

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SHERIFF & COMMUNICATIONS

DATE: NOVEMBER 30, 2006

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BENTLEY
VANNESS
O'CONNOR
BELDEN
MASON
STEC

COMMITTEE MEMBER ABSENT:

SUPERVISOR HASKELL

OTHERS PRESENT:

LARRY CLEVELAND, SHERIFF
JOAN PARSONS, COMMISSIONER OF ADMINISTRATIVE AND
FISCAL SERVICES
JOAN SADY, CLERK
SUPERVISORS:
CAIMANO
GERAGHTY
GIRARD
MARVIN LEMERY, ADMINISTRATOR - FIRE PREVENTION &
BUILDING CODE ENFORCEMENT
JULIE PACYNA, PURCHASING AGENT
AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

Mr. Bentley called the meeting of the Sheriff & Communications Committee to order at 9:32 a.m.

Motion was made by Mr. Belden, seconded by Mr. O'Connor and carried unanimously to approve the minutes of the November 13th meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Larry Cleveland, Sheriff, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.* Sheriff Cleveland began with the first agenda item which was a request to authorize a contractual agreement with Waste Management of NY, LLC for solid waste disposal services. He added that the cost of the contract would be \$220/month; \$110/haul; \$69 per ton for the term January 1, 2007 through December 31, 2007.

Mr. Belden stated that a similar contract for removal of solid waste had been approved during a previous DPW Committee meeting and he said that he thought the contract had included pick up for all County facilities, including the Sheriff's Department. Sheriff Cleveland explained that although there were several locations included in the bidding for waste removal services, each Department would secure a separate contract and possibly with different companies. Mr. Belden suggested that the waste pickup for all County facilities be bid to one company to consolidate services.

Discussion ensued with respect to the matter.

Julie Pacyna, Purchasing Agent, clarified that the DPW waste removal contract did not include services for the Sheriff's Office. She added that although the DPW bid had

initially included the Sheriff's Office, those services were removed as Sheriff Cleveland had given a recommendation for the services for his site alone. Mr. Belden asked if Waste Management of NY, LLC had been the low bidder on all Warren County sites and Mrs. Pacyna replied in the negative. She advised that Springer Waste Management had also been awarded low bids, as well as Stericycle, Inc., who was the only bidder for medical waste services. The response from several Committee members was that one service provider should be awarded the bids for all Warren County sites. Mrs. Pacyna explained that the bid was considered a line item bid in which each item received a separate bid. She said that if the services were bid as one contract for all divisions, the cost would be much higher because the service provider would have to travel a greater distance to some sites than others. Mrs. Pacyna stated that by bidding each location separately, they were able to obtain services from local companies, thereby securing a lower rate.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to authorize a contractual agreement with Waste Management of NY, LLC for the term January 1, 2007 through December 31, 2007 at a cost of \$220/mo.; \$110 per haul; \$69 per ton. The necessary resolution was authorized for the December 15th Board meeting and a copy of the request is on file with the minutes.

Sheriff Cleveland advised that the second agenda item detailed a request to authorize a contractual agreement with Stericycle, Inc. for infectious waste disposal services. He noted that the term of the contract would be January 1, 2007 through December 31, 2007 at a cost of \$50 per 4.5 cubic foot box. Mrs. Pacyna added that Stericycle, Inc. was the same company used for removal of infectious waste from Westmount Health Facility and the Health Services Department. Mr. Mason asked if that company also serviced the Countryside Adult Home and Mrs. Pacyna replied negatively. She said that medical waste removal services were not required by the Countryside Adult Home and Mr. Bentley noted that was because they contracted with Hudson Headwaters Facility for medical services.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to authorize a contractual agreement with Stericycle, Inc. for infectious waste disposal services for the term January 1, 2007 through December 31, 2007 at a cost of \$50 per 4.5 cubic foot box. The necessary resolution was authorized for the December 15th Board meeting and a copy of the request is on file with the minutes.

The third agenda item listed, Sheriff Cleveland stated, was a request to ratify authorization for out-of-state travel which occurred on November 16th and 17th. He explained that Investigators Aldrich and Lail had traveled to Plymouth, Massachusetts for a criminal investigation in conjunction with a recent arson in Pottersville, NY. In direct relation, Sheriff Cleveland apprised that the fourth agenda item pertained to a request to amend the travel policy as it relates to out-of-state travel authorization. He noted that the amendment had been suggested by Paul Dusek, County Attorney, and

would provide an exemption for the Sheriff's Office to request prior approval when such travel was related to a criminal investigation and authorized by the Sheriff or the Law Enforcement Division Commander.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve items three and four, to ratify prior out-of-state travel for two Investigators and to amend the travel policy as outlined above. The necessary resolutions were authorized for the December 15th Board meeting and copies of the requests are on file with the minutes.

Mr. Mason asked if the costs of out-of-state travel were included in the Sheriff's Budget and Sheriff Cleveland replied affirmatively. He noted that in the case of the recent travel to Plymouth, Massachusetts, the costs of the overnight stay were covered by the Plymouth Police Department because they were appreciative of the assistance received in solving their case. Sheriff Cleveland apprised that there were also standards in place for meal reimbursements varying from \$6 to \$12 depending on the meal; he noted that there was a written policy in place detailing this procedure.

General discussion ensued.

Returning to the agenda, Sheriff Cleveland apprised that the fifth item detailed an advisement in relation to the New York State Office of Fire Prevention and Control. He explained that his Department had been working with the State 911 Boards for some time; however, some new training standards had been implemented in July which they had not been able to comply with due to time constraints. Sheriff Cleveland advised the Committee that the New York State Office of Fire Prevention and Control would be distributing letters of such definition to all of the Warren County Supervisors. He said that there were fifty-four other agencies throughout New York State which were also unable to achieve the required amount of training required by the new standards. Sheriff Cleveland noted that this situation would be rectified; however, it was simply an irritation to his Department at this point because they were on the verge of being accredited for their achievements. He said that the item had been included on the agenda because he wanted the Committee to be forewarned of the situation.

Discussion ensued.

Sheriff Cleveland stated that the first test of the backup system in the basement of the Municipal Center had been held successfully. He said that the test had met with only a few slight impediments, such as a glitch in the Verizon telephone system when transferring the 911 lines, which was quickly rectified. Sheriff Cleveland said that they were able to successfully dispatch for two hours from the backup site; he added that in January of 2007 a complete evacuation drill would be scheduled.

Sheriff Cleveland credited Marvin Lemery, Administrator of Fire Prevention & Building Code Enforcement, with discovering an overdue inspection of the sprinkler system during his review of the backup site. Mr. Lemery noted that the sprinkler system required an annual inspection, which had been scheduled for December 1st. Sheriff Cleveland proposed that, possibly at the next meeting, a tour of the backup site could be scheduled for the Committee to view the site first hand.

Returning to the agenda, Sheriff Cleveland advised that the sixth item listed was an advisement of a forthcoming letter pertaining to commissions from inmate calling services. He explained that a resolution had been approved by the full Board providing that a 44% commission rate was received from these phone calls and was apportioned to fund the inmates legal research system. Sheriff Cleveland said that the New York State Attorney General's Office had researched the funds received for inmate calling programs throughout the State and the use of those funds to find that several Departments had not disclosed them to their Board of Supervisors for direction on the use of the funds. He advised that a letter to this effect would be received from the New York State Sheriff's Association, as directed by the New York State Attorney General; however, it should not be of any concern to the Committee because the arrangement was already approved and authorized by resolution.

Sheriff Cleveland apprised that the seventh agenda item listed was an advisement that he intended to call a joint meeting of the Sheriff & Communications, Finance and Personnel Committees to discuss unanticipated revenues and contractual police services. He added that this joint meeting had been suggested by the Budget Officer to discuss the revenues anticipated from the placement of an Investigator within the Department of Social Services and contractual services with the Village of Lake George. Sheriff Cleveland advised that the revenues anticipated would exceed the amounts he had previously disclosed; however, he said, he would provide actual figures during the joint meeting. He noted that a meeting had been scheduled in the near future for the Lake George Village Board to vote on the contractual services and he anticipated favorable results from that meeting. Sheriff Cleveland stated that he would make a power point presentation at the joint meeting to be sure that the questions and concerns of all of the Committees were addressed.

Mr. O'Connor said that he thought Sheriff Cleveland's proposal of a joint meeting of all three Committees was a wonderful idea and should be practiced more in the future.

The final agenda item, Sheriff Cleveland noted, addressed the Budget Performance Report, and he inquired as to whether the Committee members had received the copies mailed to them. Mr. O'Connor stated that he had received his copy and he asked if future reports would be distributed quarterly. Joan Sady, Clerk of the Board, advised that conversations following the DPW Committee meeting seemed to indicate that all Departments would be required to present a Budget Performance Report on a quarterly basis.

General discussion ensued.

It was the consensus of the Committee that Sheriff Cleveland should provide a Budget Performance Report on a quarterly basis in April, July and October. Sheriff Cleveland agreed and added that he would bring a copy of the report to each monthly meeting in the event that one of the Committee members should like to see it.

Mr. VanNess noted that he had met with Sheriff Cleveland and William Lamy, DPW Superintendent, with respect to servicing the Sheriff's Office patrol vehicles. He said it was determined during the meeting that it would cost approximately \$30 per vehicle for oil changes performed by the DPW Department; however, Mr. VanNess apprised, the Sheriff's Office was currently paying only \$6.99 for the service. In closing, he noted that it made no sense to change the procedure based on the increase in cost. He added that the Office of Fire Prevention & Building Code Enforcement would also be using the same vendor as Sheriff Cleveland to benefit from these savings.

As there was no further business to come before the Sheriff & Communications Committee, on motion made by Mr. Stec and seconded by Mr. VanNess, Mr. Bentley adjourned the meeting at 10:03 a.m.

Respectfully Submitted,
Amanda Allen, Legislative Office Specialist