

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING
ASSIGNED COUNSEL AGENDA
August 23, 2023

COMMITTEE MEMBERS: Supervisors GERACI, Magowan, Smith, Conover, McDevitt, Driscoll and Leggett - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- 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:
 1. Request to enter into a Contract with Legal Aid Society of Northeastern NY
Rationale: To continue to best utilize ILS Funding
 2. Request to Amend County Budget
Rationale: To receive continued grant funding to provide legal services to the indigent (Distribution #13)
- V. Discussion Items:
 - a. Relocating Assigned Counsel Office to 333 Glen Street, Glens Falls, NY 12801
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: Resolution Request Form # 3
Resolution Request Form # 7

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Assigned Counsel

DATE: August 23, 2023

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **To authorize an agreement with the Legal Aid Society of Northeastern New York, Inc. for paralegal case management support services for indigent persons in the Warren County Family Court with funding from the Office of Indigent Legal Services (ILS) grant (Contract #C130052)**
- (c) Name of Contractor: **Legal Aid Society of Northeastern New York, Inc.**
- (d) Address of Contractor: **55 Colvin Avenue, Albany, NY 12206**
- (e) Contractor's Contact Person and Telephone Number: **Nic Rangel, Esq. 462-6765**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **1/1/2023**
- (h) Termination Date of Contract: **Upon termination of grant funds from NYS**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$45,000**
 - 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: A.1170.4209 Legal Defense - Indigents, Contract**

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

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: Assigned Counsel

DATE: August 23, 2023

(a) Purpose of Amendment: **To amend the 2023 Budget to recognize year 1 of the ILS Distribution #13 Funding.**

(b) Appropriation Code, Object Code, Full Title and Amount: **A.1170.4209 - Legal Defense - Indigents, Qual Improvement Funding D #13**

.130 Salaries - Part Time	\$5000
.830 Social Security	\$310
.831 Medicare	\$73
.439 Miscellaneous	\$1,400
.470 Contracts	\$22,248

(c) Revenue Code (with title), and Amount: **A.1170.4209 3045 Legal Defense - Indigents, Quality Improvement Funding - Dist #13 - \$29,031.00**

Criminal Justice and Public Safety Committee
Office of Emergency Services
August 23, 2023

COMMITTEE MEMBERS: GERACI, Magowan, Smith, Conover, McDevitt, Driscoll, Leggett

- 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:
 1. Request: Resolution request to amend Resolution No. 56 of 2023 APPOINTING MEMBERS OF WARREN COUNTY EMS ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES. *Attachment #1*
Rationale: Resolution needed to remove and replace member of the EMS Advisory Board for the current term January 1, 2023 to December 31, 2023.
 2. Request: Resolution request to amend Resolution 583 of 2021 ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY to authorize a credit card be issued in the name of the OES Director. *Attachment #2*
Rationale: Request for a credit card with a \$5,000 limit to be used exclusively by the Office of Emergency Services for travel, general use and emergency purposes.
 3. Request: Resolution request for the transfer of funds to cover the projected budget deficit in the Civil Defense hospitalization code. This deficit is due to a qualifying event and change in employee coverage. *Attachment #3*
Rationale: Request to transfer \$1,500 from A.3410 130 Fire Prevention & Control-Salaries Part Time to A.3640 860 Civil Defense-Hospitalization and \$7,500 from A.3640 130 Civil Defense-Salaries Part Time to A.3640 860 Civil Defense-Hospitalization. Total transfer request is \$9,000.
- V. Discussion Items
- VI. Referrals/Pending Items
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form #20 and supporting documentation
2. Resolution Request Form #20 and supporting documentation
3. Resolution Request Form #10

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: Office of Emergency Services

DATE: August 23, 2023

- (a) Purpose of Request:
To amend Resolution 56 of 2023 to remove and replace one member of the EMS Advisory Board.

- (b) Details:
**Remove: Earl Mikoloski, Bolton EMS
Add: Tony Lipari, Bolton EMS**

- (c) Previous Resolution Number:
56 of 2023

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
None Required

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 56 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, CONOVER, MCDEVITT, DRISCOLL, MAGOWAN, LEGGETT AND VACANT

APPOINTING MEMBERS OF WARREN COUNTY EMS ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES

WHEREAS, the terms of the current members of the Warren County EMS Advisory Board expired on December 31, 2022 and Ann Marie Mason, Director of the Warren County Office of Emergency Services, has made recommendations for the appointment of members to commence January 1, 2023 and expire December 31, 2023, now, therefore, be it

RESOLVED, that pursuant to the recommendations of Ann Marie Mason, Director of the Warren County Office of Emergency Services, the following persons be, and hereby are, appointed as members of the Warren County EMS Advisory Board for the term requested:

<u>NAME</u>	<u>AGENCY</u>
Patrick Mellon	EMS Coordinator, Warren County
John Tims	Deputy Coordinator, Warren County
Scott Stone	Deputy Coordinator, Warren County
Mark Desimone	Deputy Coordinator, Warren County
Ann Marie Mason	Director of Office of Emergency Services, Warren County
Laura Stebbins	Director of Emergency Preparedness, Glens Falls Hospital
Ginelle Jones	Director of Public Health, Warren County
Ralph Bartlett	Fire Coordinator, Warren County
Ashley Rivers	Deputy Director, Warren County
Tom Williams	ER Doctor/Medical Director, Glens Falls Hospital
Derrick Helms	Communications Supervisor, Warren County Sheriff's Office
Shane Irwin	Queensbury EMS
Earl Mikoloski	Bolton EMS
James Schrammel	Glens Falls Fire Department
Donna Trudeau	Hague EMS
Kevin Fusco	Johnsburg EMS
Travis Howe	Lake George EMS
Eric Catalfamo	Rockwell Falls EMS
Issachar Modert	North Warren EMS
Peter Lagrasse	Stony Creek EMS
Corey Ouellette	Warrensburg EMS
Jason Miller	West Glens Falls EMS
Tim Dolan	Air Methods

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: Office of Emergency Services

DATE: August 23, 2023

- (a) Purpose of Request:
To amend Resolution 583 of 2021 to authorize a credit card be issued in the name of the OES Director.

- (b) Details:
Requesting a \$5,000 limit to be used for travel, general purpose and emergency purposes.

- (c) Previous Resolution Number:
460 of 2015, 133 of 2019, 72 of 2020, 140 of 2021, 147 of 2021 and 346 of 2021

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
None required to amend the existing policy

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 583 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY

WHEREAS, the Board of Supervisors adopted the Credit Card Policy for Warren County by Resolution No. 222 of 2015, which was subsequently amended by Resolution Nos. 460 of 2015, 133 of 2019, 411 of 2019, 72 of 2020, 140 of 2020, 147 of 2021 and 346 of 2021, and

WHEREAS, the County Administrator has requested revisions to said Credit Card Policy to authorize an additional credit card in the name of the Public Defender with a monthly limit of One Thousand Dollars (\$1,000) to be used exclusively by the Public Defender's Office and an additional card in the name of the Information Technology Director with a monthly limit of One Thousand Dollars (\$1,000) to be used exclusively by the Information Technology Department, and

WHEREAS, the Finance Committee has reviewed the changes requested by the County Administrator and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Credit Card Policy for Warren County annexed hereto along with Schedules "A-F", be and the same is hereby adopted as the official Credit Card Policy for Warren County, and be it further

RESOLVED, that any and all prior Credit Card Policies, Resolutions or parts thereof inconsistent with the annexed Credit Card Policy for Warren County are hereby repealed effective December 17, 2021.

**COUNTY OF WARREN
CREDIT CARD POLICY**

I. OVERVIEW AND PURPOSE

A. Overview.

The use of conventional credit cards (hereinafter “credit cards”) and/or ghost credit cards (credit accounts without the issuance of a physical plastic card for volume purchases where physical cards are not needed or desired and hereinafter “ghost cards”) can be a cost effective method of obtaining products and services for the County. Credit and/or ghost cards can also save personnel time. Travel, training and other similar expenses are more practically and easily handled through the credit card process. In certain cases and depending on the source of the credit or ghost card and terms thereof, the County may even be able to gain additional savings when using a credit and/or ghost card to make purchases of equipment, fuel, materials and/or supplies.

B. Purpose.

To establish the Policy and Procedures for the use of County credit and/or ghost cards by Department Heads or their designee(s). These procedures are intended to accomplish the following:

1. To ensure that the procurement with credit and ghost cards is accomplished pursuant to the policy and procedures established by the County Board.
2. To ensure appropriate internal controls are established within each department procuring with credit and/or ghost cards so that they are used for authorized purposes only.
3. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
4. To ensure that the County bears no legal liability from inappropriate use of credit and/or ghost cards.

II. ADMINISTRATION OF THE COUNTY’S RELATIONSHIP WITH THE BANK ISSUING THE CREDIT CARD

A. Obtaining Credit Cards and Ghost cards

1. Credit cards shall be obtained from the bank or financial institution authorized by resolution of the County Board of Supervisors. Ghost cards for high volume purchases shall be obtained from the same banking institution that credit cards are obtained from and as authorized by the County Board of Supervisors.
2. Once credit cards and/or Ghost cards are authorized by the Board of Supervisors, the County Administrator will coordinate and arrange for issuance of credit and/or ghost cards in accordance with this policy.
3. The County Administrator and Treasurer shall review enrollment forms, verify all information, and submit an application for credit and/or ghost cards to the bank or financial institution identified in subparagraph (1) hereof. The Chairman of the Board of Supervisors shall sign the enrollment forms on behalf of the County.
4. Credit and/or ghost cards shall be issued to:
 - a. Those Department Heads (hereinafter “Cardholders”);
 - b. For the purposes indicated and at the expenditure limits set forth in *Schedule “A”* which may

be amended from time to time by further resolution of the County Board of Supervisors.

5. All Cardholders shall execute the Cardholder authorization form annexed hereto as *Schedule "B"* and sign the back of the credit card upon receipt (signature on ghost cards is not possible and hence not necessary).
6. The aggregate County credit limit for all issued credit and ghost cards shall be \$292,000.

B. Contact With Card Issuer Representatives.

1. The following officials are authorized to discuss credit card invoices, payments, disputes, temporary limit excess and similar matters:
 - a. Treasurer or designee.
 - b. County Administrator.
 - c. Assistant County Administrator.
2. Cardholders are authorized to discuss credit card invoices, disputes and lost or stolen cards for their for respective department issued credit and/or ghost card(s).

C. Online Management of Credit Cards.

The County Administrator, the Assistant County Administrator and/or designee of the County Administrator shall arrange for online management of credit and/or ghost cards including required passwords for purposes of viewing account expenditures and payments, card charge requests, new applications, reconciling invoices and other features typically offered by Banks or credit card issuers as online management tools.

III. USE OF THE CREDIT CARD, REVOCATION AND RECORD KEEPING

A. Authorized Users

1. The Cardholder who is issued the card or ghost card is the only person authorized to use that card, except:
 - a. In the instance of the Clerk of the Board who may authorize other County officials or employees to use the card for lodging or general use using the forms annexed hereto as *Schedules "C" and "D"*; and
 - b. With respect to the other Cardholders, the Cardholder may allow staff in their respective County Departments to make purchases using the cards or ghost cards, but this shall only be allowed after the credit card use form annexed hereto as *Schedule "C" or "D"* is completed.

B. Authorized Purchases

The credit card or ghost card is to be used in the conduct of the County's business only. The use of a County credit card or ghost card to acquire or purchase goods and services for other than official use of the County is fraudulent use and will subject the employee to disciplinary action up to and including dismissal. In addition, the fraudulent use will be reported to the appropriate law enforcement agency for investigation and possible prosecution.

C. Rules of Use

The following restrictions will apply to purchases made with credit or ghost cards:

1. The goods or services must be budgeted and legally allowable.
2. The total value of a transaction shall not exceed a Cardholders card limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the card limit.
3. Spending limits for the month must be adhered to.

4. Credit and/or ghost card users must inform the merchant that the purchase is tax exempt and provide tax exempt form as necessary.
5. Credit card and/or ghost card users must retain vendors receipts and/or records of telephone, Internet, and/or mail orders for future reconciliation of the credit card statement. Cardholders or designees shall attach receipts, etc. to the invoice batch submitted to the County Auditor when requesting payment of credit and/or ghost card purchases attributable to the Cardholder or the Cardholder's Department as appears on monthly statements.
6. Credit card and/or Ghost card users must still complete Purchase Orders as required by the County Purchasing Policy (identifying the credit/ghost card issuing bank as payee and providing details as to the service or item purchased). Nothing in this policy shall be construed as a means to circumvent the existing Purchasing Policy of the County in regards to bidding requirements, both formal and informal.
7. Any incentive program benefits arising from the use of County credit cards and/or ghost cards shall be the property of the County and deposited in the County General Fund. The County Board of Supervisors shall determine the use of such incentives, if any.

D. Unauthorized Credit or ghost Card Use

1. The credit and/or ghost card SHALL NOT BE USED for the following:
 - a. Personal purchases or identification.
 - b. A purchase that exceeds the Cardholders monthly purchase limit.
 - c. Cash advances.
2. A credit card or ghost card user who makes unauthorized purchases shall be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse.

E. Cardholder Record Keeping

1. When the purchase is made over-the-counter, the credit/ghost card user shall retain the invoice and "customer copy" of the charge receipt. The credit/ghost card user is responsible for checking that the vendor lists the quantity, fully describes the item(s), and includes any tax prior to the credit card user signing the slip. Invoices for meals, hotel stays, etc. will include an itemized list of all items and services purchased.
2. When the purchase is made on the Internet, the credit/ghost card user shall print a copy of the receipt and order confirmation before exiting the site.
3. When a purchase is made over the telephone, the credit/ghost card user shall have the vendor fax or email them a copy of the receipt.
4. When the purchase is made by mail, the credit/ghost card user shall retain all confirmations and shipping documentation.
5. When an item is returned, the vendor shall issue a credit, which should appear on a subsequent statement. *Under no circumstances should the credit/ghost card user or Cardholder accept cash in lieu of a credit of the credit card account.*

F. Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder or staff member designated in writing or by email shall receive his/her monthly statement of account that will list the transactions to the Cardholders credit card for that period.
2. The Cardholder or staff member designated in writing or by email shall check each transaction listed on the monthly statement against the authorizations to verify that the statement is correct.

If an item is returned and a credit voucher received, the Cardholder or designee shall verify that this credit is reflected on the monthly statement.

3. If purchased items are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAINED** by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase or return, the Cardholder shall notify the County Administrator and the Treasurer.
4. If in reviewing the monthly statement, if it is known that an item purchased was found to be unacceptable or not received or not even ordered, the Cardholder or designee is responsible for either, obtaining the item, obtaining a replacement or indicating a dispute of a non-ordered item as soon as possible as indicated herein. In the case of an item that has been ordered that is not acceptable, the Cardholder should attempt to receive that item by the date the Cardholder receives his monthly statement or consider placing the item into dispute. If any items are placed in dispute by the Cardholder, it should be documented using *Schedule "E"* Transaction Dispute Form and attached to the statement with the originals to be forwarded to the County Auditor and a copy of all documents to be forwarded to the County Administrator or the Assistant County Administrator who shall handle and/or process the dispute as may be determined appropriate.

G. Cardholder Security

1. It is the Cardholders responsibility to safeguard the credit/ghost card and account number and any security codes to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust will result in that Cardholder having his/her credit/ghost card withdrawn and disciplinary action.
2. If a credit card or a ghost card number or security code is lost or stolen, the Cardholder shall immediately notify the credit card company, representatives are available 24 hours a day. The County Administrator and Treasurer should also be notified and the Lost/Stolen Card Notification form, *Schedule "F"*, filled out.
3. A new credit or ghost card shall be promptly issued to the Cardholder after the reported loss or theft. A credit card that is subsequently found by the Cardholder after being reported lost shall be submitted to the County Administrator who will then forward the card to the Treasurer for destruction.

H. Cardholder Separation

Prior to separation from the County of Warren, the Cardholder shall surrender the credit card and current credit card proofs of purchase to the County Administrator. Upon its receipt, the County Administrator will follow the steps outlined under Review of Monthly Statement and Payment of Credit Card Purchases, and forward the card to the Treasurer to be destroyed. Any Cardholder ghost cards shall likewise be terminated and new ghost cards established.

I. Revocation of Credit Card Privileges

1. The issuance of a credit card and/or ghost card to an employee is done at the discretion of the County Board of Supervisors.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit and/or ghost card privileges.
3. Repeated loss or theft of any issued credit or ghost card will be cause to revoke the employee's credit/ghost card use privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit/ghost card privilege.

IV. DOCUMENT SUBMISSION AND PAYMENT OF MONTHLY CREDIT/GHOST CARD INVOICE

A. General County Department Procedure

Original sales documents (packing slip, invoice, cash register tape, credit card slips, etc.) for each transaction **MUST** be neatly attached to the credit card statement and attach the same to the account payable batch and submit the same to the Auditor's Office within five (5) business days of receiving the monthly statement.

B. County Auditor Review and Payment by Treasurer

1. The Auditors Office will a) review the documents for accuracy; b) review whether the charges are to the proper accounts, and c) approve the statement for payment.
2. The County Treasurer or staff member designated in writing shall be authorized to access the County's credit account online in order to verify charges and make or push online payments.
3. All purchases made with credit and/or ghost cards shall be paid for within the grace period so that no interest charge or penalties will accrue.

V. AUDITS

The Treasurer may, at the Treasurer's discretion, conduct random audits for both card authority and receipt retention as well as statement review.

SCHEDULE “A”

Credit card and/or ghost cards shall be issued to the Department Heads (hereinafter “Cardholders”) for the purposes and monthly limits set forth:

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$50,000;
- c. One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- d. One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- e. One credit card in the name of the Superintendent of the Department of Public Works for E-bay fees only with a monthly credit limit of \$1,000;
- f. One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and
- g. Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed \$121,000.
- h. One credit card in the name of the Veterans’ Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of \$5,000.
- i. One credit card in the name of the Social Services Director for general use purposes with a monthly credit limit of \$1,000.
- j. One credit card in the name of the Health Services Director for general use purposes with a monthly credit limit of \$1,000.
- k. One credit card in the name of the Public Defender for general use purposes with a monthly credit limit of \$1,000.
- l. One credit card in the name of the Information Technology Director for general use purposes with a monthly credit limit of \$1,000.

Use of credit cards for travel and lodging shall be for the purposes set forth as *Schedule “D”*.

RESOLUTION No. 583 OF 2021

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Use of credit cards for general purposes shall include purchases of a small dollar amount, food service, fuel, supplies, materials, conference registrations, hardware store purchases, Federal Express, United Parcel Service and postal charges, other miscellaneous items authorized in Department Budgets, except when the County has an established account or using a ghost account with a vendor in which case that account shall be used and not the credit card. General purposes shall not include alcoholic beverages, tobacco, lottery tickets, cash advances or ATMs or purchases that require Board Resolutions until such a Board Resolution has been adopted.

SCHEDULE "B"

**ACKNOWLEDGMENT OF RECEIPT OF THE
MASTERCARD PURCHASE CARD**

Last 4 digits of card: _____

I acknowledge that, on the date indicated below, I received a Purchase Card for my Department's use. I have previously received a copy of the County Credit Card Policy which set forth, among other things, Cardholder use and responsibilities. I understand that:

The Purchase Card is a cost-effective method for the purchase and payment of small dollar material transactions and is limited to \$_____ per month.

The Purchase Card is to be used solely for business purchases; not personal purchases.

I am responsible for reconciling monthly statements and maintaining accurate accounting records.

Should my employment with Warren County terminate, I am responsible for returning the Purchase Card to the County Administrator.

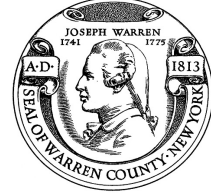
Department Head Name: _____
(Please Print)

Department Head Signature: _____

Date: _____

Warren County Board of Supervisors

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803



Telephone 518-761-6535
Fax 518-761-7652

SCHEDULE "C"

GENERAL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount \$ _____

Purchase Order # (if required): _____

This is to confirm _____ is authorized to use my credit card for
_____ (merchandise) for County purposes.

All purchases are tax exempt.

Vendor Name: _____

Date of Purchase: _____

Name on credit card: Clerk of the Board (Amanda Allen)

Card Number: Ending in: _____ MasterCard / Visa / Other _____

Expiration Date: _____

Call me at (518) 761-7656 with any questions.

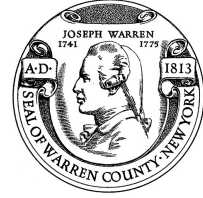
I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen)

Warren County Board of Supervisors

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803



Telephone 518-761-6535
Fax 518-761-7652

TRAVEL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount: \$ _____

This is to confirm _____ is authorized to use my credit card for airline tickets, hotel charges and conference fees (as listed below) for County purposes. All purchases are tax exempt.

AIRLINE TICKETS:

Date of Purchase: _____ Name of Airline: _____

HOTEL CHARGES:

Name and address of hotel: _____

Arrival Date: _____ Departure Date: _____

- Room and room tax charges (tax exempt must have form)
- Long distance phone calls
- Banquet and meeting room charges
- Local phone calls
- Restaurant charges
- Laundry charges

CONFERENCE FEES:

Date of Purchase: _____ Name of Organization (ie. NYSAC): _____

Name on credit card: Clerk of the Board (Amanda Allen)

Card Number: Ending in: _____ MasterCard / Visa / Other _____

Expiration Date: _____

Call me at (518) 761-7656 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen)

SCHEDULE "E"

COUNTY OF WARREN
TRANSACTION DISPUTE FORM

Cardholder Information:

Cardholder's Name: _____

Card Number: _____

Cardholder's Signature: _____ Date: _____

Vendor Name: _____

Statement Date: _____ Transaction Date: _____

Transaction No. _____ Posting Date: _____

Amount Disputed: _____

Dispute:

The item referenced above is being disputed because:

___ There is a difference in the amount I authorized and the amount I was billed.
(A copy of your charge must be attached)

___ I only transacted one charge and I was previously billed for it.
(Date of Purchase charge: _____)

___ The above transaction is mine, but I am disputing the transaction.
(Please state your reason for the denial in detail)

___ I do not recognize the above transaction.

___ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be attached)

___ My account has been charged for the above transaction, but I have not received the merchandise. The details of my attempt to resolve the dispute with the merchant and the merchant's response are indicated below:

Attach the completed form to your monthly statement for review and approval by your Approving Supervisor and the Auditors Office and County Administrator or Assistant County Administrator.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: August 23, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 130	Fire Prevention & Control- Salaries Part Time	A.3640 860	Civil Defense - Hospitalization	\$1,500.00
A.3640 130	Civil Defense - Salaries Part Time	A.3640 860	Civil Defense - Hospitalization	\$7,500.00

Please state reason for transfers requested:

Transfer needed to cover projected budget deficit in A.3640 860 Civil Defense-Hospitalization.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING

PROBATION AGENDA

August 23, 2023

Committee Members: Supervisors Geraci, Magowan, Smith, Conover, McDevitt, Driscoll and Leggett

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:

1. **Request:** To enter into an agreement with KMG Monitoring Service for electronic monitoring services for youth ages 14-17 in the amount of \$10,125 for the period 9/1/23-3/31/24. Funding is covered under Raise the Age Grant.

Rationale: The need for secure and specialized secure detention has increased in our county and there is a significant shortage of detention beds in the state. Electronic monitoring may be viable alternative to detention in some situations.

V. Discussion Items:

VI. Referrals/Pending Items:

- None

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments: 1. Resolution No.3
2. Probation Document

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 8/22/23

- (a) Is this a Result of a Bid or Request for Proposal? **Request for Quote**
- (b) Purpose of Contract: **To provide electronic monitoring services for youth ages 14-17 for the period 9/1/23-3/31/24.**
- (c) Name of Contractor: **KMG Monitoring Service**
- (d) Address of Contractor: **9 Cranberry Lane, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Michael Gray**
- (f) Has or will the Contract be provided, if so, please attach: **Will be provided**
- (g) Commencement Date of Contract: **9/1/23**
- (h) Termination Date of Contract: **3/31/24**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$10,125**
 - 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: A.3140 470 Probation-Contract \$10,125**

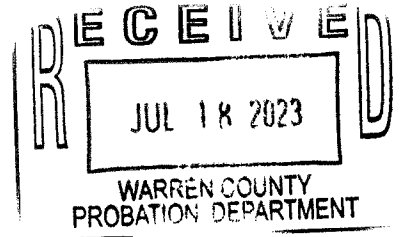
**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

KMG Monitoring Service

9 Cranberry Lane
Queensbury, NY 12804
(518) 744-7282

Robert F. Iusi, Jr.
Director of Probation
Warren County Probation Department
1340 State Route 9
Lake George NY 12845



9:45 AM
[Handwritten signature]

Dear Mr. Iusi,

I'm writing in response to Warren County Probation Department's Request for Quotes for juvenile electronic monitoring. It has been a pleasure providing electronic monitoring services for your department in the past. Our proposal is as follows

For the period of 9/1/23 -3/31/24, KMG Monitoring will provide juvenile electronic monitoring services for youth ages 14 – 17 for the rate of \$1,445.00 per month. This would provide the Probation Department with 40 days per month of coverage for a total of 280 days. Each additional day over 280, would be billed at a rate of \$36.00 per day per youth. As you are aware, this professional service is 100% reimbursable through New York State's Raise the Age funding. There will not be any additional cost for installations or equipment retrieval. KMG Monitoring will be responsible for providing 24-hour on-call coverage seven days per week. KMG Monitoring will also respond to any technical issues and unauthorized leaves. Our staff will be available to testify in court as needed and will provide daily activity reports as directed.

Thank you for the privilege of allowing me to provide a quote for this service. If you have any questions, please don't hesitate to contact me.

Sincerely,

Michael J. Gray, Owner

WARREN COUNTY PROBATION DEPARTMENT

1340 State Route 9

Lake George, NY 12845

(518) 761-6444 · Fax (518) 761-6566

e-mail: Probation@co.warren.ny.us

Director II

Robert F. Iusi, Jr.

Supervisors

Adam Stephenson

Amy Secor

There have been several State and Federal policy and legislative changes that significantly impact our local probation departments work.

Federal and State Changes that are impacting the Probation Department Locally:

1. On February 9, 2018, the Federal *Family First Prevention Services Act* (FFPSA) was enacted and went into effect on Effective in NYS on 9/29/21. The purpose of the Reform was to address federal financing to prioritize family-based foster care over residential care by limiting federal reimbursement for certain residential placements. Aimed at providing higher quality care in congregate settings with focus on entire family with the Goal is to reduce lengths of stay and prevent recurrence of placement. This eliminated 30-day assessments which the Family Court utilized on many occasions as an alternative to detention in order to stabilize a child's mental/behavioral health and home life circumstances. According to the State plan Prevention Services funding through Title IV-E reimbursement. It is uncertain how the designated agency will apply this funding.
2. Since 2014, NY has closed a third of its children and adolescent state-run psychiatric hospital beds. Again, in this process the state designed funding initiatives that were to support home based and outpatient mental health services that prevented hospitalization or residential care but we are currently facing a lack of services in addition to mental health crisis expansion. Additionally, many of the homes these youth are coming from are unable to support or provide safe and suitable environments to address their youths needs. Thus, creating circumstances in which these youth are unsupervised and committing juvenile delinquency or criminal offenses. Many local agencies expressed concerns that although there is allegedly State funding for Mental Health services and wrap around programing, these programs are not readily available in Warren County or available to Warren County families.
3. In 2018, there were 20 Non-Secure bed facilities in the State of New York now there are Less than 7, one of which just takes females and the closest one to Warren County is in Burnham.
 - a. There are only 8 secure/specialized secure detentions in NYS and we are only able to access 6 as the other are reserved for NYC only. **Albany Erie Monroe Nassau Onondaga Westchester**
 - b. 75 total beds for all of NYS (not NYC) in Secure Detention for Juvenile Delinquents and Juvenile Offenders
 - c. And 89 for Adolescent Offenders for all of NYS (not NYC).
 - d. On any given day since 2021 these beds are at or beyond capacity. Thus, leaving youth who should be in detention settings out on the streets. A serious safety concern not only for the youth but for the community.

4. In 2018, the average cost of detention was \$400 to \$900 dollars a day and now the average cost of detention is \$900-\$1600.
5. Every year Through the Office of Family and Children Services each NYS County is allocated a State STSJP amount and a STSJP detention allocation amount that are connected to each other. The STSJP amount is for programs for youth at risk of becoming a PINS or JD or adjudicated PINS or JD youth. The Detention amount is for payment of designated Court ordered detention beds. Every year at the time of developing the STSJP County Plan each locality has the option of Shifting funds from the STSJP Detention Allocation to the STSJP Allocation. Shifting detention funds allows for more funds to be utilized for youth programing for PINS or JD youth at a 62% State reimbursement rate. STSJP reimbursement is 62 percent state share and 38 percent local share. Detention reimbursement is 49 percent state share and 51 percent local share. When a municipality shifts money from a detention allocation to an STSJP allocation, more money is available for STSJP-related services and programs and the funding is reimbursable at the 62 percent rate. In 2022, Warren Counties OCFS detention budget allocation was cut from \$226,683 to \$83,667 last year without warning. \$61,862.00 was shifted from the detention allocation to cover the cost of program contracts leaving only \$21,805 in the detention budget for the year. Once the detention allocation is depleted the cost of detention is no longer 49 percent reimbursable from the state and becomes 100% county responsibility.

What does Warren County Probation Department Data say? Summary of our Warren County Probation Data:

From 2021 to 2022 Warren Counties JD intakes increased by 22 youth. Additionally, the number of charges that these youth received doubled (so instead of having one charge the majority of the youth that came in for intake had multiple separate event charges/ arrests). There is a steady increase of non secure, secure, and specialized secure detentions ordered due to the nature of offense, the circumstances of the youth's environment, and the need to maintain public and child safety. Since January 1st of this year we have surpassed our total JD numbers within 6 months that we had for the year entire year of 2021, we have had two non-secure detention, three secure detentions, and one specialized secure. OCFS is the highest level of placement an adjudicated Juvenile Delinquent can receive. It is a secure setting within the States Custody. Prior to 2016 we had no OCFS placements, from 2016-2022 we had 4 total OCFS placements. Since January 1st of this year we have had 3 OCFS placements.

The YASI is a validated Risk and Needs Assessment developed by Orbis Partners Inc. and is utilized across the country and throughout New York State Probation Departments as well as Department of Social Services serving PINS youth. The following data was extracted from the Warren County probation department YASI records.

- 1) Youth Assessment and Screening. YASI data indicates that from January 1st of 2023 until today over 30% of the youth that come into the probation department score high risk overall on the screening instrument. Of those youth the highest risk factor is the Family domain at 94.1%, the second highest risk factor is the Skills domain at 94%, and the third highest risk factor is Mental Health at 82.4%.

To give perspective in 2019 the data indicated that of the youth who scored high risk on the YASI, the highest risk factor was Family at 68.8% (increase of 25.3%), the second highest risk factor was Mental Health at 53.1% (Increase of 40.9%), and the third highest risk factor was School at 46.9% (this is now a completely different domain).

Over 50% of the youth that come into the probation department score moderate risk overall on the screening instrument. Of those youth the 93.5% highest risk factor is the Skills domain, the

second highest risk factor is Family at 77.4%, and the third highest risk factor is Mental Health at 67.7% scoring high risk.

- 2) Not only is there an increase in the number of youths coming into probation for juvenile delinquency matters and criminal matters but there is an increase of homeless youth coming to the attention of probation.
 - a) Increase of youth living with their family but being housed in a hotel or with a relative due to homelessness.
 - b) Increase of youth 12 and up reporting runaway or homelessness with no respite beds available for this age group. WAIT house can only take 16 and up for respite. Captain's Youth Shelter can take youth ages 13 and up for voluntary respite but they are usually at capacity.
- 3) Increase of 14 and 15-year-old committing and being legitimately charged with Misdemeanor and Felony offenses that are not eligible or suitable for adjustment services per the New York State URFC (Uniform Rules for Family Court) section §205.22(c) (meaning that they are required to be petitioned into family court due to the specifics of the crime.)
- 4) Increase in pre-adolescent and adolescent behavioral and mental health crisis while there is a sharp decrease in the availability of mental health stabilization beds or crisis response stabilization centers.

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
August 23, 2023

COMMITTEE MEMBERS: Supervisors GERACI, Magowan, Smith, Conover, McDevitt, Driscoll and Leggett - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- 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:
 1. Request: Request for New Contract: Indigent Legal Services (ILS): Distribution #14
Rationale: To receive continued grant funding from ILS for the Public Defender & Assigned Counsel
 2. Request: Request to Extend Existing Contract
Rationale: To extend Contract with 333 Glen Street Associates LLC for Leased Space (ILS funded)
 3. Request: Request to Reclassify Position
Rationale: To delete a Part Time Assistant Public Defender Position and create a Per Diem Assistant Public Defender Position to best utilize resources (ILS funded)
 4. Request: Request for Transfer of Funds
Rationale: To correct Budget Exception report/Overages
 5. Request: Request for New Contract: AAA All Court Transcripts
Rationale: To increase total amount Warren County can spend for transcripts with AAA All Court Transcripts from \$1,000 to \$5,000 annually
- V. Discussion Items:
 - a. Attorney Salary Study
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 3 – Request for New Contract (Indigent Legal Services Distribution #14)
2. Resolution Request Form No. 4 – Request to Extend Existing Contract (333 Glen Street Associates LLC - Lease)
3. Resolution Request Form No. 14 – Request to Reclassify Position (APD PT to APD Per Diem)
4. Resolution Request Form No. 10 – Request for Transfer of Funds (.1 codes)
5. Resolution Request Form No. 3 – Request for New Contract (AAA All Court Transcripts)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 8/23/2023

- (a) Is this a Result of a Bid or Request for Proposal? **no**
- (b) Purpose of Contract: **Distribution #14 will provide continued grant funding to the Warren County Public Defender's Office and Assigned Counsel Program for Indigent Legal Services. This Distribution is a continuation of #11/#8/#5/#2**
- (c) Name of Contractor: **NYS Office of Indigent Legal Services**
- (d) Address of Contractor: **A.E. Smith Building, 11th Floor
80 South Swan Street
Albany, NY 12210**
- (e) Contractor's Contact Person and Telephone Number: **Patricia J. Warth**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **January 1, 2024**
- (h) Termination Date of Contract: **December 31, 2026**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$320,436**
 - 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

Brothers, Erin

From: Warth, Patricia (ILS) <Patricia.Warth@ils.ny.gov>
Sent: Monday, August 7, 2023 11:54 AM
Cc: Chief Judge Rowan D. Wilson; michaelgbreslin@gmail.com; ciparickc@gtlaw.com; Hon. Sheila A. DiTullio; ved@connorsllp.com; DATkins@westchestergov.com; Suzette Melendez; Leonard Noisette; JZAYAS@NYCOURTS.GOV; ils.dl.all.users
Subject: ILS Distribution #14
Attachments: ILS Distribution 14-Funding Amounts.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mandated Representation Leaders, County and City Officials,

We are very happy to inform you that we have received authorization from the Division of Budget for the release of Distribution #14.

This funding distribution, which was approved by the Indigent Legal Services Board at its meeting on June 2, 2023, consists of \$46,464,684 over three years (\$15,488,228 per year) to 57 counties and New York City, to improve the quality of mandated representation – criminal defense and parental representation in Family Court matters – within each locality. The annual amount and the three-year total for which each locality may apply, as well as the designated contract number, are set forth in the attachment. The contract period runs from January 1, 2024 through December 31, 2026.

To receive these funds, a locality must engage in meaningful consultation with the leader of each provider of representation under article 18-B of the County Law; and as a result of that consultation submit a three-year plan to ILS demonstrating that the funding provided will be used to improve the quality of representation. This submission must include a budget narrative that serves as a written justification for your line-item costs and describes how each component of the plan will improve the quality of representation. To facilitate review, a proper budget narrative should also explain how the costs associated with each line item or category relate to the implementation of the project as outlined in your proposal.

Please note that Distribution #14 is a new authorization for the funding amount you have been receiving under Distribution #11, for which the contract period (unless extended) will expire on December 31, 2023. Thus, in your consultations, you may wish to review your uses of Distribution #11 funding to determine whether you will seek its continuation in whole or in part under Distribution #14.

Once we have reviewed each proposal and are satisfied that it is the product of meaningful consultation and that the funds sought will be used to improve the quality of representation, we will consider approval of the proposal. Once approved, the terms of the proposal will be formalized in a contract, which will include a Budget and Work Plan to govern the expenditures. To expedite this process, I encourage you to attach a developed Budget and Work Plan to your proposal.

Please submit your proposal as soon as it is ready, or by the close of business on October 27, 2023, and send it to Proposals@ils.ny.gov. If you have not yet submitted your proposal for Distribution #13 or earlier, we encourage you to do so promptly and also send to Proposals@ils.ny.gov.

We look forward to continuing to work in partnership with you to improve and strengthen the quality of legally mandated representation in every locality.

Best,
Patricia



Patricia J. Warth

Director

New York State Office of Indigent Legal Services

80 S Swan St, Ste 1147, Albany, NY 12210 | www.ils.ny.gov

Office (518) 486-5337 / Cell (518) 603-0851 / patricia.warth@ils.ny.gov | (she/her/hers)

Office of Indigent Legal Services

Distribution #14

January 1, 2024 - December 31, 2026

CONTRACT #	COUNTY	1-YEAR AMOUNT	TOTAL FOR ALL THREE YEARS
C140001	Albany	\$524,485.00	\$1,573,455.00
C140002	Allegany	\$70,434.00	\$211,302.00
C140003	Broome	\$435,177.00	\$1,305,531.00
C140004	Cattaraugus	\$161,466.00	\$484,398.00
C140005	Cayuga	\$87,366.00	\$262,098.00
C140006	Chautauqua	\$179,946.00	\$539,838.00
C140007	Chemung	\$176,864.00	\$530,592.00
C140008	Chenango	\$59,436.00	\$178,308.00
C140009	Clinton	\$152,230.00	\$456,690.00
C140010	Columbia	\$101,162.00	\$303,486.00
C140011	Cortland	\$100,348.00	\$301,044.00
C140012	Delaware	\$69,914.00	\$209,742.00
C140013	Dutchess	\$547,813.00	\$1,643,439.00
C140014	Erie	\$970,085.00	\$2,910,255.00
C140015	Essex	\$63,832.00	\$191,496.00
C140016	Franklin	\$75,322.00	\$225,966.00
C140017	Fulton	\$73,416.00	\$220,248.00
C140018	Genesee	\$111,400.00	\$334,200.00
C140019	Greene	\$76,920.00	\$230,760.00
T140001	Hamilton	\$8,632.00	\$25,896.00
C140020	Herkimer	\$44,494.00	\$133,482.00
C140021	Jefferson	\$129,572.00	\$388,716.00
C140022	Lewis	\$37,976.00	\$113,928.00
C140023	Livingston	\$67,734.00	\$203,202.00
C140024	Madison	\$75,892.00	\$227,676.00
C140025	Monroe	\$1,061,585.00	\$3,184,755.00
C140026	Montgomery	\$74,256.00	\$222,768.00
C140027	Nassau	\$1,075,461.00	\$3,226,383.00
C140028	New York City	\$765,561.00	\$2,296,683.00
C140029	Niagara	\$219,526.00	\$658,578.00
C140030	Oneida	\$358,764.00	\$1,076,292.00
C140031	Onondaga	\$640,388.00	\$1,921,164.00
C140032	Ontario	\$181,274.00	\$543,822.00
C140033	Orange	\$441,584.00	\$1,324,752.00
C140034	Orleans	\$52,146.00	\$156,438.00
C140035	Oswego	\$182,974.00	\$548,922.00
C140036	Otsego	\$111,370.00	\$334,110.00
C140037	Putnam	\$94,564.00	\$283,692.00
C140038	Rensselaer	\$181,382.00	\$544,146.00

Office of Indigent Legal Services

Distribution #14

January 1, 2024 - December 31, 2026

CONTRACT #	COUNTY	1-YEAR AMOUNT	TOTAL FOR ALL THREE YEARS
C140039	Rockland	\$414,904.00	\$1,244,712.00
C140040	Saratoga	\$141,067.00	\$423,201.00
C140041	Schenectady	\$308,843.00	\$926,529.00
C140042	Schoharie	\$45,660.00	\$136,980.00
C140043	Schuyler	\$37,184.00	\$111,552.00
C140044	Seneca	\$46,214.00	\$138,642.00
C140045	St. Lawrence	\$170,435.00	\$511,305.00
C140046	Steuben	\$140,598.00	\$421,794.00
C140047	Suffolk	\$1,404,171.00	\$4,212,513.00
C140048	Sullivan	\$161,998.00	\$485,994.00
C140049	Tioga	\$41,268.00	\$123,804.00
C140050	Tompkins	\$179,657.00	\$538,971.00
C140051	Ulster	\$293,696.00	\$881,088.00
C140052	Warren	\$106,812.00	\$320,436.00
C140053	Washington	\$59,002.00	\$177,006.00
C140054	Wayne	\$165,141.00	\$495,423.00
C140055	Westchester	\$1,862,331.00	\$5,586,993.00
C140056	Wyoming	\$34,040.00	\$102,120.00
C140057	Yates	\$32,456.00	\$97,368.00
	TOTAL	\$15,488,228.00	\$46,464,684.00

ATTACHMENT B-1

BUDGET

Office of Indigent Legal Services
DISTRIBUTION #11
January 1, 2021 - December 31, 2023

COUNTY OF WARREN

Total Contract Amount: \$320,436.00

Budget Expenditure Item	Year 1 1/1/21 - 12/31/21	Year 2 1/1/22 - 12/31/22	Year 3 1/1/23 - 12/31/23
PUBLIC DEFENDER'S OFFICE			
Personnel:			
Legal Clerk - Salary	\$31,200.00	\$32,000.00	\$32,800.00
Legal Clerk - Fringe	\$12,800.00	\$12,800.00	\$12,800.00
Subtotal Personnel	\$44,000.00	\$44,800.00	\$45,600.00
Contract / Consultant:			
Experts / Interpreters / Transcriptions / Medical and Other Specialists	\$6,905.00	\$6,905.00	\$6,905.00
Subtotal Contracted/Consultant	\$6,905.00	\$6,905.00	\$6,905.00
Total for Public Defender Office	\$50,905.00	\$51,705.00	\$52,505.00
ASSIGNED COUNSEL PLAN			
Personnel:			
Grant Administrator - Salary	\$8,320.00	\$8,487.00	\$8,657.00
Grant Administrator - Fringe	\$637.00	\$650.00	\$663.00
Subtotal Personnel	\$8,957.00	\$9,137.00	\$9,320.00
Contracted/Consultant:			
Rural Law Center of New York, Inc. - Appeals	\$25,404.00	\$28,455.00	\$25,134.00
Legal Aid Society of Northeastern NY - Paralegal	\$18,787.00	\$19,646.00	\$20,081.00
Subtotal Contracted/Consultant	\$44,191.00	\$48,101.00	\$45,215.00
OTPS:			
Computer Equipment	\$400.00	\$0.00	\$0.00
Subtotal OTPS	\$400.00	\$0.00	\$0.00
Total for Assigned Counsel Plan	\$53,548.00	\$57,238.00	\$54,535.00
TOTAL	\$104,453.00	\$108,943.00	\$107,040.00
THREE-YEAR TOTAL	\$320,436.00		

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 8/23/2023

- (a) Purpose of Contract Change: **Request to extend existing Lease with 333 Glen Street**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
- (c) Name of Contractor: **333 Glen Street Associates LLC**
- (d) Address of Contractor: **333 Glen Street, Suite 102
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **R. Kevin Lynn
(518) 209-7282**
- (f) Commencement Date of Extension: **11/1/2023**
- (g) Termination Date of Extension: **10/31/2024**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$15,600**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **\$1,300 monthly**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: **A.1171.4202 411****

**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

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 8/23/2023

- (a) Title of Reclassified Position: **Assistant Public Defender (11) (Per Diem)**

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. **\$60.76/hour (\$40,903 annually)**)

- (c) Title and Employee Number of Position to be Deleted: **Assistant Public Defender - PT (10940)**

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. **\$40,903**)

- (e) Effective Date:* **9/18/2023**
*Please do not backdate unless the purpose is to correct an error.

- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.1171.4202 130**
Public Defender Hurrell-Harring Salaries - Part Time

- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Warren County Public Defender's Office

SIGNED:

DATE: 8/23/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171 110	Public Defender Salaries - Regular	A.1171 120	Public Defender Salaries - Overtime	\$19.41
A.1171 110	Public Defender Salaries - Regular	A.1171 130	Public Defender Salaries - Part Time	\$27,205.30
A.1171.4202 110	Public Defender Hurrell-Harring - Salaries	A.1171.4202 120	Public Defender Hurrell-Harring - Overtime	\$23.92

Please state reason for transfers requested:

To correct Budget Exception/Overages

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 8/23/2023

- (a) Is this a Result of a Bid or Request for Proposal? **no**
- (b) Purpose of Contract: **To authorize an increase in the contract with AAA All Court Transcripts for Warren County from \$1,000 up to \$5,000 annually.**
- (c) Name of Contractor: **AAA All Court Transcripts**
- (d) Address of Contractor: **12 West Terrace Court
Ballston Lake, NY 12019**
- (e) Contractor's Contact Person and Telephone Number: **Cathy Sausville
(518) 577-8051**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **9/18/2023**
- (h) Termination Date of Contract:
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$5,000 annually**
 - 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

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE
SHERIFF AGENDA
August 23, 2023

COMMITTEE MEMBERS: Supervisors Geraci, Magowan, Smith, Conover, McDevitt, Driscoll, Leggett, and Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Amend the County budget to reflect the appropriate revenue and expense codes for the second half of the 2023-2024 School Resource Officer agreements.
Rationale: The amendments are necessary to fund the budget codes for the School Resource Officer programs.
 2. Request: Enter into an agreement with Nemer Chrysler, Jeep, Dodge, Ram for dealer specific service, maintenance, and repairs.
Rationale: An agreement is necessary for dealer specific service, maintenance, and repairs of Sheriff's Office Chrysler, Jeep, Dodge, and Ram vehicles.
 3. Request: Create new position, Patrol Officer #74.
Rationale: The newly created position will be utilized to provide full-time dedicated school resource officer services to the Warrensburg Central School District. The salary for this newly created position will be funded through an existing agreement with the School District.
 4. Request: Transfer of funds from the Sheriff's Office budget to the County contingent account.
Rationale: The Sheriff's Office required unexpected funding to replace an Eaton Lighting Uninterruptible Power System (UPS) in the Correctional Facility. The item is original to the Sheriff's Office facilities and the failure was not anticipated. A transfer of \$30,000 was made in April 2023, but it was determined additional funding for the replacement is necessary. Funding for the project will be reviewed during the 2024 budget process.
 5. Request: Amend the Hadley-Luzerne Central School District school resource officer agreement.
Rationale: An amendment is necessary to accommodate a request from the Hadley-Luzerne Central School District to increase the contract amount.
 6. Request: Amend the Warrensburg Central School District school resource officer agreement.
Rationale: An amendment is necessary to amend the patrol coverage assignment and contract amount.
- IV. Discussion Items:
 1. 2023 Overtime Expenditures - Correction Division

V. Referrals/Pending Items:

VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to adjourn

-
- Attachments:
1. Resolution Request Form No. 7 - Request to Amend County Budget (School Resource Officers)
 2. Resolution Request Form No. 3 - Request for New Contract (Nemer CJDR)
 3. Resolution Request Form No. 11 - Request to Create New Position (Patrol Officer #74)
 4. Resolution Request Form No. 10 - Request for Transfer of Funds (UPS System)
 5. Resolution Request Form No. 4 - Request to Amend Existing Contract (Hadley-Luzerne SRO)
 6. Resolution Request Form No. 4 - Request to Amend Existing Contract (Warrensburg SRO)
- Discussion Item #1. Sheriff's Office Correction Division Overtime Outline

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: August 23, 2023

(a) Purpose of Amendment: Amend County Budget to reflect appropriate revenues and expenses for the first half of the school resource officer service agreements.

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton)	\$18,579
A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton)	\$1,152
A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton)	\$269
A.3120.1007 130 Sheriff's SRO's - Salaries Part Time (Glens Falls)	\$22,991
A.3120.1007 830 Sheriff's SRO's - Social Security (Glens Falls)	\$1,426
A.3120.1007 831 Sheriff's SRO's - Medicare (Glens Falls)	\$333
A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne)	\$46,447
A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne)	\$2,880
A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne)	\$673
A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg)	\$18,579
A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg)	\$1,152
A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg)	\$269
A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George)	\$37,157
A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George)	\$2,304
A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George)	\$539
A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren)	\$18,579
A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren)	\$1,152
A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren)	\$269
A.3120.1002 130 Sheriff's SRO's - Salaries Part Time (Queensbury)	\$27,872
A.3120.1002 830 Sheriff's SRO's - Social Security (Queensbury)	\$1,728
A.3120.1002 831 Sheriff's SRO's - Medicare (Queensbury)	\$404

(c) Revenue Code (with title), and amount:

A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton)	\$20,000
A.3120.1007 2260 Sheriff's SRO's - Other Govt (Glens Falls)	\$24,750
A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne)	\$50,000
A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg)	\$20,000
A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George)	\$40,000
A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren)	\$20,000
A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury)	\$30,004

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME:** Sheriff**DATE:** August 23, 2023

- (a) **Is this a Result of a Bid or Request for Proposal?** Yes (WC 43-23)
- (b) **Purpose of Contract:** Enter into agreement with Nemer Chrysler, Jeep, Dodge, Ram of Queensbury to perform proprietary dealer only repairs for various Dodge, Chrysler, and Jeep Sheriff's Office vehicles
- (c) **Name of Contractor:** Nemer Chrysler, Jeep, Dodge, Ram of Queensbury
- (d) **Address of Contractor:** 728 Quaker Road, Queensbury, NY 12804
- (e) **Contractor's Contact Person and Telephone Number:** Ronald Pliscofsky
Parts & Service Director
(518) 793-2571
- (f) **Has or will the Contract be provided, if so, please attach:** No
- (g) **Commencement Date of Contract:** 10/01/2023
- (h) **Termination Date of Contract:** 09/30/2024 (with an option for one (1) one-year extension upon mutual agreement of both parties)
- (i) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount \$119.95
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:**

A.3110 441 General Sheriff's Law Enforcement - Auto Supplies & Repair

* as listed in budget and LOGOS

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 43-23 ITEM(S): PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS DODGE, CHRYSLER AND JEEP MAKES AND MODELS DATE: AUGUST 3, 2023 TIME: 3:00 PM.	<p align="center">NAME & ADDRESS OF BIDDER</p> Nemer CJDR of Queensbury Attn: Ron Pliscofsky 728 Quaker Road Queensbury, NY 12804 Ph: 518-793-2571 Fx: 518-793-1245
<p align="center">DESCRIPTION OF ITEM</p>	<p align="center">BID PRICE</p>
Hourly Rate: Mechanic	\$119.95
Materials/Parts Furnished: Percent Mark-Up Over Cost	40%
Markup for Purchase of Parts Only	40%
BID AWARDED TO:	RESOLUTION NO.: xx of 2023
✓ JULIE A. BUTLER, PURCHASING AGENT	TERM: OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: August 23, 2023

- (a) **Title of Requested Position:** Patrol Officer #74
- (b) **Annual Base Salary (and Grade of Applicable):** \$53,044
- (c) **Effective Date for New Position:***
***Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (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):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3120 1008 110 General School Resource Officers - Warrensburg Central School Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary BEFORE bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** Yes
The position is funded by the Warrensburg Central School District

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: SHERIFF

SIGNED: _____

DATE: August 23, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 413	Law Enforcement - Repair & Maint.-Bldg	A.1990 469	Contingent Account - Other Payments/Cont	\$30,000

Please state reason for transfers requested: The Sheriff’s Office required unexpected funding to replace an Eaton Lighting Uninterruptible Power System (UPS) in the Correctional Facility. The item is original to the Sheriff’s Office facilities and the failure was not anticipated. A transfer of \$30,000 was made in April 2023, but it was determined additional funding for the replacement is necessary. Funding for the project will be reviewed during the 2024 budget process.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 413	Law Enforcement - Repair & Maint.-Bldg	A.1990 469	Contingent Account - Other Payments/Cont	\$30,000

Please state reason for transfers requested:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 4***Request for Extending, Rescinding or Amending Existing Contract*****DEPARTMENT NAME:** Sheriff**DATE:** August 23, 2023

- (a) **Purpose of Contract Change:** Increase the contract amount with Hadley-Luzerne Central School District from \$90,000 to \$100,000
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** Resolution No. 341 of 2023
- (c) **Name of Contractor:** Hadley-Luzerne Central School District
- (d) **Address of Contractor:** 273 Lake Avenue, Lake Luzerne NY 12846
- (e) **Contractor's Contact Person and Telephone Number:** Burgess Ovitt
Superintendent
(518) 696-2378
- (f) **Commencement Date of Extension:** 08/14/2023
- (g) **Termination Date of Extension:** 06/30/2024
- (h) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$100,000
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)

1st payment of \$50,000 to be invoiced on 01/02/2024
2nd payment of \$50,000 to be invoiced on 06/01/2024
- (i) **Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**

A.3120.1001 2260 School Resource Officers - Hadley-Luzerne School District
Public Safety - Other Govt

Sample: A.3110 470 General Sheriff's Law Enforcement - 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. 341 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, MAGOWAN, SMITH, CONOVER, MCDEVITT, DRISCOLL, AND LEGGETT

AUTHORIZING AN AGREEMENT WITH HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT

WHEREAS, the Hadley-Luzerne Central School District ("School") has requested that the Warren County Sheriff provide law enforcement services by providing coverage equal to two (2) School Resource Officers in the form of either a Patrol Officer, Patrol Officer - Part Time, and/or a Special Patrol Officer, as determined by the Sheriff, with one to be stationed at the Stuart M. Townsend Elementary School and the other at the Hadley-Luzerne Junior/Senior High School for the 2023-2024 academic year commencing August 14, 2023 and terminating June 30, 2024, and

WHEREAS, the Sheriff has agreed to provide these services during normal school hours throughout the 2023-2024 academic year and for such other events that may be requested by the School District and covered under the terms of the agreement, and

WHEREAS, the school has agreed to pay the County an amount not to exceed Ninety Thousand Dollars (\$90,000) for such School Resource Officers services at each of the two schools in the Hadley-Luzerne Central School District, for a term commencing August 14, 2023 and terminating June 30, 2024, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with the Hadley-Luzerne Central School District, 273 Lake Avenue, Lake Luzerne, New York 12846, to provide law enforcement services during normal school hours throughout the 2023-2024 academic year and for such other events as may be requested by the School District for an amount not to exceed Ninety Thousand Dollars (\$90,000), for a term commencing August 14, 2023 and terminating June 30, 2024, in a form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 4***Request for Extending, Rescinding or Amending Existing Contract*****DEPARTMENT NAME:** Sheriff**DATE:** August 23, 2023

- (a) **Purpose of Contract Change:** Amend the agreement with Warrensburg Central School District to decrease the number of uniformed Patrol Officers assigned from two (2) to one (1) and increase the contract amount from \$80,000 to \$90,000
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** Resolution No. 346 of 2023
- (c) **Name of Contractor:** Warrensburg Central School District
- (d) **Address of Contractor:** 103 Schroon River Road, Warrensburg NY 12885
- (e) **Contractor's Contact Person and Telephone Number:** Amy Langworthy
Superintendent
(518) 623-2861
- (f) **Commencement Date of Extension:** 08/14/2023
- (g) **Termination Date of Extension:** 06/30/2024
- (h) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$90,000
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)

1st payment of \$45,000 to be invoiced on 01/02/2024
2nd payment of \$45,000 to be invoiced on 06/01/2024
- (i) **Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**

A.3120.1008 2260 School Resource Officers - Warrensburg Central School Dist
Public Safety - Other Govt

**Sample: A.3110 470 General Sheriff's Law Enforcement - 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. 346 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, MAGOWAN, SMITH, CONOVER, MCDEVITT, DRISCOLL, AND LEGGETT

AUTHORIZING AN AGREEMENT WITH THE WARRENSBURG CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE WARRENSBURG CENTRAL SCHOOL

WHEREAS, the Warrensburg Central School District ("School") has requested that the Warren County Sheriff provide law enforcement services by providing coverage equal to two (2) School Resource Officers in the form of either a Patrol Officer, Patrol Officer - Part Time, or a Special Patrol Officer, as determined by the Sheriff, at the Warrensburg Central School for the 2023-2024 academic year, commencing August 14, 2023 and terminating June 30, 2024 and

WHEREAS, the Sheriff has agreed to provide these services during normal school hours throughout the 2023-2024 academic year and for such other events that may be requested by the School District and covered under the terms of the agreement, and

WHEREAS, the School has agreed to pay the County an amount not to exceed Eighty Thousand Dollars (\$80,000) for such School Resource Officers services to the Warrensburg Central School, for a term commencing August 14, 2023 and terminating June 30, 2024, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with the Warrensburg Central School District, 103 Schroon River Road, Warrensburg, New York 12885 to provide law enforcement services during normal school hours throughout the 2023-2024 academic year and for such other events as may be requested by the School District for an amount not to exceed Eighty Thousand Dollars (\$80,000), for a term commencing August 14, 2023 and terminating June 30, 2024, in a form approved by the County Attorney.

SHERIFF'S CORRECTION DIVISION OVERTIME A.3150 120

YEAR	ADOPTED BUDGET TOTAL	ACTUAL ANNUAL EXPENDITURE	% OF BUDGET	CORRECTION DIVISION BUDGET OFFICER REGULAR SALARIES
2004	\$126,690	\$192,167	152	\$2,389,295
2005	\$126,690	\$257,105	203	\$2,900,895
2006	\$126,690	\$388,905	307	\$3,044,695
2007	\$220,000	\$312,701	142	\$3,281,995
2008	\$220,000	\$318,397	145	\$3,363,304
2009	\$215,000	\$370,326	172	\$3,608,695
2010	\$185,002	\$282,079	152	\$3,732,632
2011	\$220,000	\$470,891	214	\$3,671,256
2012	\$220,000	\$385,314	175	\$3,704,801
2013	\$350,000	\$655,829	187	\$3,733,783
2014	\$350,000	\$409,969	117	\$3,963,049
2015	\$460,000	\$412,640	90	\$4,541,761
2016	\$350,000	\$565,295	161	\$4,751,352
2017	\$350,000	\$675,203	193	\$4,685,098
2018	\$350,000	\$754,582	215	\$5,030,121
2019	\$350,000	\$456,642	130	\$5,142,082
2020	\$200,000	\$500,001	250	\$5,291,521
2021	\$200,000	\$631,975	315	\$5,348,518
2022	\$200,000	\$665,189	332	\$5,363,418
2023	\$200,000	\$529,089 (July)	- - -	\$6,004,779

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: CRIMINAL JUSTICE & PUBLIC SAFETY

DATE: AUGUST 23, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: GERACI
MAGOWAN
SMITH
CONOVER
MCDEVITT
LEGGETT

OTHERS PRESENT:

JULIE GARCIA, ADMINISTRATOR, ASSIGNED COUNSEL
REPRESENTING THE PUBLIC DEFENDER'S OFFICE:
KEVIN BRUEN, ASSISTANT PUBLIC DEFENDER
REPRESENTING THE PROBATION DEPARTMENT:
ROBERT IUSI, DIRECTOR, PROBATION
AMY SECOR, JUVENILE PROBATION SUPERVISOR
ANN MARIE MASON, DIRECTOR, OFFICE OF EMERGENCY SERVICES
REPRESENTING THE SHERIFF'S OFFICE:
JAMES LAFARR, SHERIFF
TERRY COMEAU, UNDERSHERIFF
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BRUNO
ETU
FRASIER
JULIE BUTLER, PURCHASING AGENT
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR: DRISCOLL

Please note, the following contains a summarization of the August 23, 2023 meeting of the Criminal Justice & Public Safety Committee; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=Ddzw0YS9TcA&t=4643s>

Mr. Geraci called the meeting of the Criminal Justice & Public Safety Committee to order at 9:00 a.m.

Motion was made by Mr. Smith, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Assigned Counsel; Public Defender; Probation; Office of Emergency Services (*OES*); and Sheriff agendas were distributed to those in attendance. *Copies of the agendas are on file with the meeting minutes.*

Privilege of the floor and public comment was called for, but there was no one wishing to speak.

The Committee began with a review of the Action Agenda/New Business Items portion of the Assigned Counsel agenda which consisted of the following requests:

1. To authorize an agreement with Legal Aid Society of Northeastern New York, Inc. in an amount not to exceed \$45,000 for paralegal management support services for indigent persons in Warren County Family Court over a term commencing January 1, 2023 and terminating upon termination of grant funds from New York State.

Motion was made by Mr. Leggett and seconded by Mr. Smith to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried by a unanimous vote of those present (*Mr. Driscoll absent*) and the

necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To amend the County Budget in the amount of \$29,031 to reflect receipt of year one ILS Distribution #13 grant funding.

Motion was made by Mr. Magowan, seconded by Mr. Smith and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

A review of the Discussion Items section of the agenda commenced with the following item:

- a. Relocating Assigned Counsel Office to 333 Glen Street, Glens Falls, NY 12801 - Committee was advised a larger office was needed for the Assigned Counsel Office due to confidentiality issues when multiple applicants visited at the same time. Because there was currently no additional space available within the Municipal Center, temporary space was sought out and found to be available at 333 Glen Street. It was the consensus of the Committee to allow the Assigned Counsel Administrator to move forward with negotiations to obtain office space and return to the Committee with a formal request and lease terms at a future meeting.

There being no further Assigned Counsel business to discuss, Committee commenced with a review of the Public Defender's agenda which included the following requests:

1. To authorize a new contract with New York State Office of Indigent Legal Services for Distribution #14, to utilize funding for the Warren County Public Defender's Office and Assigned Counsel program, as a continuation of Distributions #11, #8, #5 and #2 in an amount not to exceed \$320,436 for a term commencing January 1, 2024 and terminating December 31, 2026.

Motion was made by Mr. Leggett, seconded by Mr. Smith and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To extend the existing lease agreement with 333 Glen Street Associates, LLC for leased space in an amount not to exceed \$15,600 (\$1,300/mo) for a term commencing November 1, 2023 and terminating October 31, 2024.

Motion was made by Mr. Magowan, seconded by Mr. Smith and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To amend the Table of Organization and Salary Schedule to reclassify the position of Assistant Public Defender - PT, *Annual Salary \$40,903*, to Assistant Public Defender #11, Per-Diem, *\$60.76/hr (Annual Salary \$40,903)*, effective September 18, 2023.

Motion was made by Mr. Conover and seconded by Mr. Magowan to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

4. To authorize a transfer of funds totaling \$27,248.63 amongst various budget codes to correct budget exceptions/overages.

Motion was made by Mr. Leggett, seconded by Mr. Smith and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

5. To renew and amend the contract with AAA All Court Transcripts to reflect an increase in the fee from an amount not to exceed \$1,000 per year to an amount not to exceed \$5,000 per year for a term commencing September 18, 2023.

Motion was made by Mr. Smith and seconded by Mr. Magowan to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

A review of the Discussion Items section of the agenda commenced with the following item:

- a. Attorney Salary Study - A study would be conducted in 2024.

There being no further Public Defender's business to discuss, Committee commenced with a review of the Probation agenda which included a request to authorize a new contract with KMG Monitoring Service for electronic monitoring of youth ages 14 - 17 for a term commencing September 1, 2023 and terminating September 31, 2024 in an amount not to exceed \$10,125.

Motion was made by Mr. Leggett and seconded by Mr. Smith to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Amy Secor, *Juvenile Probation Supervisor*, reviewed literature included in the agenda which explained the impacts the Probation Department faced as a result of Federal and State changes.

Mr. Leggett exited the meeting at 9:56 a.m.

There being no further Probation business to discuss, review of the Office of Emergency Services (*OES*) agenda commenced with the following requests:

1. To amend Resolution No. 56 of 2023 to remove and appoint a member to the Warren County EMS Advisory Board.

Motion was made by Mr. Smith, seconded by Mr. Magowan and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To amend Resolution No. 583 of 2021 to authorize a credit card in the name of the Director of Office of Emergency Services with a credit limit of \$5,000 to pay for travel, general and emergency purposes.

Motion was made by Mr. McDevitt, seconded by Mr. Smith and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To authorize a transfer of funds totaling \$9,000 amongst various budget codes to cover a projected budget deficit in hospitalization.

Motion was made by Mr. Smith, seconded by Mr. Magowan and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further OES business to discuss, Committee commenced with a review of the Action Agenda/New Business Items portion of the Sheriff agenda, which included the following requests:

1. To amend the County Budget in the amount of \$204,754 to reflect the appropriate revenue and expenses for the first half of the 2023 - 2024 School Resource Officer contracts.
5. To amend the contract with Hadley-Luzerne Central School District to increase the amount from \$90,000 to \$100,000.

6. To amend the contract with Warrensburg Central School District to decrease the number of uniformed Patrol Officers assigned from two (2) to one (1) and increase the amount from \$80,000 to \$90,000.

Motion was made by Mr. Smith, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to approve the requests as outlined above and refer Item #1 to the Finance Committee and the necessary resolutions were authorized for the September 12th Board meeting for Items #5 and #6. *Copies of the resolution request forms are on file with the minutes.*

2. To authorize a new contract with Nemer Chrysler, Jeep, Dodge, Ram for service, maintenance and repairs for the Sheriff's Office Chrysler, Jeep, Dodge, and Ram vehicles at a rate of \$119.95/hr for a term commencing October 1, 2023 and terminating September 30, 2024, with the option to renew for one additional year upon the mutual agreement of both parties.

Motion was made by Mr. McDevitt and seconded by Mr. Magowan to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 12th Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To amend the Table of Organization and Salary Schedule to create the new position of Patrol Officer #74, *Annual Salary \$53,044*, effective September 18, 2023.

Motion was made by Mr. Smith, seconded by Mr. Magowan and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

4. To authorize a transfer of funds from Budget Code A.3110 413, *Law Enforcement - Repair & Maint. - Bldg*, to Budget Code A.1990 469, *Contingent Account - Other Payments/Cont*, to return funds previously transferred for a project which had increased in cost and would be funded through the 2024 Budget.

Motion was made by Mr. Conover, seconded by Mr. Smith and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Discussion Items

1. 2023 Overtime Expenditures - Correction Division - Sheriff provided an overview of overtime expenses and the reasons why such expenses were incurred.

Privilege of the floor and public comment was called for, but there was no one wishing to speak.

John Taflan, *County Administrator*, advised of an item not included on the agenda pertaining to a potential agreement with SPCA of Upstate New York to provide services for animal cruelty cases in Warren County which were estimated to cost approximately \$8,000/mo. It was noted that this proposal was presented as a result of a formal bid (WC 50-23) and that the item should be referred to the Finance Committee for review and to determine a source of funding for the contract.

Motion was made by Mr. McDevitt, seconded by Mr. Smith and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*) to refer the matter of a new contract with SPCA of Upstate New York pursuant to the terms and provisions of the specifications and proposal and refer same to the Finance Committee to determine a source of funding to cover the cost.

There being no further business to come before the Criminal Justice & Public Safety Committee, on motion made by Mr. Conover, seconded by Mr. Magowan and carried by a unanimous vote of those present (*Messrs. Driscoll and Leggett absent*), Mr. Geraci adjourned the meeting at 10:32 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board