

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MARCH 23, 2026

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS GILLIGAN  
STROUGH  
TURNER  
DRISCOLL  
STRAINER  
MADAY  
ETU

OTHERS PRESENT:

JULIE BUTLER, PURCHASING AGENT  
REPRESENTING THE COUNTY CLERK'S OFFICE:  
CARRIE BLACK, COUNTY CLERK  
LINDA MORGAN, DEPUTY COUNTY CLERK  
JOHN TAFLAN, COUNTY ADMINISTRATOR  
LARRY ELMEN, COUNTY ATTORNEY  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISORS BRUNO  
CROCITTO  
RUNYON  
WILD  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
RYAN DICKEY, FIRST ASSISTANT COUNTY ATTORNEY  
CHRISTINE NORTON, COUNTY TREASURER  
LESLIE LOVELACE, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the March 23, 2026 meeting of the Support Services 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 - <https://www.youtube.com/watch?v=2fJQwj1eqPk>

Copies of the Purchasing; County Clerk/DMV; County Administrator; and County Attorney's agendas were distributed; copies of the agendas are on file with the meeting minutes.

Ms. Gilligan called the meeting of the Support Services Committee to order at 10:30 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Driscoll and carried unanimously to approve the minutes from the previous Support Services Committee meeting, subject to correction by the Clerk of the Board.

The Committee began with a review of the Action Agenda/New Business Items portion of the Purchasing agenda which included a request to approve and adopt revisions to the Warren County Purchasing Policy. (*Previous Resolution No. 505 of 2025*)

Motion was made by Mr. Driscoll, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 17<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Christine Norton, *County Treasurer*, who spoke briefly on the Time Management System which she informed implementation would be delayed until April 20<sup>th</sup>.

There being no further Purchasing business to discuss, Committee commenced with a review of the Action Agenda/New Business Items portion of the County Clerk/DMV agenda which included the following requests:

1. To amend the Table of Organization and Salary Schedule to fund the position of Principal Legal Recording Clerk, *Grade 15, Base Annual Salary \$67,589*, and unfund but retain the Legal Recording Clerk position, effective April 20, 2026. (*Previous Resolution No. 436 of 2025*)

Motion was made by Ms. Turner, seconded by Mr. Maday and carried unanimously to approve the request as outlined above and refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

2. To authorize a transfer of funds in the amount of \$15,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1410 110, *Salaries - Regular*, to fund the Principal Legal Recording Clerk position.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further County Clerk/DMV business to discuss, Committee commenced with a review of the Action Agenda/New Business Items portion of the County Administrator agenda, which included the following requests:

- a. To amend the Table of Organization and Salary Schedule to increase the salary of the Property & Casualty Risk Manager position from \$77,840 pro rated at 30 hours a week equaling \$58,381 annually to \$89,077 pro rated at 30 hours a week equaling \$66,808 annually, effective March 23, 2026.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried unanimously to approve the request as outlined above and refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

- b. To authorize a transfer of funds in the amount of \$6,500 from Budget Code A.1420 110, *Law (County Attorney) Salaries - Regular*, to Budget Code A.1420 130, *Law (County Attorney) Salaries - Part Time*, to cover the salary increase for the Property & Casualty Risk Manager.

Motion was made by Mr. Driscoll, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

- c. To amend the County Budget in the amount of \$7,057 to reflect receipt of an insurance recovery payment for a totaled Department of Social Services vehicle.

Motion was made by Mr. Strainer, seconded by Ms. Turner and carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

- d. To introduce proposed Local Law No. 5 of 2026, "A Local Law repealing Local Law No. 2 of 2017 and amending Local Law No. 3 of 2010, Establishing the position of County Administrator for the County of Warren" and authorize a Public Hearing for same (*local law subject to revision by the County Attorney's Office*).

Larry Elmen, *County Attorney*, provided an explanation for the request.

Motion was made by Mr. Strainer and seconded by Mr. Strough to approve the request as presented; following discussion, Ms. Gilligan called the question and the motion was carried unanimously to approve the request as outlined and the necessary resolution was authorized for the April 17<sup>th</sup> Board meeting. *A copy of the resolution request is on file with the minutes.*

- e. To authorize a new contract with the lowest responsible bidder for the purchase and installation

of audio equipment in the Warren County Board Room, pursuant to the terms and provisions of the specifications (WC 15-26) and proposal for a term commencing upon execution and terminating upon completion.

Motion was made by Mr. Strainer and seconded by Ms. Turner to approve the request as presented; following discussion, Ms. Gilligan called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 17<sup>th</sup> Board meeting. *A copy of the resolution request is on file with the minutes.*

There being no further County Administrator business to discuss, review of the County Attorney agenda commenced with the Action Agenda/New Business Items, which included the following requests:

- a) To authorize participation in a new National Opioid Settlement Agreement with Associated Pharmacies, Inc. (and American Associated Pharmacies); JM Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (to include subsidiaries Supercalc and Advantage Logistics).

Motion was made by Mr. Etu, seconded by Ms. Turner and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 17<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- b) To re-appropriate excess General Liability Insurance funding totaling \$80,653.71 from various department budget codes into Budget Code A.863.00, *Reserve Insurance*.

Motion was made by Mr. Strainer and seconded by Mr. Driscoll to approve the request as presented; following discussion, Ms. Gilligan called the question and the motion was carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

- c) To accept gift of personal property of desk, conference table and six conference table chairs, and one desk chair from Lawrence Elmen to the Warren County Attorney's Office per County Law 215(3).

Motion was made by Mr. Etu and seconded by Ms. Turner to approve the request as presented; following discussion, Ms. Gilligan called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 17<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor and public comments were called for:

Ms. Norton stated with regard to the question asked earlier in the meeting as to whether the Reserve Insurance fund accrued interest, she said she would research the matter and provide an answer to the Committee. She apprised she had recently learned about opioid settlement earnings at the Chief Fiscal Officer Treasurer's Winter meeting, indicating that her Office was maximizing every possible dollar from an interest perspective.

Mr. Driscoll apprised he had failed to mention the recent passing of Robert Stedman who was a retired New York State Police Officer and a member of the Glens Falls Board of Public Safety in the Criminal Justice, Public Safety & Emergency Services Committee Meeting and he stated calling hours were being held from 4:00 to 6:00 p.m. at Singleton Sullivan Potter Funeral Home on Bay Road in Queensbury.

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As there was no further business to come before the Support Services Committee, on motion made by Mr. Strainer, seconded by Ms. Turner and carried unanimously, Ms. Gilligan adjourned the meeting at 11:07 a.m.

Respectfully Submitted,  
Leslie Lovelace, Legislative Office Specialist