

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: JANUARY 30, 2026

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	RUNYON	DR. ANASTASIA URTZ, PRESIDENT, SUNY ADIRONDACK
	DRISCOLL	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	ETU	JOHN TAFLAN, COUNTY ADMINISTRATOR
	MADAY	LARRY ELMEN, COUNTY ATTORNEY
	CONOVER	AMANDA ALLEN, CLERK OF THE BOARD

SUPERVISORS BRUNO

COMMITTEE MEMBERS ABSENT:

STRAINER

SUPERVISORS CROCITTO

STROUGH

TURNER

MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARA FRANKENFELD, GIS ADMINISTRATOR
CHRISTINE NORTON, COUNTY TREASURER
MARILYN RIVERS, PROPERTY & CASUALTY RISK MANAGER
MONICA STARK, DEPUTY COUNTY TREASURER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the January 30, 2026 Personnel & Higher Education Committee; the meeting in its entirety can be viewed using the following links:

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

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=C3rNHeSTS3E>

Ms. Runyon called the meeting of the Personnel & Higher Education Committee to order at 10:02 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. Maday and carried by a unanimous vote of those present (*Mr. Crocitto and Ms. Turner absent*), to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Commencing the Agenda review with Action Item 1, pertaining to an update from SUNY Adirondack representatives, privilege of the floor was extended to Dr. Anastasia Urtz, *President, SUNY Adirondack*, who proceeded to provide an update on the college.

The remainder of the Action Agenda review proceeded as follows:

- 2) Request/Item to be Discussed by the County Human Resources Director. Report on tracking of vacancies filled provided in the agenda for informational purposes.
- 3) Referrals from the Criminal Justice, Public Safety & Emergency Services:
 - A) Request to amend the Table of Organization and Salary Schedule to create the new position of Patrol Sergeant #13, *Annual Salary \$67,794*, effective February 23, 2026.
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Patrol Sergeant #11-C, *Annual Salary \$67,794*, effective February 23, 2026.
 - C) Request to amend the Table of Organization and Salary Schedule to create the new position of Security Guard (Part-Time), *\$25.17/hr*, effective February 23, 2026.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Crocitto and Ms. Turner absent*) to approve Items 3A-C as outlined above and the necessary resolutions were authorized for the February 20th Board Meeting.

Mr. Driscoll thanked the Sheriff's Office for providing a tour of the Warren County Correctional Facility to the members of the Board who participated yesterday.

- 4) Referral from the Support Services Committee pertaining to a request to amend the Table of Organization and Salary Schedule to create the new position of Principle Account Clerk #3, *Grade 10, Base Annual Salary \$52,138*, and delete the position of Accounting Technician #3, *Grade 19, Base Annual Salary \$64,153*, effective February 23, 2026.

Motion was made by Mr. Maday, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Crocitto and Ms. Turner absent*) to approve Item 4 as presented and the necessary resolution was authorized for the February 20th Board Meeting.

- 5) Referral from the Risk and Safety Committee pertaining to a request to approve the updated Computer Usage Policy (*previously adopted by Resolution No. 144 of 2023*) as recommended by the Warren County Risk and Safety Committee, to address best practices in the industry and to adopt policy provisions recommended by the County's insurance broker and insurance carrier.

Larry Elmen, *County Attorney*, reviewed the updates to the Computer Use Policy and answered questions posed by the Committee members.

Motion was made by Mr. Dricoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Crocitto and Ms. Turner absent*) to approve Item 5 as presented and the necessary resolution was authorized for the February 20th Board Meeting.

- 6) Requests/Items to be Discussed by the County Attorney:
 - A) Request to introduce Proposed Local Law No. 4 of 2026, entitled "A Local Law Amending and Updating Local Law No. 2 of 2022, 'A Local Law Amending and Updating Local Law No. 6 of 2021, A Local Law Amending and Updating Local Law No. 5 of 2021, A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law'".

Motion was made by Mr. Etu and seconded by Mr. Maday to approve Item 6A as outlined above; following discussion, Ms. Runyon called the question and the motion was carried by a unanimous vote of those present (*Mr. Crocitto and Ms. Turner absent*) to approve Item 6A as presented and the necessary resolution was authorized for the February 20th 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 December 31, 2025. (*Report included as Agenda Item 6B*).

Attorney Elmen indicated he would forgo requesting an executive session until the next Committee meeting; however, he noted, the lawsuits covered by insurance referenced under County Attorney Agenda Items 6-C-2-f and 6-C-2-h had been dismissed by the Courts in January.

Privilege of the Floor/Public Comment being called for:

Mr. Etu questioned whether the Report of Insurance Reserve Payments through December 31, 2025 included with the Agenda was mistakenly marked Privileged and Confidential, and Attorney Elmen replied affirmatively.

Mr. Driscoll noted the obituary of Town of Johnsburg Supervisor Mark Smith, who passed away earlier this week had been posted on the County's Facebook page that morning; he extended condolences to Mr. Smith's family.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Etu, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mr. Crocitto and Ms. Turner absent*), Ms. Runyon adjourned the meeting at 11:15 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board