Report included as Agenda Item 8F*).

Next, Attorney Elmen reviewed the Warren County Risk & Safety Manual included in the agenda as Item 8G.

Proceeding with the agenda review, Attorney Elmen noted he would not be requesting an executive session to discuss proposed, pending or current litigation. He advised, there were currently fifteen active lawsuits against the County and eight Notice of Claims & Administrative Complaints with updates regarding same included in the agenda. In conclusion, he provided an update regarding agenda Item 8(I)I(e).

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. Maday, seconded by Mr. Bean and carried unanimously, Mr. Wild adjourned the meeting at 11:59 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board