

CRIMINAL JUSTICE, PUBLIC SAFETY &
EMERGENCY SERVICES COMMITTEE
SHERIFF AGENDA
December 1, 2025

COMMITTEE MEMBERS: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll, Patchett, 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: Enter into an agreement with a vendor, to-be-determined, based upon bid WC 49-25 scheduled to be opened on November 6, 2025, for preventative maintenance and service of Sheriff's Officer Emergency Communications Center equipment.
Rationale: An agreement is necessary to allow for annual preventative maintenance and service of Communications Center equipment.
 2. Request: Enter into an agreement with a vendor, to-be-determined, based upon bid WC 51-25 scheduled to be opened on November 13, 2025, for routine maintenance of Sheriff's Office fleet vehicles.
Rationale: The agreement is necessary to provide for routine service and maintenance of Sheriff's Office fleet vehicles.
 3. Request: Enter into an agreement with Black Creek Integrated Systems Corporation for support and maintenance of Correctional Facility's inmate records management system software.
Rationale: The agreement provides for unlimited support and maintenance of the Correctional Facility's SallyPort inmate records management system software.
 4. Request: Amend the Queensbury Union Free School District school resource officer agreement.
Rationale: An amendment is necessary to accommodate a request from the Queensbury Union Free School District to increase the contract amount.
 5. Request: Authorization from the County Board of Supervisors is required for the Warren County Sheriff's Office, and County of Warren, to submit New York State & Local Retirement System special legislation necessary to correct an employee retirement enrollment error.
Rationale: A Warren County Sheriff's Office Patrol Officer is currently improperly enrolled in the New York State & Local Retirement System. Submission of special legislation is required to correct this error.
 6. Request: Create a new contingent Senior Communication Officer #4 position.
Rationale: The new position is required to properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements.

The Sheriff's Office Emergency Communications Center must be staffed with a supervisor 24/7. Therefore three (3) additional Senior Communication Officers positions are necessary to provide for the mandated staffing requirements. The Communication Officer positions that are vacated for promotion purposes will be subsequently UNFUNDED. The Sheriff's Office will not request any additional funding.

7. Request: Create a new contingent Senior Communication Officer #5 position.
Rationale: The new position is required to properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements.

The Sheriff's Office Emergency Communications Center must be staffed with a supervisor 24/7. Therefore three (3) additional Senior Communication Officers positions are necessary to provide for the mandated staffing requirements. The Communication Officer positions that are vacated for promotion purposes will be subsequently UNFUNDED. The Sheriff's Office will not request any additional funding.

8. Request: Create a new contingent Senior Communication Officer #6 position.
Rationale: The new position is required to properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements.

The Sheriff's Office Emergency Communications Center must be staffed with a supervisor 24/7. Therefore three (3) additional Senior Communication Officers positions are necessary to provide for the mandated staffing requirements. The Communication Officer positions that are vacated for promotion purposes will be subsequently UNFUNDED. The Sheriff's Office will not request any additional funding.

9. Request: Transfer funds within the 2025 Sheriff's Office budget to address deficits in various codes.
Rationale: The request is necessary to transfer funds in Sheriff's Office salary codes to address budget codes that are currently in deficit.

10. Request: Amend County budget to appropriate funds from the County General Fund Balance to address Sheriff's Law Enforcement salary codes that are in deficit.
Rationale: The request is necessary to appropriate funds to address salary budget codes that are currently in deficit.

11. Request: Amend the County budget to transfer a reimbursement payment from Tyler Technologies, Inc. deposited in A.691 - Deferred Revenue to Sheriff's 911 Center - Other Local Government.
Rationale: The budget amendment is necessary to transfer the reimbursement payment from the revenue code into a contract appropriation code for use.

IV. Discussion Items:

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

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- Attachments:
1. Resolution Request Form No. 3 - Request for New Contract (Comm Maintenance T.B.D.)
 2. Resolution Request Form No. 3 - Request for New Contract (Vehicle Maintenance T.B.D.)
 3. Resolution Request Form No. 3 - Request for New Contract (Black Creek)
 4. Resolution Request Form No. 4 - Request to Amend Existing Contract (Queensbury SRO)
 5. Resolution Request Form No. 20 - Miscellaneous (NYS Retirement Legislation)
 6. Resolution Request Form No. 11 - Request to Create New Position (Sr Comm Officer #4)
 7. Resolution Request Form No. 11 - Request to Create New Position (Sr Comm Officer #5)
 8. Resolution Request Form No. 11 - Request to Create New Position (Sr Comm Officer #6)
 9. Resolution Request Form No. 10 - Request for Transfer of Funds (Budget Deficits)
 10. Resolution Request Form No. 20 - Miscellaneous (Budget Amendment - Deficits)
 11. Resolution Request Form No. 7 - Request to Amend County Budget (Contract Reimbursement)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: December 1, 2025

- (a) **Is this a Result of a Bid or Request for Proposal?** Yes (WC 49-25)
- (b) **Purpose of Contract:** Communications Center Preventative Maintenance/Service
- (c) **Name of Contractor:** Capital Digitronics
- (d) **Address of Contractor:** 264 Bradford Street, Albany NY 12206
- (e) **Contractor's Contact Person and Telephone Number:** Thomas KcCabe
President
(518) 449-3366
- (f) **Has or will the Contract be provided, if so, please attach:** No
- (g) **Commencement Date of Contract:** January 1, 2026
- (h) **Termination Date of Contract:** December 31, 2026 (with option for two one-year extensions upon mutual agreement of both parties)
- (i) **Payment Provisions:**
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$158,208
 - 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.3020 440 General Sheriff's 911 Center - Contract \$158,208

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: December 1, 2025

- (a) **Is this a Result of a Bid or Request for Proposal?** Yes (51-25)
- (b) **Purpose of Contract:** Routine maintenance of Sheriff's Office fleet vehicles
- (c) **Name of Contractor:** T.B.D.
- (d) **Address of Contractor:**
- (e) **Contractor's Contact Person and Telephone Number:**
- (f) **Has or will the Contract be provided, if so, please attach:** No
- (g) **Commencement Date of Contract:** 01/01/2026
- (h) **Termination Date of Contract:** 12/31/2026
- (i) **Payment Provisions:**
 - i) lump sum amount
 - 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.)

* T.B.D.
- (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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: December 1, 2025

- (a) **Is this a Result of a Bid or Request for Proposal?** No
- (b) **Purpose of Contract:** Unlimited support and maintenance of the Correctional Facility's Black Creek SallyPort inmate records management system software
- (c) **Name of Contractor:** Black Creek Integrated Systems Corporation
- (d) **Address of Contractor:** P.O. Box 101747, Irondale AL 35210
- (e) **Contractor's Contact Person and Telephone Number:** Linda Albonetti
Customer Support
(205) 949-9905
- (f) **Has or will the Contract be provided, if so, please attach:** Yes
- (g) **Commencement Date of Contract:** 01/01/2026
- (h) **Termination Date of Contract:** 12/31/2028
- (i) **Payment Provisions:**
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$96,007
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)

2026 - \$31,215
2027 - \$31,996
2028 - \$32,796
- (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.3150 470 General Sheriff's Correction Division - Contract \$96,007

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 4***Request for Extending, Rescinding or Amending Existing Contract*****DEPARTMENT NAME:** Sheriff**DATE:** December 1, 2025

- (a) **Purpose of Contract Change:** Increase the contract amount with Queensbury Union Free School District for SRO services from \$148,000 to \$153,000.

Specifically, increase budget code A.3120.1002 120 School Resource Officers - Queensbury School District Salaries - Overtime to provide funding for additional overtime hours and SRO services the school district requests.

- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** Resolution No. 240 of 2025

- (c) **Name of Contractor:** Queensbury Union Free School District

- (d) **Address of Contractor:** 425 Aviation Road, Queensbury NY 12804

- (e) **Contractor's Contact Person and Telephone Number:** Kyle Gannon
Superintendent
(518) 824-5600

- (f) **Commencement Date of Extension:** 08/18/2025

- (g) **Termination Date of Extension:** 06/30/2026

- (h) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$153,000
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)

1st payment of \$76,500 on 01/02/2026

2nd payment of \$76,500 on 06/01/2026

- (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.3120.1002 2260 School Resource Officers - Queensbury 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

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: Sheriff

DATE: December 1, 2025

- (a) Purpose of Request:** Authorization from the County Board of Supervisors is required for the Warren County Sheriff's Office, and County of Warren, to submit New York State & Local Retirement System special legislation necessary to correct an employee retirement enrollment error.
- (b) Details:** A Warren County Sheriff's Office Patrol Officer is currently improperly enrolled in the New York State & Local Retirement System. Submission of special legislation is required to correct this error.
- (c) Previous Resolution Number:** N/A
- (d) Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:**

N/A

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: Sheriff

DATE: December 1, 2025

(a) **Title of Requested Position:** Senior Communication Officer #4(b) **Annual Base Salary (and Grade of Applicable):** \$60,486(c) **Effective Date for New Position:***

*Please do not backdate unless the purpose is to correct an error.

December 22, 2025

(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):**

This request for a new position will not increase the overall strength of the Warren County Sheriff's Office. To properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements, the Sheriff's Office must appoint three (3) additional supervisors. Three (3) Communication Officers will be promoted to the Senior Communication Officer title and the Communication Officer positions will be subsequently UNFUNDED. The Sheriff's Office will not request any additional funding.

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

A.3020 110 General Sheriff's 911 Center - Salaries - Regular

(f) **Is a Budget Transfer needed?** Yes No

If yes, please complete Resolution Request Form No. 10 - Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

The salary for a 1st year Communication Officer is significantly less than that of a senior officer(g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No(Approval is necessary BEFORE bringing the request to Committee) HR Director Initial _____(h) **Has County Administrator Reviewed and Approved Creation of New Position?** Yes No(Approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial _____(i) **Is this a mandated position?** Yes No

If yes, please explain:

(j) **Is there expected revenue from this position?** Yes No

If yes, please explain and complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: Sheriff

DATE: December 1, 2025

(a) **Title of Requested Position:** Senior Communication Officer #5(b) **Annual Base Salary (and Grade of Applicable):** \$60,486(c) **Effective Date for New Position:***

*Please do not backdate unless the purpose is to correct an error.

December 22, 2025

(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):**

This request for a new position will not increase the overall strength of the Warren County Sheriff's Office. To properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements, the Sheriff's Office must appoint three (3) additional supervisors. Three (3) Communication Officers will be promoted to the Senior Communication Officer title and the Communication Officer positions will be subsequently UNFUNDED. The Sheriff's Office will not request any additional funding.

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

A.3020 110 General Sheriff's 911 Center - Salaries - Regular

(f) **Is a Budget Transfer needed?** Yes No**If yes, please complete Resolution Request Form No. 10 - Transfer of Funds****If no, please provide details on how the increase will be funded with the current budget:**The salary for a 1st year Communication Officer is significantly less than that of a senior officer(g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No**(Approval is necessary BEFORE bringing the request to Committee)** HR Director Initial _____(h) **Has County Administrator Reviewed and Approved Creation of New Position?** Yes No**(Approval is necessary BEFORE bringing the request to Committee)** Co. Admin Initial _____(i) **Is this a mandated position?** Yes No**If yes, please explain:**(j) **Is there expected revenue from this position?** Yes No**If yes, please explain and complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue:**

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: Sheriff

DATE: December 1, 2025

(a) **Title of Requested Position:** Senior Communication Officer #6(b) **Annual Base Salary (and Grade of Applicable):** \$60,486(c) **Effective Date for New Position:***

*Please do not backdate unless the purpose is to correct an error.

December 22, 2025

(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):**

This request for a new position will not increase the overall strength of the Warren County Sheriff's Office. To properly fulfill New York State Division of Homeland Security & Emergency Services Communication Center Interoperability Enhancement Grant Program requirements, the Sheriff's Office must appoint three (3) additional supervisors. Three (3) Communication Officers will be promoted to the Senior Communication Officer title and the Communication Officer positions will be subsequently UNFUNDED. The Sheriff's Office will not request any additional funding.

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

A.3020 110 General Sheriff's 911 Center - Salaries - Regular

(f) **Is a Budget Transfer needed?** Yes No

If yes, please complete Resolution Request Form No. 10 - Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

The salary for a 1st year Communication Officer is significantly less than that of a senior officer(g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No(Approval is necessary BEFORE bringing the request to Committee) HR Director Initial _____(h) **Has County Administrator Reviewed and Approved Creation of New Position?** Yes No(Approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial _____(i) **Is this a mandated position?** Yes No

If yes, please explain:

(j) **Is there expected revenue from this position?** Yes No

If yes, please explain and complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: SHERIFF

SIGNED:  _____

DATE: December 1, 2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3020 110	Sheriff 911 Center Salaries Regular	A.3110 120	Sheriff LE Salaries Overtime	\$30,000
A.3150 110	Sheriff Correction Division Salaries Regular	A.3110 120	Sheriff LE Salaries Overtime	\$125,000

Please state reason for transfers requested: The transfers are necessary to fund salary codes currently in deficit.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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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. 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: Sheriff

DATE: December 1, 2025

(a) Purpose of Request: Amend County Budget to appropriate funds into Sheriff's Law Enforcement salary codes to address budget codes currently in deficit.

(b) Details: Appropriate \$370,000 from General Fund A.909.00 Fund Balance and increase the following codes;

A.3110 120 Sheriff's Law Enforcement Salaries - Overtime	\$110,000
A.3110 130 Sheriff's Law Enforcement Salaries - Part Time	\$260,000

(c) Previous Resolution Number: N/A

(d) Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

A.909.00 General Fund Balance - \$370,000

* 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: Sheriff

DATE: December 1, 2025

(a) **Purpose of Amendment:** Amend the County Budget to transfer a reimbursement payment from Tyler Technologies, Inc. deposited in A.691 - Deferred Revenue to Sheriff's 911 Center - Other Local Government

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

A.3020 470	Sheriff's 911 Center	\$26,876.46
	Contract	

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

A.3020 2797	Sheriff's Law Enforcement	\$26,876.46
	Other Local Government	