

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & ADMINISTRATION

DATE: APRIL 30, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMPSON  
GERAGHTY  
FRASIER  
BRAYMER  
CONOVER  
MAGOWAN  
MCDEVITT  
MERLINO  
WILD

OTHERS PRESENT:

JACKIE FIGUEROA, WARREN COUNTY HUMAN RESOURCES DIRECTOR  
PATRICIA NENNINGER, PERSONNEL OFFICER  
FRANK THOMAS, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISORS BEATY  
DIAMOND  
DRISCOLL  
HOGAN  
LEGGETT  
SEEBER  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JIM LAFARR, WARREN COUNTY SHERIFF  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER  
MIKE SWAN, WARREN COUNTY TREASURER

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Please note, the following contains a summarization of the April 30, 2020 meeting of the Personnel & Administration Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://www.warrencountyny.gov/gov/comm/Archive/2020/personnel/>

**Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All committee members and attendees participated by video or teleconference, aside from Supervisors Geraghty, McDevitt and Merlino who were physically present.**

Mr. Simpson called the meeting of the Personnel & Administration Committee to order at 10:00 a.m.

Those involved in the meeting accessed the agenda via the Warren County website; a copy of the agenda is on file with the meeting minutes.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mr. Simpson offered privilege of the floor to anyone present wishing to address the Committee on any matter, there being no one wishing to speak, he moved on to Agenda Item 1, which included items/requests to be discussed by the Human Resources Director and/or Personnel Officer, beginning with Item 1A which consisted of the Report on Tracking of Vacancies Filled. With reference to the filling of vacant positions, Ms. Braymer

questioned whether vacancies should be filled at this time and she made a motion to effect a change in procedure where all vacancies would come to the Board for consideration before they could be filled; the motion was seconded by Mr. Magowan. A lengthy discussion ensued during which it was explained that the routine filling of vacancies were approved through a process enacted by the Rules of the Board which required approvals from the County Administrator, Budget Officer and the oversight Committee. Given that there was a documented process in place which required Committee approval before a position could be filled, Ms. Brayer withdrew her motion. It was the consensus of the Committee to direct Ryan Moore, *County Administrator*, to forward an advisory memo to all of the County's Department Head staff indicating that unless a position was absolutely necessary, any vacancies would remain for the time being.

Proceeding to Item 1B, privilege of the floor was extended to Mike Swan, *County Treasurer*, who advised of a request generated by the Payroll Department within the County Treasurer's Office to allow a one-time extension for the use of vacation carryover and floating holiday time to December 20, 2020 for CSEA and out-of-unit employees. It was noted that employees had been unable to use this time, either because they were essential employees required to work or were employees on paid administrative leave due to the COVID-19 pandemic.

A lengthy discussion ensued during which a motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried by majority vote, with Mr. McDevitt opposing, to approve the request and the necessary resolution was authorized for the May 15<sup>th</sup> Board Meeting.

Continuing, Mr. Simpson presented a referral from the Health Services Committee to extend the Aging Services Assistant-Temp (*20 hours per week*) position within the Office for the Aging until May 1, 2020 at a cost of \$2,750 to be covered completely by DSRIP (*Delivery System Reform Incentive Payment*) funding. *Note: this position was created by Resolution No. 400 of 2019 to provide annual assistance for the Office for the Aging's HEAP program during the period of October 1 - March 31 - the position was used during the month of April 2020 to assist with operations during the COVID-19 pandemic.*

A motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request, and the necessary resolution was authorized for the May 15<sup>th</sup> Board Meeting.

Agenda Item 3, Mr. Simpson informed, consisted of a referral from the Public Safety Committee to create the new position of Patrol Officer #65, *Base Annual Salary \$42,373*, within the Sheriff's Office effective June 5, 2020 to cover for Patrol Officer #14 who had received military orders to report for active duty service on June 4, 2020 for a period of 400 days.

A motion was made by Mr. Conover, seconded by Mr. Magowan and carried unanimously to approve the request, and the necessary resolution was authorized for the May 15<sup>th</sup> Board Meeting.

Mr. Simpson advised Agenda Item 4 pertained to requests/items to be discussed by the County Administrator, which he asked Mr. Moore to address. Mr. Moore provided an update on the COVID-19 testing site, advising

the tent borrowed from the Office of Emergency Services that was initially used was not practical because it needed to be set up and stocked with equipment daily as there was no ability to secure it. He noted the tent had been replaced with a rented trailer to address these concerns on a semi-permanent basis. It was noted that the rental costs for the trailer, which were outlined in the agenda packet, would be covered under the Health Services COVID-19 grant. *Note: as there was already a resolution in place which allowed the Director of Public Health to enter into contracts up to \$5,000 (Resolution No. 455 of 2016), no Board action was necessary on this matter.*

Continuing to Agenda Item 5, privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, to address the requests/items to be discussed by the County Attorney, which she outlined as follows:

- 5A) Possible Westmount settlement - Ms. Kissane apprised of a settlement offer proposed for a debt owed by a former Westmount Health Facility resident which would bring the County \$1,200 for a \$2,576 debt. She said Tom Clements, *of The Clements Firm which provided debt collection services on outstanding Westmount debts*, recommended that the Board accept the settlement offer.

A motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to accept the settlement offer as proposed and the necessary resolution was authorized for the May 15<sup>th</sup> Board Meeting.

- 5B) Outstanding debt for D&G Recycling - Ms. Kissane explained there was some confusion about the actual amount owed to the County by D&G Recycling, but said the amount was estimated to be around \$2,100. She said that when an invoice was sent for the amount owed, D&G Recycling returned evidence of electric bills and associated fees they had been paying for the portion of the building utilized by the County for storage Office of Emergency Services equipment; she added that when these expenses were deducted from the outstanding amount, a balance of about \$175 remained. Ms. Kissane commented that given the fact there was some uncertainty as to the actual amount owed by D&G, she recommended that the balance be written off.

Following discussion, a motion was made by Mr. Conover, seconded by Mr. Magowan and carried unanimously to write off the outstanding debt owed by D&G Recycling and the necessary resolution was authorized for the May 15<sup>th</sup> Board Meeting.

Ms. Kissane advised she had an additional item to discuss which she apologized for not having included on the meeting agenda, pertaining to the Appellate Divisions decision on the Forest Enterprises case. She pointed out that the County did not have a right to appeal the case, but they could make a motion to the New York Court of Appeals to hear arguments on this as long as they did so by the deadline of May 8<sup>th</sup>. She said it was very important for the Board to determine whether they wished to file a motion, but commented she did not suggest taking such action. She explained the current decision required the County to make a total payment of \$520,242 for the value of property taken through eminent domain proceedings, but noted that if this case was heard again, that amount could increase, as it had in the last hearing, to amount closer to the \$2.2 million demanded by the property owner. A lengthy discussion ensued during which the consensus of the Committee was determined to be that no action would be taken to further an appeal on this matter.

Concluding the agenda review, Mr. Simpson pointed out there was only one position filled on an emergency basis since the last Committee meeting which was a part-time Institutional Aide position for Countryside Adult Home. Ms. Braymer stated she was opposed to the filling of this position and questioned the circumstances surrounding the emergency fill. The process for filling positions on an emergency basis was outlined and a brief discussion ensued.

Don Lehman, *Director of Public Affairs*, advised there were no public comments to pass along from either the YouTube or Facebook Live feeds.

There being no further business to come before the Personnel & Administration Committee, on motion made by Mr. Wild, seconded by Mr. Conover and carried unanimously, Mr. Simpson adjourned the meeting at 10:48 a.m.

Respectfully submitted,  
Amanda Allen, Clerk of the Board