

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES**

**DATE: DECEMBER 1, 2025**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: GERACI  
CONOVER  
MADAY  
STRAINER  
GILLIGAN  
DRISCOLL  
PATCHETT

**OTHERS PRESENT:**

BRIAN PILATZKE, ASSIGNED COUNSEL ADMINISTRATOR  
ROBERT IUSI, DIRECTOR, PROBATION DEPARTMENT  
ANN MARIE MASON, DIRECTOR, OFFICE OF EMERGENCY SERVICES  
ERIN KOMON, FIRST ASSISTANT PUBLIC DEFENDER  
REPRESENTING THE SHERIFF'S OFFICE:  
JIM LAFARR, SHERIFF  
TERRY COMEAU, UNDERSHERIFF  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
JOHN TAFLAN, COUNTY ADMINISTRATOR  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS TURNER  
WILD  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
CHRISTINE NORTON, COUNTY TREASURER  
LESLIE LOVELACE, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the December 1, 2025 meeting of the Criminal Justice, Public Safety & Emergency Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following links:*

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

*Warren County's YouTube Channel - [https://www.youtube.com/watch?v=B5HwSe\\_pZIQ](https://www.youtube.com/watch?v=B5HwSe_pZIQ)*

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

Copies of the Assigned Counsel; Public Defender; Office of Emergency Services; Probation; and Sheriff's agendas were distributed; copies of the agendas are on file with the meeting minutes.

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

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

Mr. Geraci announced it was the last meeting he would Chair and he thanked Chairman Geraghty for appointing him as Chair of the Committee as well as past and present Committee members for their participation and interest. He extended his appreciation to Department Heads for their professionalism, for guidance from the County Attorney, County Administrator's Office and the Clerk of the Board.

The meeting commenced with a review of the Action Agenda/New Business Item section of the Assigned Counsel agenda which included the following request:

1. To renew the contract with West Publishing Corporation in a total amount not to exceed \$4,116.84 per year (\$343.07/month) for on-line legal research access for Assigned Counsel Panel Members for a term commencing January 1, 2026 and terminating December 31, 2026. (*Previous Resolution No. 076 of 2021*)

Motion was made by Mr. Conover, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Patchett absent*) to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Assigned Counsel business to discuss, review of the Public Defender agenda commenced with the Action Agenda/New Business Items, which included the following requests:

1. To amend the contract with 333 Glen Street Associates, LLC to reflect: new lease term of January 1, 2026 - December 31, 2030; modify total square footage to add approximately 550 sq. ft. to lease agreement; and to authorize \$750/month for janitorial services (*new lump sum amount of \$5,905.25 per month for lease agreement in 2026*). (*Previous Resolution No. 353 of 2025*)

Mr. Patchett entered the meeting at 9:05 a.m.

Motion was made by Mr. Strainer and seconded by Ms. Gilligan to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> 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 \$1,700 to reflect receipt of 4<sup>th</sup> Counsel at First Appearance grant funding to cover hospitalization fringe benefits for the remainder of 2025.

Motion was made by Mr. Maday, seconded by Ms. Gilligan and carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Public Defender business to discuss, review of the Office of Emergency Services (*OES*) agenda commenced with the Action Agenda/New Business Items, which included the following requests:

1. To increase Capital Project No. H254, *Fire Training Center Project*, in the amount of \$13,100.

Motion was made by Mr. Maday, seconded by Mr. Strainer and carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

2. To authorize a new contract with Emergency Vehicle Upfitters at a rate of \$93 per hour (*total amount not to exceed \$19,000 per year*) to provide vehicle equipment installation services for a term commencing January 1, 2026 and terminating December 31, 2026, with the possibility of two one-year extensions.

Motion was made by Mr. Strainer, seconded by Mr. Maday and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To authorize a new contract with Tetra Tech Inc. to provide assistance in emergency planning, training and exercise, pursuant to the terms and provisions of the specifications (WC 44-25) and proposal for a term commencing January 1, 2026 and terminating December 31, 2026, with the possibility of two one-year extensions.
4. To authorize a new contract with Tetra Tech Inc. to provide assistance in emergency response, debris monitoring services and cost recovery, pursuant to the terms and provisions of the specification (WC 45-25) and proposal for a term commencing January 1, 2026 and terminating December 31, 2026, with the possibility of two one-year extensions.

Motion was made by Mr. Conover and seconded by Mr. Maday to approve the requests as presented; following

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discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 19<sup>th</sup> Board meeting. *Copies of the resolution request forms are on file with the minutes.*

5. To appoint and re-appoint members to the Warren County EMS Advisory Board for a term commencing January 1, 2026 and terminating December 31, 2026. *(Previous Resolution Nos. 93 and 231 of 2025)*

Motion was made by Mr. Driscoll, seconded by Ms. Gilligan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

The Director of the Office of Emergency Services announced OES was hosting an I300 class, "Incident Command for Expanding Incidents" January 12 - 24, 2026 with available registration, and in April an I400 class would be offered. She extended her appreciation to the Committee for their support throughout the year with special appreciation given to Chair Geraci.

There being no further Office of Emergency Services business to discuss, review of the Probation agenda commenced with the Action Agenda/New Business Items, which included a request to amend the agreement with KMG Monitoring Services to increase the total amount not to exceed from \$70,000 to \$125,000 for a term commencing April 1, 2025 and terminating March 31, 2026. *(Previous Resolution No. 84 of 2024)*

Motion was made by Mr. Conover, seconded by Mr. Maday and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

The Director of Probation extended his appreciation to Chair Geraci for his leadership on behalf of himself and the Probation Department.

There being no further Probation business to discuss, review of the Sheriff's agenda commenced with the Action Agenda/New Business Items, which included the following requests:

1. To authorize a new contract with Capital Digitronics in an amount not to exceed \$158,208 to provide preventative maintenance and service of Sheriff's Office Emergency Communications Center equipment pursuant to the terms and provisions of the specification (WC 49-25) and proposal, for a term commencing January 1, 2026 and terminating December 31, 2026, with the option to renew for two additional one-year terms upon approval by both parties.
2. To authorize a new contract with Warren Tire Service Center, Inc. for routine maintenance of Sheriff's Office fleet vehicles, pursuant to the terms and provisions of the specifications (WC 51-25) and proposal for a term commencing January 1, 2026 and terminating December 31, 2026.

Motion was made by Mr. Maday, seconded by Mr. Conover and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 19<sup>th</sup> Board meeting. *Copies of the resolution request forms are on file with the minutes.*

3. To authorize a new contract with Black Creek Integrated Systems Corporation in an amount not to exceed \$96,007 to provide unlimited support and maintenance of the Correctional Facility's Black Creek SallyPort inmate records management system software over the term commencing January 1, 2026 and terminating December 31, 2028.

Motion was made by Ms. Gilligan, seconded by Mr. Strainer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

4. To amend the contract with Queensbury Union Free School District to increase the amount for the School Resource Officer services from \$148,000 to \$153,000, commencing August 18, 2025 and terminating June 30, 2026. *(Previous Resolution No. 240 of 2025)*

Motion was made by Mr. Strainer, seconded by Mr. Maday and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

5. To authorize 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.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

6. To amend the Table of Organization and Salary Schedule to create the new position of Senior Communication Officer #4, *Annual Base Salary \$60,486*, and unfund but retain Communication Officer position, effective December 22, 2025.
7. To amend the Table of Organization and Salary Schedule to create the new position of Senior Communication Officer #5, *Annual Base Salary \$60,486*, and unfund but retain Communication Officer position, effective December 22, 2025.
8. To amend the Table of Organization and Salary Schedule to create the new position of Senior Communication Officer #6, *Annual Base Salary \$60,486*, and unfund but retain Communication Officer position, effective December 22, 2025.

Motion was made by Mr. Maday, seconded by Ms. Gilligan and carried unanimously to approve the requests as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *Copies of the resolution request forms are on file with the minutes.*

9. To authorize a transfer of funds amongst various budget codes totaling \$155,000 to cover a budget deficit in salaries.
10. To appropriate \$370,000 from Budget Code A.909.00, *General Fund, Unappropriated Surplus*, to various Budget Codes in the Sheriff's Budget to cover shortfalls.

Motion was made by Mr. Maday and seconded by Mr. Strainer to approve the requests as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the requests as outlined above and refer same to the Finance & Budget Committee. *Copies of the resolution request forms are on file with the minutes.*

11. To amend the County Budget in the amount of \$26,876.46 to reflect reimbursement payment from Tyler Technologies, Inc.

Committee was advised Item #11 was withdrawn, as funding had been transferred to cover the short fall issue.

Sheriff LaFarr stated it was a pleasure to work with the Board this year and he thanked Chair Geraci for his leadership, guidance, support and wished him the best in the future.

Privilege of the floor and public comments were called for:

The County Treasurer spoke with regard to implementation of a time management system which the Sheriff's Office would be a key partner in, and that more information would be forthcoming at the January meeting. She addressed a budget question related to Item #10 on the Sheriff's agenda.

As there was no further business to come before the Criminal Justice, Public Safety & Emergency Services Committee, on motion made by Mr. Patchett, seconded by Mr. Strainer and carried unanimously, Mr. Geraci adjourned the meeting at 9:28 a.m.

Respectfully submitted,  
Leslie Lovelace, Legislative Office Specialist