

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SHERIFF & COMMUNICATIONS

DATE: JANUARY 25, 2007

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS BENTLEY	SHERIFF CLEVELAND
VANNESS	JOAN PARSONS, COMMISSIONER OF ADMINISTRATIVE
BELDEN	AND FISCAL SERVICES
MASON	JOAN SADY, CLERK
HASKELL	SUPERVISOR GERAGHTY
STEC	HAL PAYNE, ADMINISTRATOR - WESTMOUNT HEALTH
COMMITTEE MEMBER ABSENT:	FACILITY
SUPERVISOR O'CONNOR	AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

Mr. Bentley called the meeting of the Sheriff & Communications Committee to order at 9:32 a.m.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes from the November 30, 2006 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Larry Cleveland, Sheriff, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Sheriff Cleveland began with the first item of his agenda, which was a request to authorize a contractual agreement with Swanson Services Corporation for inmate accounting and commissary services. As per Sheriff Cleveland's resolution request, the contract would commence upon execution and would terminate on December 31, 2011 and would also include a payment provision requiring the contractor to return a commission rate of 21.55% to Warren County.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously to approve the request for a new contract with Swanson Services Corporation, as outlined above, and the necessary resolution was authorized for the February 16th Board meeting; *a copy of the resolution request is on file with the minutes.*

The second agenda item, Sheriff Cleveland apprised, was a request to amend Resolution No. 160 of 2005 to authorize the Sheriff's Office to have two credit cards with a \$5,000 credit limit on each. Sheriff Cleveland noted that his Office had always maintained the second credit card; however, during a recent audit it was discovered that the resolution reflected authorization for only one credit card.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to amend Resolution No. 160 of 2005 to authorize the Sheriff's Office to have two credit cards with a \$5,000

credit limit on each, and refer same to the Finance Committee; *a copy of the resolution request is on file with the minutes.*

In addition to the necessity of an amendment to Resolution No. 160 of 2005, Sheriff Cleveland advised that the recent audit had uncovered the need for a resolution to authorize the use of the gas cards which the Sheriff's Office had used over the past thirty years. Sheriff Cleveland stated that the third agenda item was a resolution request to ratify previous actions and authorize the Sheriff's Office to use and administer gasoline credit card accounts as needed to provide public safety services.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve the request as outlined above and refer same to the Finance Committee; *a copy of the resolution request is on file with the minutes.*

Sheriff Cleveland stated that the fourth agenda item was a request to close Capital Project H247.9550 280, Sheriff's E-Pod and Off-site Communications. He noted that the balance remaining in this project was \$354,868, the majority of which would be returned to surplus funds. Sheriff Cleveland apprised that all three of the Capital Projects relating to the Public Safety Building were now finished, leaving a total of \$856,069 to be returned to Warren County, including the figure previously noted for the Off-site Communications Center.

Motion was made by Mr. Stec, seconded by Mr. Mason and carried unanimously to close Capital Project H247.9550 280 and refer same to the Finance Committee; *a copy of the resolution request is on file with the minutes.*

Agenda item number five, Sheriff Cleveland explained, was a request to extend an existing grant and to authorize acceptance of Selective Traffic Enforcement Program grant funds from the New York State Division of Criminal Justice. He stated that the grant was for a total amount not to exceed \$11,100 for the term October 1, 2006 through September 30, 2007, and would increase both appropriations and revenues in the same amount. Sheriff Cleveland noted that two resolution requests had been included in the agenda for this funding, one to extend the existing grant for the term October 1, 2006 through September 30, 2007 and the other to amend the County Budget to increase estimated revenues and appropriations in the amount of \$11,100 to reflect the receipt of the grant funds.

Mr. Belden asked if this was approximately the same amount of funding received each year from this grant and Sheriff Cleveland replied that it was.

Motion was made by Mason, seconded by Mr. Stec and carried unanimously to approve both requests, to extend the existing grant for the term October 1, 2006 through September 30, 2007 and to amend the County Budget to increase estimated revenues and appropriations in the amount of \$11,100 and refer same to the Finance Committee. *Copies of both resolution requests are on file with the minutes.*

Sheriff Cleveland advised that items six through eleven were all notices of intent to fill vacant positions, due to resignation or retirement. Mr. Belden asked if all of the personnel requests had to be approved by Joan Parsons, Commissioner of Administrative and Fiscal Services, prior to presentation to the Committee, and Mrs. Parsons verified that they must. Sheriff Cleveland apologized to the Committee for not following procedure, and added that it was his understanding that only new positions required this type of advance approval from Mrs. Parsons.

Mrs. Parsons stated that she did not have any objections to filling the positions noted on the agenda. Furthermore, she noted, if the process was postponed, the Sheriff's Office might suffer from the loss, especially in the cases of the two Senior Account Clerk positions. Sheriff Cleveland agreed that his Office would be seriously hampered by not filling the vacancies. Mrs. Parsons added that the number of Correction Officers on staff was directed by New York State requirements and could not be delayed.

Mr. Mason asked if there was an underlying issue causing the number of resignations listed and Sheriff Cleveland replied that there was not. He noted that because the Committee had not met since late November there seemed to be a higher number of vacancies; however, the ratio of resignations per month was not any higher than usual. Sheriff Cleveland explained that two of the four Correction Officer positions had been vacated due to promotions to the Law Enforcement Division, one resignation was due to sickness and the fourth due to disability retirement. He added that the two Senior Account Clerk positions had also been vacated due to retirement.

Discussion ensued.

Motion was made by Mr. Stec, seconded by Mr. VanNess and carried unanimously to approve the requests to fill four vacant positions of Corrections Officers, each with a base salary of \$30,100, and to fill the two vacant positions of Senior Account Clerk, each with a base salary of \$29,100, due to retirement, and refer same to the Personnel Committee. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Returning to the agenda, Sheriff Cleveland advised that the final item listed was an advisement to the Committee that Supervisor Bentley and himself would be presenting Certificates of Appreciation at the February Board meeting to the three members of the Horicon Highway Department for their assistance in the capture of the "Mountain Man".

Discussion ensued.

Sheriff Cleveland noted that a joint meeting of the Sheriff, Personnel and Finance Committees had been scheduled for February 7th to discuss the future of the contracts anticipated with the Village of Lake George and the Department of Social Services. Joan Sady, Clerk of the Board, noted that a motion was necessary to support this issue being referred to the joint Sheriff/Personnel/Finance Committees.

Motion was made by Mr. VanNess, seconded by Mr. Haskell and carried unanimously to authorize a joint meeting of the Sheriff, Personnel and Finance Committees to discuss future contracts with the Village of Lake George and the Department of Social Services.

Mrs. Parsons advised Sheriff Cleveland that if additional staff was anticipated to facilitate these new contracts, he would need to meet with her to review the proposal prior to presenting requests for additional personnel at the joint meeting.

As there was no further business to come before the Sheriff & Communications Committee, on motion made by Mr. Haskell and seconded by Mr. Stec, Mr. Bentley adjourned the meeting at 9:44 a.m.

Respectfully Submitted,
Amanda Allen, Legislative Office Specialist