

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: DECEMBER 5, 2025

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
	MADAY	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	PATCHETT	JOHN TAFLAN, COUNTY ADMINISTRATOR
		FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS	BEAN	SUPERVISORS	CONOVER
	MERLINO		CROCITTO
			STRAINER
			STROUGH
			TURNER
			TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
			CHRISTINE NORTON, COUNTY TREASURER
			MARILYN RIVERS, PROPERTY & CASUALTY RISK MANAGER
			SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the December 5, 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=kF4Lfe9ejEg>

Part 2 - <https://www.youtube.com/watch?v=0AoLBzEf3Js>

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:48 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. Patchett and carried by a unanimous vote of those present (*Messrs. Maday, Bean and Merlino 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, but there was no one present wishing to speak.

Commencing the Agenda review with Action Agenda Item 1, pertaining to an update from SUNY Adirondack representatives, Mr. Wild noted no one was present from SUNY Adirondack to speak.

The remainder of the Action Agenda review proceeded as follows:

- 2) Requests/Items to be Discussed by the County Human Resources Director:
 - A) Report on tracking of vacancies filled provided in the agenda for informational purposes.
 - B) Request for a transfer of funds in the amount of \$2,500 from Budget Code A.1435 130, *Salaries - Part Time*, to Budget Code A.1435 120, *Salaries - Overtime*, to cover the overtime expense of full-time employees who are working weekend civil service exams in November and December.

Motion was made by Mr. Driscoll and seconded by Mr. Etu to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried by a unanimous vote of those present (*Messrs. Maday, Bean and Merlino absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee.

- C) Request to authorize a Memorandum of Agreement between Warren County and the Correctional Supervisors Benevolent Association for the term commencing January 1, 2026 and terminating December 31, 2029.

Mr. Maday entered the meeting at 10:51 a.m.

Motion was made by Mr. Etu and seconded by Mr. Patchett to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Merlino absent*) to approve the request as presented and the necessary resolution was authorized for the December 19th Board Meeting.

- 3) Referral from the Criminal Justice, Public Safety & Emergency Services Committee regarding a request to amend the Table of Organization and Salary Schedule to create the new positions of Senior Communications Officer #4, #5 and #6, each with a Base Annual Salary of \$60,486, and unfund but retain three Communication Officer positions effective December 22, 2025.

Motion was made by Mr. Driscoll and seconded by Mr. Maday to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Merlino absent*) to approve the request as presented and the necessary resolution was authorized for the December 19th Board Meeting.

- 4) Requests/Items to be Discussed by the County Attorney:
 - A) Request for a resolution introducing proposed Local Law 2 of 2026, entitled "A Local Law Superseding the Residency Requirements of Public Officer Law for the Positions of Assistant District Attorneys, Assistant Public Defenders and Assistant County Attorneys of Warren County", and setting public hearing for same.

Motion was made by Mr. Etu and seconded by Mr. Maday to approve the request as presented; following discussion, Mr. Wild called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Merlino absent*) to approve the request as presented and the necessary resolution was authorized for the December 19th Board Meeting.

- B) Request for resolution to approve and adopt the Wire Transfers and e-Banking Policy, as recommended by the Warren County Risk and Safety Committee.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Bean and Merlino absent*) to approve the request as presented and the necessary resolution was authorized for the December 19th Board Meeting.

- C) Request to amend Resolution No. 130 of 2025 to include an additional appropriation in the amount of \$25,000 from Budget Code A.863.00, *Reserve, Insurance*, to Budget Code A.6010 418.1, *Insurance Deductible-Reserve*, under the Department of Social Services and in the amount of \$25,000 from Budget Code A.863.00, *Reserve, Insurance*, to Budget Code A.4010 418.1, *Insurance Deductible-Reserve*, under the Department of Health Services, for payment of out-of-pocket commercial deductible property and casualty claims and actions incurred in 2025 which do not exceed the sum of \$25,000.

Larry Elmen, *County Attorney*, indicated he was withdrawing this request due to the funding not being available until January of 2026, adding he would re-present the request at the January meeting of the Personnel, Administration & Higher Education Committee.

- D) Request for a resolution authorizing the Chair of the Board of Supervisors to execute documents to settle all claims against County in the matter of Michael Easterbrooks v. County of Schenectady, et al in an amount not to exceed \$15,000.
 - E) Appropriating funds in the amount of \$15,000 from Budget Code A.918.00, *Assigned, Sexual Abuse Lawsuits Fund*, to Budget Code A.6010 419, *Social Services, Settlements*, for the settlement of Michael Easterbrooks v. County of Schenectady, et al.

Motion was made by Mr. Etu and seconded by Mr. Patchett to approve Items 4D and 4E as presented; following discussion, Mr. Wild called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Merlino absent*) to approve Items 4D and 4E as outlined above. The necessary resolution was authorized for Item 4D for the December

19th Board Meeting and Item 4E was referred to the Finance & Budget Committee.

- F) Request for resolution authorizing the County Attorney to prepare and file summons and complaint and pursue litigation against the State of New York and other related parties, to include the Governor and the New York State Board of Elections, seeking to declare the Even-Year Election Law unconstitutional or in violation of State law, and to coordinate the prosecution of such action with sister counties in the State of New York, with appropriations request for Ten Thousand Dollars (\$10,000) to be made in February 2026 for costs and disbursements.

It was noted this Item 4F would be discussed during the forthcoming executive session prior to any decisions being made.

- G) Request for resolution to contract with New York State Industries for the Disabled, Inc. to provide mail fulfillment services for the 2026 tax foreclosure lawsuit, for a term commencing January 1, 2026 and terminating December 31, 2026 at the per unit costs set forth herein, renewable annually at no more than a 5% increase.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Bean and Merlino absent*) to approve the request as presented and the necessary resolution was authorized for the December 19th 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 November 30, 2025; (*Report included as Agenda Item 4H*).

With regard to Item 4I pertaining to the Board of Ethics Membership for 2026 Term, Attorney Elmen apprised he was seeking guidance regarding the membership of the Board of Ethics and how it would be structured, adding the Public Officer member was not required by State Law and was also difficult to recruit anyone for this volunteer position. He inquired whether the Committee would like him to present a request in January of 2026 to reduce the membership from five members to three and remove the requirement for one member to be a Public Officer. A discussion ensued following which it was determined Attorney Elmen would present a request to the Committee in January of 2026 to address the matter which included removing the public employee membership requirement, with the number of members to be determined.

Proceeding with the Agenda review, Attorney Elmen apprised a Risk Manual was being drafted that included all of the policies developed by the Warren County Risk & Safety Committee which hoped to present to the Committee for approval at the January 2026 meeting. He also recognized the Warren County Risk & Safety Committee members for their efforts in 2025 which he believed was exceptional. A discussion ensued.

Attorney Elmen noted an executive session was required pursuant to Public Officers Law §105(1)(d), to engage in discussions of proposed, pending and current litigation, concerning matters outlined in Agenda Items 4F and 4I. He requested that Marilyn Rivers, *Property & Casualty Risk Manager*, be permitted to participate in the executive session.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Bean and Merlino absent*) to enter into an executive session pursuant to Sections 105(1)(d) of the Public Officer's Law for the purposes outlined above, as well as for the Property & Casualty Risk Manger to attend the executive session.

Executive session was held from 11:31 a.m. until 12:00 p.m.

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

Returning to Item 4F, Mr. Wild called for a motion to approve Item 4F regarding a request to authorize the County Attorney to prepare and file summons and complaint and pursue litigation against the State of New York and other related parties, to include the Governor and the New York State Board of Elections, seeking to declare the Even-Year Election Law unconstitutional or in violation of State law, and to coordinate the prosecution of such action with sister counties in the State of New York, with an appropriation request for \$10,000 to be made in February 2026 for costs and disbursements. The necessary motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present of those present (*Messrs. Bean and Merlino absent*) to authorize the County Attorney to prepare and file summons and complaint and

pursue litigation against the State of New York and other related parties, to include the Governor and the New York State Board of Elections, seeking to declare the Even-Year Election Law unconstitutional or in violation of State law as outlined above and the necessary resolution was authorized for the December 19th Board Meeting.

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. Etu and seconded by Mr. Patchett, Mr. Wild declared the meeting adjourned at 12:01 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board