

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES  
COMMITTEE MEETING  
PUBLIC DEFENDER AGENDA  
DATE 12/1/2025

COMMITTEE MEMBERS: Supervisors GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Patchett - *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 Amend the Contract with 333 Glen Street Associates for the Lease Agreement  
Rationale: To Amend the Contract start date from November 1, 2025 to January 1, 2026 and to provide for monthly expenses of seven hundred and fifty dollars for janitorial services (already included in 2026 budget and paid for by grant funding)
    1. Request: To Amend the County Budget  
Rationale: To Add Grant Funding to the County Grant Funded Budget Line to Cover Hospitalization Fringe Benefits for Remainder of 2025
1. Discussion Items:
  2. Referrals/Pending Items:
  3. Privilege of the floor and public comment
  4. Motion to adjourn

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Attachments:

1. Resolution Request Form No. 04 – Amend Existing Contract – 333 Glen Street, Suite 901 Lease
2. Resolution Request Form No. 07 – Request to Amend County Budget
3. Office of Indigent Legal Services – Counsel at First Arraignment Budget

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** Warren County Public Defender's Office

**DATE:** December 1, 2025

- (a) Purpose of Contract Change:  
**Amend Contract with 333 Glen St. Associates for Lease of Suite 901:**  
**(i) Change start date from Nov. 1, 2025 to Jan. 1, 2026;**  
**(ii) Provide for janitorial services charge of \$750/mo. for 2026; and**  
**(iii) Modify total square footage to add approximately 550 sq. ft.**
- a. Rent for additional square footage will be abated/free of charge for 2026;
  - b. Total square footage will then be charged at previously agreed upon rate of \$16.50/sq. ft. for 2027 and 2028;
  - c. Total square footage will then be charged at previously agreed upon rates of \$16.75/sq. ft. for 2029, and \$17.00/sq. ft. for 2030 (see attached first page of lease agreement with 5-year lease rate chart).
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **R. 353 of 2025**
- (c) Name of Contractor: **333 Glen Street Associates, LLC**
- (d) Address of Contractor: **333 Glen Street, Suite 102 Management  
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:  
**R. Kevin Lynn at (518) 761-2408**
- (f) Commencement Date Extension: **Amended Commencement Date: 01/01/2026**
- (g) Termination Date Extension: **Amended Termination Date: 12/31/2030**
- (h) Payment Provisions: i) lump sum amount - **\$5,905.25/mo(Jan.1-Dec.31, 2026)**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.) -- **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 (Hurrell-Harring/Rent)**

**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

***THIS INDENTURE OF LEASE (the “Lease”) dated the 1<sup>st</sup> day of January, 2026 between 333 Glen Street Associates, LLC located at: 333 Glen Street, Suite 102, Glens Falls, New York 12801, (the “LANDLORD”), and the County of Warren on behalf of the Warren County Public Defender, with its principal offices located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, (the “TENANT”).***

**WITNESSETH  
SECTION I. LEASE DEFINITION**

101. AS USED HEREIN, THE FOLLOWING TERMS SHALL HAVE THE MEANINGS AND/OR REPRESENT THE AMOUNTS SET FORTH BELOW:

- (A) LEASE TERM: Five **(5) Years.**
- (B) PERMITTED USES: **Office Space.**
- (C) LEASE COMMENCEMENT DATE: **January 1, 2026.**
- (D) (1) RENT:

Period		Rate	Annual	Monthly
<b>1-Jan-2026</b>	<b>31-Dec-2026</b>	<b>\$16.50/sq. ft.</b>	<b>\$70,863.05</b>	<b>\$5,905.25</b>
<b>1-Jan-2027</b>	<b>31-Dec-2027</b>	<b>\$16.50/sq. ft.</b>	<b>\$79,938.05</b>	<b>\$6,661.05</b>
<b>1-Jan-2028</b>	<b>31-Dec-2028</b>	<b>\$16.50/sq. ft.</b>	<b>\$79,938.05</b>	<b>\$6,661.05</b>
<b>1-Jan-2029</b>	<b>31-Dec-2029</b>	<b>\$16.75/sq. ft.</b>	<b>\$81,138.49</b>	<b>\$6,791.54</b>
<b>1-Jan-2030</b>	<b>31-Dec-2030</b>	<b>\$17.00/sq. ft.</b>	<b>\$82,354.88</b>	<b>\$6,862.91</b>
Total Lease Amount			\$394,232.52	

- (2) (a) Utilities: Utilities shall be included in rent.
- (b) Taxes: Included in rent.
- (c) Insurance: Included in rent.
- (d) Tenant Improvements: Include

# ***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: Warren County Public Defender's Office**

**DATE: December 1, 2025**

(a) Purpose of Amendment: **To move 4<sup>th</sup> Counsel at First Appearance Grant funding into the County Budget**

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

**A.1171.4200.860 Public Defender/Distribution Hospitalization \$1,700**

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

**A.1171.4200.3045 Public Defender/Distribution ILS \$1,700**

**ATTACHMENT B-1**

**BUDGET**

**Office of Indigent Legal Services  
FOURTH COUNSEL AT FIRST APPEARANCE  
January 1, 2023 - December 31, 2025**

**COUNTY OF WARREN**

**Total Contract Amount: \$250,000.00**

<b>Budget Expenditure Item</b>	<b>Year 1 1/1/23 - 12/31/23</b>	<b>Year 2 1/1/24 - 12/31/24</b>	<b>Year 3 1/1/25 - 12/31/25</b>
<b>PUBLIC DEFENDER'S OFFICE</b>			
<b>Personnel:</b>			
Assistant Public Defender (Criminal) - Salary	\$20,480.00	\$86,659.00	\$89,072.00
Assistant Public Defender (Criminal) - Fringe	\$5,856.00	\$23,665.00	\$24,268.00
<b>Subtotal Personnel</b>	<b>\$26,336.00</b>	<b>\$110,324.00</b>	<b>\$113,340.00</b>
<b>TOTAL</b>	<b>\$26,336.00</b>	<b>\$110,324.00</b>	<b>\$113,340.00</b>
<b>THREE-YEAR TOTAL</b>	<b>\$250,000.00</b>		