

SUPPORT SERVICES COMMITTEE MEETING

COUNTY ATTORNEY AGENDA

DATE: August 24, 2026

COMMITTEE MEMBERS: GILLIGAN, Strough, Turner, Driscoll, Strainer, Maday & Etu

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. **Action Agenda/New Business Items:**
 - a. Amending Resolution No. 203 of 2026, to include additional appropriation from Budget Code A.863.00 Reserve, Insurance to Budget Code A.3110 418.1 Sheriff's Law Enforcement in the amount of \$40,000 for payment of out-of-pocket commercial deductible property and casualty claims and actions incurred in 2026.
 - b. Creating the position of Secretary to County Attorney #2 to be effective October 1, 2026 in the amount of \$61,389.
Rationale – The Confidential Secretary to the County Attorney is retiring on December 31, 2025 and we need to fill the position before the retirement is effective.
 - c. Amend Resolution No. 318 of 2026 to include a settlement amount of \$87,500 in the matter of Kathleen Innes v. County of Warren, et. al.
 - d. Appropriation of funds in the amount of \$87,500 to cover the settlement amount in the matter of Kathleen Innes v. County of Warren, et. al. to Budget Code A.3110 419, Sheriff's Law Enforcement, Settlements.
- V. **Discussion Items:**
 - 1. Insurance Reserve Payment Report as of July 31, 2026: Report enclosed.
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 8/24/26

- (a) Purpose of Request: **Amending Resolution No. 203 of 2026 to include additional appropriation from Budget Code A.863.00 Reserve, Insurance to Budget Code A.3110 418.1 Sheriff's Law Enforcement in the amount of \$40,000**
- (b) Details: **For payment of out-of-pocket commercial deductible property and casualty claims and actions incurred in 2026**
- (c) Previous Resolution Number: **203 of 2026 and 40 of 2026**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.863.00 Reserve, Insurance**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Attorney

DATE: 8/24/26

(a) Title of Requested Position: Secretary to County Attorney #2

(b) Annual **Base** Salary (and Grade if Applicable): \$61,389

(c) Effective Date for New Position*: October 1, 2026

**Please do not backdate unless the purpose is to correct an error.*

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.1420 110

(f) Is a Budget Transfer needed? ☐ YES ☒ NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title? ☒ YES ☐ NO

*(approval is necessary **BEFORE** bringing the request to Committee)*

HR Director Initial

1/2 8/4/26

(h) Had County Administrator Reviewed and Approved Creation of New Position? ☒ YES ☐ NO

*(approval is necessary **BEFORE** bringing the request to Committee)*

Co. Admin Initial

J 8/4/26

(i) Is this a mandated position? ☐ YES ☒ NO

If yes, please explain:

(j) Is there expected revenue from this position? ☐ YES ☒ NO

If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

SECRETARY TO COUNTY ATTORNEY

Salary: \$61,389

Full-Time with Benefits

The Secretary to the County Attorney provides executive, legal, secretarial and administrative support to the Warren County Attorney. Responsibilities include performance of complex legal secretarial tasks involving the frequent exercise of independent judgment as well as knowledge of Warren County municipal, legal and administrative processes, codes, policies and practices. This is a position of special trust and confidence, requiring exchange of sensitive and confidential information.

The successful candidate must have excellent organizational skills, interpersonal skills and the ability to independently prepare a variety of documents, including monthly Board of Supervisors resolutions, contracts, local laws and other related documents.

The Secretary to the County Attorney is appointed by the County Attorney and serves at the discretion of the County Attorney. The position is in the Exempt class under Warren County Civil Service Rules.

Warren County residency is required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and

- A) Graduation from an accredited two year college with a Legal Secretary Associate's Degree, and two (2) years of experience as a paid, full-time legal secretary or administrative assistance with municipal or public agency experience,
OR
- B) Four (4) years of experience as a full-time paid legal secretary or administrative assistant with municipal or public agency experience,
OR
- C) A combination of A and B above.

**CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION,
RESUME AND LETTER OF INTENT TO:**

Amy Turcotte
Legal Office Coordinator
Warren County Attorney's Office
1340 State Route 9
Lake George, New York 12845

Warren County is a EOE/AA employer
Applications are being accepted until October 18, 2026
Applications may be obtained at: www.warrencountyny.gov/civilservice

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 8/24/26

- (a) Purpose of Request: **Amend Resolution No. 318 of 2026 to include a settlement amount of \$87,500 in the matter of Kathleen Innes v. County of Warren, et. al.**
- (b) Details: **A settlement agreement was agreed upon in the matter of Kathleen Innes v. County of Warren, et. al., Docket No. 1:22-cv-00641, in the United States District Court for the Northern District of New York on August 18, 2026**
- (c) Previous Resolution Number: **318 of 2026**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: **County Attorney**

DATE: **8/24/26**

- (a) Purpose of Request: **Appropriation of funds in the amount of \$87,500 to cover the settlement amount in the matter of Kathleen Innes v. County of Warren, et. al. to Budget Code A.3110 419 Sheriff's Law Enforcement, Settlements**

- (b) Details: **A settlement agreement was agreed upon in the matter of Kathleen Innes v. County of Warren, et. al., Docket No. 1:22-cv-00641, in the United States District Court for the Northern District of New York on August 18, 2026**

- (c) Previous Resolution Number: **N/A**

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **To be determined by the Committee**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

2026 Warren County Insurance Reserve Expenditures

Claimant	Date of Incident	Location of Incident	Description of Incident	Responsible Dept	Amount of Damages	Insurance Reserve Withdrawl Request Date	County Check Number	County Account Number	Check Cut Date	Status	Sheriff Reserve Fund Balance	DPW Reserve Fund Balance	DSS Reserve Fund Balance	Public Health Reserve Fund Balance	District Attorney Reserve Fund Balance	Probation Reserve Fund Balance		
											\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00		
County DPW Morehouse	11/14/2025	Main Street, Warrensburg	WCSO 2025-23685 Veh #1 Operator Fredricka Johns has taken responsibility for collision. DPW Dodge RAM front end totaled. Claim to State Farm for reimbursement.	Public Work	\$9,373.25	Reimbursed from State Farm	N/A	1420-1265	2026.1.12	Closed								
County WCSO Keehr	8/11/2025	Main Street, Queensbury	WCSO 25-16742 Subro to Jacqueline Wells	Sheriff	\$1,000 Deductible	Reimbursed from Travelers	N/A	1420-1265	2026.3.3	Closed								
County DSS - Bromley	12/10/2025	Quaker Road near Walmart	WCSO 25-25120 Single car accident on Quaker Road into snowbank damaging mirror. Driver is DSS Laurie Bromley	DSS	\$689.51	2026.3.17	312405	1420-1265	2026.3.23	Closed			\$24,310.49					
County DSS - Bromley	11/19/2025	County Municipal Center Gas Pumps	WCSO 2025-24256 DSS employee Bromley hit gas pump station	DSS	\$3,401.93	2026.3.17	312405	1420-1265	2026.3.23	Closed			\$20,908.56					
County WCSO Ordway	2/26/2026	Graphite	WCSO 2026-01890 Black Ice	Sheriff	\$5,779.53	2026.4.3	313075	1420-1265	2026.4.15	Closed	\$19,220.47							
County WCSO Mouthrop	4/3/2026	Main Street, Queensbury	WCSO 2026-05656 Subro to Jessica Castner	Sheriff	\$10,742.01	Reimbursed from Travelers	N/A	1420-1265	2026.4.21	Closed								
County WCSO Mouthrop	4/3/2026	Main Street, Queensbury	WCSO 2026-05656 Subro to Jessica Castner	Sheriff	\$844.35	Reimbursed from Travelers	N/A	1420-1265	2026.5.18	Closed								
County: DA Corsones	1/3/2026	I-87 Northbound	Front grill damage to vehicle driven by roadway debris	District Attorney	\$1,683.68	2026.5.14	313913	1420-1265	2026.5.27	Closed					\$8,316.33			
County DSS Parked	5/4/2026	543 Aviation Road, Queensbury, NY	WCSO 2026-07482 Subro to Peggy Bennett	DSS	\$1,483.00	Reimbursed from Countryway	N/A	1420-1265	2026.6.3	Open								
County WCSO Mouthrop: Silvestri	4/3/2026	Main Street, Queensbury	WCSO 2026-05656 Subro to Jessica Castner	Sheriff	\$12,586.36	2026.5.15	313928	1420-1265	2026.6.1	Closed	\$6,634.11							
County WCSO Ordway	4/19/2026	3716 Lake Shore Drive, Lake George	WCSO Ordway hit cement flower container	Sheriff	\$5,577.25	2026.5.29	314132	1420-1265	2026.6.11	Closed	\$1,056.86							
County DPW Hanchett	2/20/2026	CR 73	WCSO 2026-03041 1103(b)	Public Work	\$2,500.00	Reimbursed from Travelers	N/A	1420-1265	2026.6.8	Closed								
County WCSO Newell	6/19/2026	Ste Route 9 Chester	Vehicle accident with deer	Sheriff	\$6,182.61	Reimbursed from Travelers	N/A	1420-1265	2026.6.30	Closed								
County WCSO Geisler - Favreau	7/4/2026	Mohican Street, Lake George	WCSO 26-12924 Geisler lights and sirens made uturn for traffic stop and hit by Favreau	Sheriff	\$4,086.30	Reimbursed from Travelers	N/A	1420-1265	2026.7.23	Closed								
County DSS Nastke	4/28/2026	State Rt 28, Johnsburg	SCSO 2026-7088	DSS	\$4,916.20	2026.6.25	314863	1420-1265	2026.7.15	Closed			\$15,992.36					