

STEBEN COUNTY PUBLIC SAFETY & CORRECTIONS COMMITTEE

Monday, January 6, 2020

9:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	John V. Malter, Chair Frederick G. Potter	Kelly H. Fitzpatrick, Vice Chair Thomas J. Ryan	Steven P. Maio
STAFF:	Jack K. Wheeler Tim Marshall Noel Terwilliger James Allard	Christopher Brewer David Hopkins Brenda Aston Jennifer Prossick	Cheryl Crocker Shawn Sauro Andy Morse
LEGISLATORS:	Scott J. Van Etten Hilda T. Lando	Robin K. Lattimer Jeffrey P. Horton	K. Michael Hanna Robert V. Nichols
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Malter called the meeting to order at 9:00 a.m. and asked Ms. Fitzpatrick to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 2, 2019, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Probation

1. **Justice for Families Grant** – Mrs. Crocker requested authorization to sign an MOU (Memorandum of Understanding) with LawNY for the Justice for Families Program Grant. There will be numerous agencies involved with this. This award is between \$25,000 - \$30,000 for three years and will help the Probation Department to help with monitoring of domestic violence offenders as well as assistance with victims and training.

Ms. Fitzpatrick asked is this a new grant? Mrs. Crocker replied yes. This is a three-year grant. Mr. Ryan asked what would the training encompass? Mrs. Crocker replied the training would be specific to domestic violence; working with the victims and supervising the offenders. Mr. Malter asked is the \$25,000 - \$30,000 per year? Mrs. Crocker replied yes.

Mr. Maio stated the District Attorney has a contract for a victims advocate; is there any interrelationship between the two? Mr. Wheeler replied there may be a little. The District Attorneys contract goes back to the work with the CAC (Child Advocacy Center) and some other things that we are working on.

Mrs. Crocker explained this grant is something new that just came out. The other agencies involved include the court system to provide the training as well as the NET, Arbor Development and LawNY. Mr. Potter asked is this a State grant? Mrs. Crocker replied no, this is a Federal grant.

MOTION: AUTHORIZING THE DIRECTOR OF PROBATION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH LAWNY FOR THE JUSTICE FOR FAMILIES PROGRAM GRANT IN THE AMOUNT UP TO \$30,000 FOR EACH OF THREE YEARS MADE BY MS. FITZPATRICK. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. District Attorney

1. **Approval of Contract for Second Victims' Advocate** – Mr. Terwilliger requested authorization to amend and extend the contract with the Institute of Human Services/Department of Social Services to include additional part-time victims' advocate services. The grant does include funding for two part-time contracts. This second position will give us a few more hours per week. Mr. Wheeler clarified this would be contracting for additional services. Last month the victims' advocate contract was presented by both the District Attorney and Department of Social Services and are funded with grant funds. We should have approved both positions at the same time.

Mr. Terwilliger explained this additional contract will help both our discovery unit and the CAC. The goal is for the District Attorney to have a full-time victims' advocate in our office and our hope is they would work with all of the agencies. Mr. Wheeler stated this is a way to get the process started and is in addition to what was approved last month.

Mrs. Lando asked is this different than what the Department of Social Services has? Mr. Terwilliger replied we are not doing the counseling side of things. The job of the victims' advocate is to make sure individuals are pointed in the right direction for the services they may need including counseling, probation, etc.

Ms. Fitzpatrick asked so this is a new service? Mr. Terwilliger replied yes. Ms. Fitzpatrick asked is this similar to what we agreed to for the Public Defender? Mr. Sauro replied it is the same services, but different side of the coin. Mr. Malter asked in the future, if we were to create the full-time position, would it be grant funded? Mr. Terwilliger replied we would hope so, yes.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO AMEND AND EXTEND THE CONTRACT THROUGH THE DEPARTMENT OF SOCIAL SERVICES AND THE INSTITUTE FOR HUMAN SERVICES FOR ADDITIONAL PART-TIME VICTIMS' ADVOCATE SERVICES TO BE PAID FOR WITH VOCA GRANT FUNDS MADE BY MS. FITZPATRICK. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Request to Roll Over 2019 Equipment Funding to Purchase Surveillance Equipment** – Mr. Terwilliger explained they were in the process of purchasing covert video surveillance equipment and had three quotes at the end of the year, however, after speaking with Purchasing, it was determined that we needed to bid this because of the cost. He requested authorization to roll over \$16,000 from the 2019 equipment line to the 2020 equipment line to purchase the covert surveillance equipment. This equipment is used in the drug enforcement unit as well as in homicide investigations.

Mr. Maio asked why would this equipment be purchased through your office and not the Sheriff? Mr. Terwilliger replied all of the police agencies within the County are able to use this equipment. Mr. Maio asked is the funding only available for the District Attorney? Mr. Wheeler replied this is equipment funding from 2019 that they did not use. Mr. Maio asked why isn't the Sheriff's Office doing this? Sheriff Allard replied the drug investigation unit is housed within the District Attorney's Office.

Mr. Potter asked this was not included in the fund balance and is just rolling over? Mr. Wheeler explained excess equipment funding that is not rolled over would then go into the general fund.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT BIDS FOR THE PURCHASE OF COVERT SURVEILLANCE EQUIPMENT AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ROLL OVER \$16,000 IN UNEXPENDED MAJOR EQUIPMENT FUNDING TO THE 2020 MAJOR EQUIPMENT LINE; AND AMENDING THE DISTRICT ATTORNEY'S 2020 MAJOR EQUIPMENT LIST TO INCLUDE COVERT SURVEILLANCE EQUIPMENT MADE BY MS. FITZPATRICK. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Emergency Management Office

1. **Contract Renewals** – Mr. Marshall presented contract renewals for 2020 for Motorola, Empire Access, Twin Tier Pathology, Environmental Emergency Services, Inc. and EMSTAR. Mr. Potter asked were there any increases over last year? Mr. Marshall replied the contracts have remained the same with the exception of Motorola, which increased due to the last equipment piece coming into the project.

MOTION: APPROVING THE FOLLOWING 2020 CONTRACTS FOR THE EMERGENCY MANAGEMENT OFFICE: MOTOROLA MAINTENANCE - \$141,238.32; EMPIRE ACCESS - \$2,400; ENVIRONMENTAL EMERGENCY SERVICES, INC. - \$8,400; TWIN TIER PATHOLOGY - \$900 PER CASE; AND EMSTAR - \$5,625 MADE BY MR. MAIO. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Sheriff's Office

1. **Accept 2020 Police Traffic Services Grant** – Sheriff Allard requested authorization to accept the 2020 Police Traffic Services Grant from the Governor's Traffic Safety Committee in the amount of \$8,010. This funding will be used for additional traffic enforcement.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2020 POLICE TRAFFIC SERVICES GRANT FROM THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE IN THE AMOUNT OF \$8,010 MADE BY MR. POTTER. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **2020 STOP DWI Law Enforcement Agreements** – Sheriff Allard requested authorization to disburse STOP DWI funds to various local law enforcement agencies pursuant to the STOP DWI Plan. Mr. Potter asked what does the fringes line cover? Sheriff Allard replied that is for additional expenses; anything that is not covered in the payroll.

MOTION: AUTHORIZING THE SHERIFF TO ENTER INTO AGREEMENTS WITH LOCAL LAW ENFORCEMENT AGENCIES FOR THE DISBURSEMENT OF STOP DWI FUNDS MADE BY MS. FITZPATRICK. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Re-Appropriate Funds for UPS with Bypass Switch** – Sheriff Allard informed the committee they were unable to get the bids done in 2019 for the replacement of the UPS with Bypass Switch. He requested authorization to re-appropriate \$7,700 from the 2019 Major Equipment line item into the 2020 Major Equipment line item to purchase and install the UPS with Bypass Switch.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RE-APPROPRIATE \$7,700 FROM THE 2019 MAJOR EQUIPMENT LINE ITEM TO THE 2020 MAJOR EQUIPMENT LINE ITEM FOR THE PURCHASE AND INSTALLATION OF A UPS WITH BYPASS SWITCH FOR THE CONTROL ROOM IN THE STEUBEN COUNTY JAIL AND AMENDING THE JAIL'S 2020 MAJOR EQUIPMENT LIST TO REFLECT THE SAME MADE BY MS. FITZPATRICK. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Re-Appropriate Funds for Water Line Capital Project** – Sheriff Allard explained they had previously budgeted \$37,500 to purchase a dishwasher for the Jail. After some analysis, they determined it would be better to lease the dishwasher for \$4,800 per year. That leaves us with \$32,700. Sheriff Allard explained they

are currently on year three of the water line replacement project and the prices have increased from the original bid. He requested authorization to re-appropriate the \$32,700 from the 2019 Major Equipment line into the capital project entitled "Replace Water Lines in the Jail".

Mr. Malter asked what is the usable life of the dishwasher? Sheriff Allard replied they have gotten 7 years out of the last two that they have had. Mr. Maio asked that the draft resolution presented be amended to reflect that amount has been increased rather than inflated.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RE-APPROPRIATE \$32,700 FROM THE JAIL'S 2019 MAJOR EQUIPMENT LINE TO THE CAPITAL PROJECT ENTITLED "REPLACE WATER LINES IN THE JAIL" AND AMENDING THE DRAFT RESOLUTION TO CHANGE THE WORDING IN THE SECOND RESOLVED FROM "...AS THAT AMOUNT HAS BEEN INFLATED" TO "...AS THAT AMOUNT HAS BEEN INCREASED" MADE BY MR. MAIO. SECONDED BY MR. POTTER FOR DISCUSSION.

Mr. Van Etten asked if you are in year three of this project, how much longer do you anticipate it taking? Sheriff Allard replied he believes this will be the final year. The original water lines were galvanized and we started getting pinhole leaks and have been replacing with copper lines. He commented the increase is due to the fittings doubling in price.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

5. **Renew School Resource Deputy Agreements with BOCES** – Sheriff Allard requested authorization to renew the agreements with GST BOCES for two School Resource Officers, which BOCES fully funds. One officer is at the Coopers campus and the other is at the Wildwood campus.

MOTION: AUTHORIZING THE SHERIFF TO RENEW THE AGREEMENTS WITH GST BOCES FOR TWO SCHOOL RESOURCE OFFICERS MADE BY MR. POTTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **Renew Other County Inmate Housing Agreements** – Sheriff Allard requested authorization to renew the other county inmate housing agreements in the amount of \$100 per inmate per day. This is an increase from the previous amount of \$87.00 per inmate per day.

MOTION: AUTHORIZING THE SHERIFF TO RENEW THE OTHER COUNTY INMATES AGREEMENTS AT A RATE OF \$100.00 PER INMATE PER DAY MADE BY MS. FITZPATRICK. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

7. **Jail Report** – Mr. Malter asked what is the population at the Jail? Sheriff Allard reported it is 117 as of this morning. The lowest we reached was 109 last month. He did a quick scan of their warrant arrest report and we are up 30 from 20. The total number of warrants has increased 15 percent from last year. Sheriff Allard also announced that the head of the Majority of the Assembly is willing to re-examine the reform laws and there is a push to give more authority to the judges. Ms. Fitzpatrick asked how does that affect staffing at the Jail? Sheriff Allard replied last year we had 205 inmates. We are still full staffed as if we had full occupancy. We have two units that are temporarily not being used unless we have multiple disciplines. With that staff, we are avoiding overtime for trips and constant watch. We are also utilizing the inmate workers to paint and deep clean those units and then will move onto another. We are rotating through all of the units and doing a deep clean and rehabilitation of the entire facility. We have three vacant full-time positions and five vacant part-time positions. Mr. Wheeler commented we should also see some relief in the temporary hire line item. We should also see less pressure if things stay as they are right now. Sheriff Allard commented once the construction project is done, we can use some of these staff to do security at the new building and that cost would be on us as the State is not utilizing the new building. Mr. Malter asked how many pods do you have? Sheriff Allard replied 7.

E. County Manager

1. **Contract Renewal – Finger Lakes SPCA** – Mr. Wheeler explained we have partnered with the Finger Lakes SPCA now that the Sheriff has taken over the animal cruelty responsibility. He expects an annual report in the next month or two. The contract amount is \$10,000 annually and they work with the Sheriff and the New York State Police on equipment. This amount covers any vet bills and services for staff. Sheriff Allard commented the Finger Lakes SPCA has been fantastic to work with. Almost every arrest we do has the interaction of a veterinarian. They do a really good job.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH THE FINGER LAKES SPCA FOR ANIMAL CRUELTY IN THE AMOUNT OF \$10,000 ANNUALLY MADE BY MR. MAIO. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **RFP Request** – Mr. Wheeler informed the committee that he and Mr. Hopkins had been approached back in December by a group that is looking to potentially use our tower sites to provide rural broadband services and that would require an RFP. There would be no cost to the County, potentially some revenue and additional services to residents.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT RFP'S FOR THE LEASE OF TOWER SITES FOR A WIRELESS COMMUNICATIONS PROVIDER MADE BY MS. FITZPATRICK. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. **OTHER BUSINESS**

A. **COPE** - Mrs. Lando asked are we going to get a report on the COPE project? Sheriff Allard replied yes. We did one back in June, but we can do that as part of our annual report. Mr. Wheeler stated we will also be getting a report about the CAP transports.

MOTION: TO ADJOURN MADE BY MR. RYAN. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

Monday, February 3, 2020

9:00 a.m.

PLEASE PROVIDE AGENDA ITEMS

NO LATER THAN NOON

Monday, January 27, 2020