



WASHINGTON COUNTY BOARD OF SUPERVISORS

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MEMO

CLERK OF THE BOARD

Debra R. Prehoda

ARGYLE

Robert A. Henke, Chairman

FORT ANN

Samuel J. Hall, Vice Chairman

CAMBRIDGE

Cassie Fedler

DRESDEN

Paul D. Ferguson

EASTON

Daniel B. Shaw

FORT EDWARD

Timothy M. Fisher

GRANVILLE

Matthew Hicks

GREENWICH

James Nolan

HAMPTON

David K. O'Brien

HARTFORD

Dana E. Haff

HEBRON

Brian R. Campbell

KINGSBURY

Dana Hogan

JACKSON

Jay B. Skellie

PUTNAM

Darrell T. Wilson

SALEM

Evera Sue Clary

WHITE CREEK

James S. Griffith

WHITEHALL

John W. Rozell

TO: Chairman of the Board
Members of the Personnel Committee: Supervisors Hicks, Skellie, Campbell, O'Brien, Fedler, Clary, Wilson

Members of the Finance Committee: Supervisors Campbell, O'Brien, Haff, Hicks, Fedler, Skellie, Hogan, Clary, Rozell, Wilson, Griffith

FROM: Clerk of the Board

Chairman Hicks has scheduled Personnel Committee meeting for **9:30 AM** and Chairs Hicks and Campbell have scheduled a joint Personnel and Finance Committee meeting immediately following the Personnel Committee meeting to be followed by a Finance Committee meeting on **Thursday, October 12, 2023** in the 2nd Floor Classroom, Room B214, County Office Building B, 383 Broadway, Fort Edward, NY.

The public may view the meeting here:

https://www.youtube.com/channel/UC_fkXChkwTrSnyELWQ5bqA

The Agenda is as follows:

Personnel Committee:

1. Call to Order
2. Staffing – Straight Backfill Requests (Informational)
 - A. Aging – Meal Site Manager PT – Resignation
 - B. Code Enforcement – Code Enforcement Officer – Resignation
 - C. DPW – Heavy Equipment Mechanic – Retirement
 - D. WIC – Breastfeeding Peer Counselor PD – Resignation
 - E. Social Services – Clerk – Transferred to Another Department
3. Staffing Pattern/Grade Changes
 - A. Sewer District
 1. Supervisor of Pumping Station & Sewers – Increase from Grade 19 to Grade 22 ****Amend Title by Grade Schedule****
 2. Add 1 Pumping Station & Sewer Maint. Worker I and Remove 1 Pumping Station & Sewer Maint. Worker II ****Staffing Pattern Change****
 - B. Sheriff – Add 1 SPO (Fort Edward) to Staffing Pattern and Set Rate of Pay ****Amend Title by Grade Schedule and Staffing Pattern****
4. Other Business
 - A. Discuss Handbook: Sect. 3.006 Reinstatement & 2.001 Anniversary Date
 - B. Retirement Recognitions

Joint Personnel/Finance Committee:

1. Call to Order (Finance)
2. Discuss 2024 Staffing Requests
3. Adjournment (Personnel)

Finance Committee:

1. Accept Minutes – September 7, 2023
2. Department Reports/Requests
 - A. Real Property – Report of Corrected Bills/Refunds
 - B. Treasurer – Monthly Reports
 - C. Budget Amendments
 1. Buildings & Grounds – Office Equip. - \$22,000
 2. Sewer District – DEC NPS Planning Grant - \$30,000
 3. DPW – Paint Truck - \$95,750
 4. Sheriff
 - a. Seat Belt Grant - \$9,752
 - b. Sheriff's PBA - \$300,000
3. Set Date for Annual Meeting & Public Hearing on 2024 Tentative Budget
4. Salary Grade Schedule Changes
 - A. Title by Grade Schedule (***Pending Personnel Approval***)
 1. Supervisor of Pumping Station From Grade 19 to Grade 22
 2. SPO (Fort Edward) - \$27.63 per hour
5. Fort Ann Sales Tax Allocation Request
6. Discuss Utility Contracts
7. Other Business
8. Adjournment (Finance)

******Committee Members: Please notify this office if you are unable to attend.******

DATED: October 6, 2023
Fort Edward, New York