

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SHERIFF & COMMUNICATIONS

DATE: SEPTEMBER 27, 2007

---

---

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS BENTLEY	SHERIFF CLEVELAND
VANNESS	PAUL DUSEK, COUNTY ATTORNEY
O'CONNOR	HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
BELDEN	JOAN SADY, CLERK
MASON	SUPERVISORS GERAGHTY
HASKELL	KENNY
STEC	TODD LUNT, HUMAN RESOURCES DIRECTOR
	ROBERT SWAN, WARREN COUNTY RESIDENT
	AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

---

---

Mr. Bentley called the meeting of the Sheriff & Communications Committee to order at 9:30 a.m.

Motion was made by Mr. Belden, seconded by Mr. Mason and carried unanimously to approve the minutes of the August 23, 2007 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Larry Cleveland, Sheriff, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Prior to beginning the agenda review, Sheriff Cleveland noted that several of the items listed pertained to the extension of existing contracts. He explained that although this process would not normally be done until later in the year, he was attempting to get all of the contracts for the coming year in order now, as a new Sheriff would be taking office in 2008.

Sheriff Cleveland advised that agenda item number one was a request to extend the contract with Black Creek Integrated Systems Corporation for support maintenance of the software used by the Correction Facility. He added that the extension requested was for a term commencing January 1, 2008 and terminating December 31, 2008 at a cost of \$19,584.

Mr. Belden noted that increased contract renewal costs had been reported by several other Departments and he asked if an increase would be realized upon renewal of this contract also. Sheriff Cleveland replied that most of the contracts concerning the Sheriff's Office included increases of 3% to 4% over a three-year period; however, he noted, the Black Creek Integrated Systems Corporation contract renewal was much higher because the costs of the maintenance agreements were based on the initial costs of the software. He stated that he had not been happy with the increase and a considerable amount of correspondence had passed between himself and the contractor to determine the justification for the increase.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve the request for extension of the contract with Black Creek Integrated Systems, Corp. for the term commencing January 1, 2008 and terminating December 31, 2008, at a cost of \$19,584, and the necessary resolution was authorized

for the October 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Sheriff Cleveland apprised that the second agenda item referred to a request to extend the existing contract with Government Payment Services for credit card processing services. He explained that this system was in place to allow people to use credit cards to post bail and provide funds for inmates. Sheriff Cleveland stated that the requested extension was for the term commencing January 1, 2008 and terminating December 31, 2008 at no additional cost to Warren County.

Mr. Stec advised that he was in favor of the contract renewal and he apprised that the Town of Queensbury had begun working on developing a similar credit card processing system for use within their Court system. He said that he was very familiar with the system and had been working with the same contact Sheriff Cleveland had used in this process.

Motion was made by Mr. Mason, seconded by Mr. O'Connor and carried unanimously to approve the request for extension of the existing contract with Government Payment Services for the term commencing January 1, 2008 and terminating December 31, 2008 at no additional cost to the County, and the necessary resolution was authorized for the October 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Proceeding to agenda item number three, Sheriff Cleveland explained that he had included a request to extend the contract with Powerware Global Services for UPS (Uninterruptible Power Supply) system maintenance at a cost of \$19,839 for a three-year contract. He noted that this contract pricing had been gained through the use of a GSA (Governmental Services Administration) contract and therefore an RFP (Request for Proposal) had not been necessary.

Mr. Belden asked if they were required to renew the contract on a three-year basis and Sheriff Cleveland replied that they were not; however, he said, the rate was significantly higher, approximately \$10,000 per year, if they chose to extend the contract on a yearly basis.

Discussion ensued.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously to approve the request to extend the contract with Powerware Global Services at a cost of \$19,839 for a three-year term, and the necessary resolution was authorized for the October 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Sheriff Cleveland explained that agenda item number four pertained to a request to extend the existing contract with LexisNexis for the Inmate Legal Research system for three years at a cost of \$50,400 per year. He stated that these contract costs were offset by the revenues received from the Inmate Calling system, which would more than cover the costs of the contract extension.

Mr. Stec asked if the Inmate Legal Research system was used solely by the inmates and Sheriff Cleveland replied affirmatively, noting that the availability of the system was mandated by the State. Sheriff Cleveland added that prior to the implementation of the computerized Legal Research system, a full time employee had been responsible for taking the hand written legal requests of the inmates and researching them at the County's Law Library. He explained that the computerized system was comprised of a kiosk housing a computer which allowed inmates to research their legal questions when necessary. Sheriff Cleveland clarified

that the availability of legal research to inmates was mandated by the State; however, he said, the current computerized research system in place was not.

Mr. Stec asked what measures were taken for those inmates who were not able to read and Sheriff Cleveland replied that concessions were made for illiterate inmates to allow for someone to verbally provide the requested information to them.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to approve the request to extend the contract with LexisNexis for the Inmate Legal Research system for a three-year term at a cost of \$50,400 per year and the necessary resolution was authorized for the October 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Resuming the agenda review, Sheriff Cleveland apprised that agenda item number five reflected a request to decrease and close Capital Project No. H99.9550 280, Sheriff Vehicle Purchases, and return the \$334,592.12 remaining in the Project to the General Fund. He explained that during the recent Budget Workshop meeting the determination had been made to close the project and require that future vehicle purchases be clearly justified and funded in the Sheriff's Budget.

Mr. Bentley asked if funds to purchase vehicles for 2008 would be removed from the Capital Project prior to closing it and Sheriff Cleveland replied that he had requested funds to purchase eight vehicles in the 2008 Budget.

Mr. VanNess stated that he was not sure that this was the correct step to take as he could foresee a problem arising in the future, resultant from closing this Capital Project. He said that if the Capital Project was closed, the vehicles would have to be purchased from the Sheriff's Budget further adding to Budget constraint issues. Sheriff Cleveland confirmed that in the Budget workshop it had been determined that vehicle purchases would be added as a line item in the Budget each year and the Sheriff would have to present his request for vehicles and receive approval from the Supervisors.

Mr. Stec advised that this was the same procedure implemented at the Town of Queensbury to reduce the number of fire trucks purchased. He said that this procedure had elongated the length of time vehicles were used prior to replacing them due to age by requiring that a strong case be made to justify equipment replacement.

Discussion ensued with respect to the matter.

Mr. O'Connor stated that although he could certainly sympathize with both sides of the argument, he preferred to close the Capital Project and require the Sheriff to justify vehicle purchases in the future.

Motion was made by Mr. Stec, seconded by Mr. Mason and carried by majority vote, with Mr. Haskell voting in opposition, to approve the request to decrease and close Capital Project No. H99.9550 280, Sheriff Vehicle Purchase, and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Continuing the agenda review, Sheriff Cleveland advised that the next three items listed pertained to requests to authorize In-State travel. Agenda item number six, he said, requested permission for William Girard and Michael Nissen to attend the Civil Officer Refresher Course in Canandaigua, NY on October 10,

2007. Sheriff Cleveland explained that a County vehicle would be used as the mode of transportation and the total travel costs were approximately \$224.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the request for William Girard and Michael Nissen to attend the Civil Officer Refresher Course on October 10, 2007 as outlined above. *A copy of the request is on file with the minutes.*

Sheriff Cleveland apprised that agenda item number seven reflected a second request for In-State travel, this one being for Michael T. Gates to attend the Sally-Port NY Users Group Conference in Alexandria Bay, NY on October 9 - 10, 2007. He said that a County vehicle was the intended mode of transportation and the total conference costs were approximated at \$80.

Motion was made by Mr. Mason, seconded by Mr. Stec and carried unanimously to authorize Michael T. Gates to attend the Sally-Port NY Users Group Conference as outlined above. *A copy of the request is on file with the minutes.*

The final travel request, Sheriff Cleveland stated, was listed as agenda number eight and sought approval to ratify actions relative to In-State travel that had already occurred. He explained that Major John R. Shine, Patrol Lieutenant C. Shawn Lamouree, Patrol Lieutenant Robert A. Smith and Investigative Lieutenant James A. LaFarr had attended the annual New York State Sheriff's Association Law Enforcement Administrators Conference in Albany, NY on September 11 and 12, 2007 and he had not been able to obtain Committee approval prior to the conference. Therefore, Sheriff Cleveland advised, Committee approval was necessary to ratify actions already taken and to allow for reimbursement of expenses.

Motion was made by Mr. Haskell, seconded by Mr. Mason and carried unanimously to approve and ratify the In-State travel request for attendance at the New York State Sheriff's Association Law Enforcement Administrators Conference as outlined above. *A copy of the request is on file with the minutes.*

Concluding the agenda review, Sheriff Cleveland apprised that item number nine referred to an invoice dated February 2006 from the Adirondack Pipes & Drums for services provided at the "Service to Community" event. He explained that at the time the invoice was received they had attempted to make payment but had been unsuccessful as the Adirondack Pipes & Drums were not affiliated with any specific group and did not have a tax identification number. Sheriff Cleveland said that they had advised the Adirondack Pipes & Drums to contact the Sheriff's Office again for payment once they had obtained a tax identification number. He apprised that he had recently received another invoice from the group requesting payment in the amount of \$500 and noting that they had obtained the necessary tax identification numbers. Sheriff Cleveland stated that in speaking with Paul Dusek, County Attorney, it had been determined that the County did have a contractual obligation to make the payment requested and therefore he intended to forward the amount requested to Adirondack Pipes & Drums from the 2007 Budget. He noted that no Committee action was required for this item and that it had been included for informational purposes only.

Mr. Dusek entered the meeting at 9:50 a.m.

Privilege of the floor was extended to Mr. Dusek, who apprised that an executive session was necessary to discuss matters relating to collective bargaining negotiations.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously that executive session be

declared pursuant to article fourteen of the civil service law and Section 105(e) of the Public Officer's Law.

Executive session was held from 9:51 a.m. to 10:15 a.m.

Upon reconvening Mr. Bentley advised that no action would be taken pursuant to the executive session.

On motion made by Mr. VanNess and seconded by Mr. Haskell, Mr. Bentley adjourned the meeting at 10:16 a.m.

Respectfully submitted,  
Amanda Allen, Legislative Office Specialist