PERSONNEL & ADMINISTRATION COMMITTEE

Monday, July 20, 2026 - 10:00 AM

Meg Wood, Chairperson
Cathleen Reusser, Vice-Chairperson

Chairman Wood called this Personnel Meeting to order at 10:00 am with the following Supervisors in attendance: Clayton Barber, Matthew Brassard, Mary Lamphear, Tracie McGill, Steve McNally, Clayton Menser, James O'Bryan, Timothy Pierce, Richard Preston, Matt Stanley, Davina Thurston, Ike Tyler, Joe Pete Wilson and Margaret Wood. Timothy Follos, Ken Hughes and Cathleen Reusser were excused. Chris Clark was absent.

Department Heads present: Judy Garrison, Michael Mascarenas, Dan Manning, Jennifer Mascarenas and Jim Dougan.

Deputies present: Bill Tansey

WOOD: Good morning everyone. Bill has to be in court at 10:30 so let's get cracking.

J.MASCARENAS: Good morning. You have my monthly report and my updated vacancy list if anybody has any questions on that?

MASCARENAS: Jenn, in terms of the what we just spoke about at DPW with Mr. Barber, is there anything I left out?

J.MASCARENAS: No, you're correct.

STANLEY: One thing Jim reminded me the county has that I may refer back to the Town of Jay is the MEO training.

MASCARENAS: Yes I told Mr. Barber that Jenn would send you all our DPW titles, how they fall in line of progression and we'll get you a copy of the contract we have with individuals so if you have done it, it will just be an extra email just disregard it but if you haven't it will be kind of a plan that will follow or a template. It's worked really well for us.

WOOD: It has worked for Schroon.

J.MASCARENAS: I don't have anything in addition to my report. We are starting to work on the budget process for Mike's office and hoping by the next meeting we will all be moved into the new office.

WOOD: Great. Does anyone have any questions, comments or concerns? Okay thank you Jenn.

GARRISON: Good morning. I sent my monthly report of revenue for OTB and printing. I also have a resolution this month to accept and place on file the 2025 Essex County Self-Insurance annual report. I gave everyone a copy, it is confidential to just the supervisors.

RESOLUTION ACCEPTING AND PLACING ON FILE THE 2025 ESSEC COUNTY SELF-INSURANCE ANNUAL REPORT. Barber, Wilson

WOOD: Questions, concerns? All in favor, any opposed – carried. Anything else?

GARRISON: That's all I have, thank you.

WOOD: Okay Mr. Tansey would like us to go into executive session for a short period to discuss the lease agreement with the Town of Ausable.

MASCARENAS: Yes, a brief executive session regarding the lease agreement and legal advice on a contractual issue.

THE COMMITTEE MOVED INTO AN EXECUTIVE SESSION AT 10:04 A.M. TO DISCUSS A LEASE AGREEMENT WITH THE TOWN OF AUSABLE AND LEGAL ADVICE ON A CONTRACT. THE COMMITTEE MOVED BACK INTO OPEN SESSION AT 10:11 A.M.

WOOD: We are back in session. No decisions were made.

MASCARENAS: Mr. Tansey would you like to approach and read those resolutions?

TANSEY: I'm asking for a resolution authorizing the settlement of a certain action entitled Angee Corrow v. Essex County Et Al venued in the Essex County Supreme Court bearing index number CV21-0511 brought against the County of Essex settlement amount $100,000.00, settlement agreement to be put before Judge Hogan by September 1st.

RESOLUTION AUTHORIZING THE SETTLEMENT OF A CERTAIN ACTION ENTITLED ANGEE CORROW V. ESSEX COUNTY ET AL VENUED IN THE ESSEX COUNTY SUPREME COURT BEARING INDEX NUMBER CV21-0511 BROUGHT AGAINST THE COUNTY OF ESSEX. Tyler, Barber

WOOD: Any questions? All in favor, any opposed – carried.

TANSEY: Thank you. The second resolution authorizing Essex County to enter into a lease agreement with the Town of Ausable for placement of an antenna and transmitter at the Terry Mountain Tower site. It is $250 a month, there is a 4% escalator cost it's for the highway department. It seems like a fair amount of the town between Essex County.

RESOLUTION AUTHORIZING ESSEX COUNTY TO ENTER INTO A LEASE AGREEMENT WITH THE TOWN OF AUSABLE FOR PLACEMENT OF AN ANTENNA AND TRANSMITTER AT THE TERRY MOUNTAIN TOWER SITE. Barber, Menser

WOOD: Any questions? All in favor, any opposed – carried. Mr. Manning has nothing more. Does anybody have anything to bring up to the committee? Great, we are adjourned.

As there was no further discussion to come before this personnel committee it was adjourned at 10:15 a.m.

Respectfully submitted,

Judith Garrison, Clerk
Board of Supervisors