

## **Sheriff's Committee Agenda 04/29/13**

1. Committee meeting called to order by Chairman
2. Motion to approve minutes of prior committee meeting.

### **Action Agenda**

1. Request permission to send Patrol officers Dunn & Seeley to Motor Officer school in North Hampton, NH. Tuition to be paid by Governor Traffic Safety Committee.
2. Request to send Sgt. Kevin Scellen to Civil Supervisor's training in Saratoga Springs NY.
3. Request to amend County Budget to reflect monies received from the Warren/Washington County DWI Victim Impact panel. Amount of \$1,000.00.
4. Request to amend County Budget to reflect monies from Glens Falls Dispatch Consolidation Grant. Amount of grant \$73,558.00.
5. Request reso to accept proposal WC 7-13 from Justice Benefits & award contract for revenue enhancement services.

### **Topics for Discussion**

1. We have filled 1 corrections officer position due to promotion. Total savings is \$11,649.42. Also, 2 corrections Sergeants positions have been filled due to demotions.

### **Old Business / Pending Items**

## ***RESOLUTION REQUEST FORM NO. 15***

### ***Requesting Approval for Out-of-State Travel\****

***\*If the conference announcement or details are available in writing, please attach.***

**DEPARTMENT NAME: Sheriff's Office**

**DATE: April 29, 2013**

- (a) Dates of Travel: May 6-10, 2013
- (b) Purpose (include complete name of any conference, school, etc.): Motor Officer School at Seacoast Harley Davidson
- (c) City/Town & State: North Hampton, New Hampshire
- (d) Employee(s) Traveling (include title(s): Patrol Officers Gregory Dunn and Gregory Seeley
- (e) Is County paying the costs or is another Agency? Tuition to be paid by Governor's Traffic Safety Committee - Room rate at GSA Rate of \$79 per night.
- (f) Mode of Transportation to be Use: vehicle  
(County Vehicle or Mass Transportation)

***Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.***

# Authorization To Attend Meeting or Convention

Check One:

- In-State (needs Supervisory Committee authorization)  
 Out Of State (needs Board resolution)

The Public Safety Committee hereby authorizes Patrol Officers Dunn and Seeley  
(committee) (name)

To attend Motor Officer School  
(name of meeting or organization)

At Seacoast Harley Davidson, 17 LaFayette Road, North Hampton NH  
(address)

On May 6-10. Mode of Transportation to be used vehicle  
(dates) (county vehicle or mass transportation)

If the mode of transportation is not a county vehicle or mass transportation please explain: \_\_\_\_\_

**Proper documentation must be attached when submitting for approval.**  
(Please check documents attached)

Notice of meeting or convention including cost.

### For Overnight Travel

- Room rate \$ \_\_\_\_\_ GSA Rate \$79 a night  
 Meal costs – GSA per diem rate \$ \_\_\_\_\_  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 4/29/13 Signature [Signature]  
(department head)

Date: 4/29/13 Signature [Signature]  
(Committee Chairman)

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*

Please check to request a fleet vehicle.

**Request For Use Of A Fleet Vehicle**

\*\*\*\*\*

### Filing Instructions:

1. Original with voucher to Auditor
2. Copy to Frank Morehouse if fleet vehicle is requested
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to commissioner of Administrative and Fiscal Services if credit card will be used.

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

- In-State (needs Supervisory Committee authorization)  
 Out-Of State (needs Board resolution)

The Sheriff (Supervisory Committee) hereby authorizes Sgt Kevin Scollen (Employee Name)

to attend Civil Supervisors Training (Name of meeting or organization)

at Saratoga Springs NY (Address)

on May 13-15 (Dates) Mode of transportation to be used CV (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_  
 Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 4/16/13

[Signature]  
Department Head Signature

Date: 4/29/13

[Signature]  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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**Filing Instructions:**

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: ~~March~~ <sup>April</sup> 22, 2013

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies received from Warren/Washington County DWI Victim Impact Panel.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3110 120 Law Enforcement OT \$1,000.00
- (c) **Revenue Code (with title), and Amount:**  
A.3110 1511 Sheriff's Misc. Income \$1,000.00

\*Please note all amount must be in whole dollars – no cents.

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: ~~March~~ <sup>April</sup> 22, 2013

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies received from Glens Falls Dispatch Consolidation Grant.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- |            |                             |             |
|------------|-----------------------------|-------------|
| A.3020 220 | 911 Center Office Equipment | \$73,558.00 |
|------------|-----------------------------|-------------|
- (c) **Revenue Code (with title), and Amount:**
- |             |                            |             |
|-------------|----------------------------|-------------|
| A.3020 3384 | 911 Center Other State Aid | \$73,558.00 |
|-------------|----------------------------|-------------|

\*Please note all amount must be in whole dollars – no cents.

# Warren County Board of Supervisors

## RESOLUTION NO. 189 OF 2013

**Resolution introduced by Supervisors Wood, Girard, Bentley, Montesi, Taylor, Frasier and Strainer**

**AUTHORIZING AGREEMENT WITH JUSTICE BENEFITS, INC. FOR REVENUE ENHANCEMENT SERVICES FOR THE WARREN COUNTY SHERIFF'S OFFICE (WC 7-13)**

WHEREAS, the Purchasing Agent has advertised for Request for Proposals (RFP) for Revenue Enhancement Services for the Warren County Sheriff's Office (WC 7-13), and

WHEREAS, the Warren County Sheriff has issued correspondence recommending award of the agreement to Justice Benefits, Inc., as the sole proposer, now, therefore, be it

RESOLVED, that the Purchasing Agent notify Justice Benefits, Inc., of the acceptance of its proposal, and be it further

RESOLVED, that Warren County enter into an agreement with Justice Benefits, Inc., 2010 Valley View Lane, Suite 300, Dallas, Texas 75234, to provide Revenue Enhancement Services for the Warren County Sheriff's Office, pursuant to the terms and conditions set forth in the specifications and proposal (WC 7-13), at a percentage of revenues not to exceed Twenty Percent (20%), for a term commencing April 24, 2013 and terminating April 23, 2016, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney, and be it further

RESOLVED, that the funds that come from the above agreement shall be deposited in the Deferred Revenue Account A.691.06 Sheriff - SCAAP.

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME:** Sheriff's Office

**DATE:** April 29, 2013

- (a) Is this a Result of a Bid or Request for Proposal? no
  
- (b) Purpose of Contract: Authorizing Intermunicipal Agreement with Town of Horicon for Marine Law Enforcement on Schronn Lake in the Town of Horicon (previous resolution: R490/2012)
  
- (c) Name of Contractor:
  
- (d) Address of Contractor:
  
- (e) Contractor's Contact Person and Telephone Number:
  
- (f) Has or will the Contract be provided, if so, please attach:
  
- (g) Commencement Date of Contract: May 1, 2013
  
- (h) Termination Date of Contract: April 30, 2014
  
- (i) Payment Provisions:
  - i) lump sum amount \$2,500
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
  
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 490 OF 2012

**Resolution introduced by Supervisors Wood, Girard, Bentley, Thomas, Conover, Frasier and Strainer**

### **AUTHORIZING INTERMUNICIPAL AGREEMENT WITH THE TOWN OF HORICON FOR MARINE LAW ENFORCEMENT ON SCHROON LAKE IN THE TOWN OF HORICON**

WHEREAS, the Town of Horicon desires to have boat patrol law enforcement services on the portion of Schroon Lake located within the Town of Horicon, and

WHEREAS, in order to promote the health, safety and welfare of persons using Schroon Lake, it has been recommended that Warren County provide said boat patrol law enforcement services on the portion of Schroon Lake located within the Town of Horicon, now, therefore, be it

RESOLVED, that Warren County enter into an intermunicipal agreement with the Town of Horicon, Town Hall, Brant Lake, New York, to provide the Town of Horicon with boat patrol law enforcement services on the portion of Schroon Lake located within the Town of Horicon, for an amount of Two Thousand Five Hundred Dollars (\$2,500) per year to be paid to Warren County for a term commencing May 1, 2012 and terminating April 30, 2013, and the Chairman of the Board of Supervisors and/or the Warren County Sheriff, be, and hereby is, authorized to execute an intermunicipal agreement in the form approved by the County Attorney.