

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SHERIFF & COMMUNICATIONS**

**DATE: SEPTEMBER 29, 2006**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS BENTLEY  
VANNESS  
O'CONNOR  
BELDEN  
HASKELL  
STEC

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR MASON

**OTHERS PRESENT:**

SHERIFF CLEVELAND  
JOAN PARSONS, COMMISSIONER OF  
ADMINISTRATIVE AND FISCAL SERVICES  
JOAN SADY, CLERK  
SUPERVISOR CAIMANO  
SUPERVISOR GIRARD  
MARVIN LEMERY, FIRE PREVENTION & BUILDING  
CODE ENFORCEMENT ADMINISTRATOR  
MATT SOKOL, TOWN OF QUEENSBURY  
DAVE STRAINER, TOWN OF QUEENSBURY  
KATHLEEN SONNABEND, TOWN OF QUEENSBURY  
AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

---

---

Mr. Bentley called the meeting of the Sheriff and Communications Committee to order at 10:34 a.m.

Motion was made by Mr. O'Connor, seconded by Mr. VanNess and carried unanimously to approve the minutes of the August 28<sup>th</sup> meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Sheriff Cleveland, who distributed copies of his agenda to the Committee members, a copy of which is on file with the minutes. Sheriff Cleveland began with the first item of his agenda which was a request to authorize the Sheriff's Department to charge \$5.00 per copy of any accident reports, incident reports, case reports or any other report available to the public. Sheriff Cleveland noted that if the request were approved by the Committee and the Board, he would request that a petty cash drawer be established to collect these fees.

Motion was made by Mr. O'Connor, seconded by Mr. VanNess and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October Board meeting. A copy of the request is on file with the minutes.

Sheriff Cleveland presented the second agenda item, which was a notice of intent to fill the vacant position of Senior Building Maintenance Mechanic. He noted that the position offered a base salary of \$38,050 and had been vacated due to resignation.

Motion was made by Mr. O'Connor, seconded by Mr. VanNess and carried unanimously to approve the request and refer same to the Personnel Committee. A copy of the Notice

of Intent to Fill Vacant Position form is on file with the minutes.

Mr. Belden entered the meeting at 10:35 a.m.

Proceeding to the third item of the agenda, Sheriff Cleveland reminded the Committee that during a prior meeting, Mr. Belden had requested the preparation of a proposal reflecting the costs of an inmate work program to care for Warren County grounds. Sheriff Cleveland said that he was unable to prepare this information because the New York State Commission of Corrections had indicated that these programs were not currently available to local correction facilities. He noted that an attempt to pass legislation allowing inmate work programs had failed in 2006, but may be presented again in 2007.

Sheriff Cleveland apprised that the fourth item of the agenda pertained to the addition of an Investigator's position within the Department of Social Services. He said that it was his understanding that the issue had been approved at the Social Services Committee meeting, however; he added, if the Board were to authorize the position the budget would need to be amended to include the new position in January of 2007. Sheriff Cleveland noted that the addition would require a \$60,000 appropriation; however, he said, he had been advised by Robert Phelps, Commissioner of Social Services, that the costs incurred would be 100% reimbursable.

Mr. Stec entered the meeting at 10:39 a.m.

Mr. Caimano suggested that a meeting be held to discuss the number of investigators currently employed by Warren County as the number seemed to be high. He said that although they may all be needed, it seemed that the positions were created while grant funding was available but remained after the funds had been depleted. Mr. Caimano stated that the positions must be reviewed and a decision made as to which were necessary and it should be done before the end of 2006.

Sheriff Cleveland responded that in the case of the investigator assigned to the Department of Social Services, the position would only exist if the costs were 100% reimbursable, as Mr. Phelps had assured him.

Mr. VanNess asked if the investigative position requested would be filled by an investigator currently employed by the Sheriff's Department and Sheriff Cleveland replied affirmatively. Mr. Belden asked if the salary of the position would be \$60,000 and Sheriff Cleveland responded that the salary would be \$30,000; the \$60,000 included salary, fringe benefits, holiday pay, lease of a vehicle, fuel costs and such. Sheriff Cleveland noted that he had included all possible costs for this position in the request because he was operating on the assumption that they would all be reimbursable by New York State.

Motion was made by Mr. Haskell, seconded by Mr. VanNess and carried unanimously to amend the 2007 County Budget request in the amount of \$60,000 for the implementation of an Investigator position within the Department of Social Services, provided that the costs of the position were 100% reimbursable by New York State, and refer same to the Budget Committee.

Mr. O'Connor asked if the position would be filled by a person interested in assisting the Social Services Department, and Sheriff Cleveland replied that he did have an investigator who was interested in working with that department. Mr. O'Connor noted that it was important to place someone in the position who was interested in working with the Department of Social Services due to the sensitive nature of the position.

Marvin Lemery, Fire Prevention & Building Code Enforcement Administrator, entered the meeting at 10:44 a.m.

General discussion ensued.

Returning to the agenda, Sheriff Cleveland addressed the fifth item listed which was the reverse 911 system. He said that the cost of the system was approximately \$15,000 annually plus actual telephone expenses; Sheriff Cleveland noted that there were 500 to 1,000 free minutes to start. He stated that if the system were implemented, he would suggest increasing the telephone budget by \$5,000 to pay for toll charges incurred. Sheriff Cleveland noted that because the system would be used to report emergencies in specific areas, each respective Town would authorize the use of the system for a specific emergency and the toll charges incurred could be billed back to that Town.

Sheriff Cleveland apprised that the system was so easy to use he felt that it would be utilized frequently. He explained that in the case of an emergency, the operator would choose the area they wished to contact from a map on their computer screen and the computer would then dial all telephone numbers in the selected area broadcasting a pre-recorded message. Sheriff Cleveland noted that prior to contacting residents, a message would be recorded by the Supervisor of the respective Town, detailing the emergency.

Mr. Stec stated that he felt the reverse 911 system would be used primarily by the Town of Queensbury and the City of Glens Falls. He noted that the system would be invaluable in the instance of a watermain break or to notify citizens of available shelters during a power outage. The system could have been used by the Town of Queensbury at least twice in the past year to report watermain breaks and flooding, Mr. Stec said.

Mr. Caimano suggested that the Town of Queensbury and the City of Glens Falls work directly with the Sheriff's Department to cover the costs of the system, as they would be the primary users. Mr. O'Connor felt that if Mr. Caimano's suggestions were taken, the constituents of the two municipalities might be reluctant to allow the smaller

surrounding Towns to use the system, based on the fact that they had not contributed the funds to support it.

Mr. Girard entered the meeting at 10:50 a.m.

Discussion ensued with respect to the reverse 911 system.

Joan Parsons, Commissioner of Administrative and Fiscal Services, reminded the Committee that the implementation of a reverse 911 system had originally been suggested by Mr. Gabriels, who thought the system could be placed using additional surcharge money received from the 911 system. She continued that Mr. Gabriels had made the suggestion under the assumption that the users were already paying the surcharge and the funds could be applied towards the reverse 911 system. Mrs. Parson's said that she thought there may be some opposition from other Board members because they may be under the assumption that they had already paid for the implementation of the system.

It was the consensus of the Committee to take no action on the implementation of a reverse 911 system at the time, although they thanked Sheriff Cleveland for gathering the requested information.

Sheriff Cleveland advised that after meeting with the Budget Officer he had made several corrections to his 2007 Budget proposal, including the salary of Employee No. 8646 as directed in the prior months Committee meeting. In addition to the salary correction, Sheriff Cleveland noted that \$148,000 had been included for the negotiated 84 hour work periods in the PBA (Police Benevolent Association) contract; \$14,000 was added for sick leave funds that were never budgeted and \$20,000 was included to provide for the negotiated shift change pay in the Alliance contract. Sheriff Cleveland apprised that he was also able to cut \$276,000 in equipment and commodities appropriations from his 2007 Budget request. He said that the items removed from the Budget request included two vehicles scheduled for the Correction Division and two slated for the Law Enforcement Division. Sheriff Cleveland noted that he would be able to use funds left over in the 2006 Budget and/or the Vehicle Purchase Capital Project to purchase those vehicles. The changes made to the Budget were good compromises, Sheriff Cleveland stated.

Sheriff Cleveland explained that he was unable to prepare documentation of overtime costs, therefore the seventh item of the agenda would be discussed at the next Committee meeting. He noted that the Communications Department was slightly over what had been budgeted in overtime costs but he thought they would be able to cover the overage. However, Sheriff Cleveland stated, the overtime costs incurred in the Corrections Department would be high because over the years when the Corrections staff had increased, the corresponding overtime costs and shift differential had not. Sheriff Cleveland noted that additional funds had been included in the 2007 Budget request to cover the costs incurred in the next year.

In closing, Sheriff Cleveland addressed item number eight of the agenda which was the boarding of inmates. He said that approximately two weeks ago he had to board out three male inmates to Washington County due to a lack of beds. He noted that there were 144 male beds and all were filled, primarily with citizens of Warren County.

Mr. Belden asked if the jail was currently full and Sheriff Cleveland said that they were at capacity for male inmates but not females. He said that the primary reason for the overflow had to do with the aggressive law enforcement system and violators placed in jail over the weekends by the Court system for appearances during the following week. Sheriff Cleveland estimated that within the next two years Warren County would be paying monthly to board their inmates out to other jailing facilities.

Mr. Belden asked how many new employees would be added to the Sheriff's Department in 2007 and Sheriff Cleveland advised that three would be hired in January and another three in July. The costs of the additions would be offset by the concessions made to reduce the number of vehicles purchased by the Sheriff's Department in the next five years, Sheriff Cleveland apprised.

General discussion ensued.

As there was no further business to come before the Sheriff and Communications Committee, on motion made by Mr. Belden and seconded by Mr. Stec, Mr. Bentley adjourned the meeting at 11:01 a.m.

Respectfully Submitted,  
Amanda Allen, Legislative Office Specialist