**MINUTES**

<table>
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<tr>
<th>COMMITTEE:</th>
<th>John V. Malter, Chair</th>
<th>Jeffrey P. Horton, Vice Chair</th>
<th>Frederick G. Potter</th>
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<tr>
<th>STAFF:</th>
<th>Jack K. Wheeler</th>
<th>Christopher Brewer</th>
<th>Jennifer Prossick</th>
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<tr>
<td></td>
<td>Tim Marshall</td>
<td>Shawn Sauro</td>
<td>James Allard</td>
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<td></td>
<td>Andy Morse</td>
<td>Brenda Scotchmer</td>
<td>Ken Forenz</td>
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<tr>
<th>LEGISLATORS:</th>
<th>Scott J. Van Etten</th>
<th>Robin K. Lattimer</th>
<th>Carol A. Ferratella</th>
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<tr>
<td></td>
<td>Kelly H. Fitzpatrick</td>
<td>Hilda T. Lando</td>
<td>Steven P. Maio</td>
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<td>Gary B. Roush</td>
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| ABSENT:             | Aaron I. Mullen       |                               |                     |

| OTHERS:             | Mary Perham           |                               |                     |

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I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

**MOTION:** APPROVING THE MINUTES OF THE JULY 12, 2021, MEETING MADE BY MR. RYAN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REQUESTS

A. Public Defender
   1. Extension of PDCMS Case Management Software Contract – Mr. Sauro requested authorization to extend the contract with the New York State Defender’s Association for the PDCMS Case Management Software. This is an annual contract and there are no changes to the fee schedule.

**MOTION:** AUTHORIZING THE PUBLIC DEFENDER TO EXTEND THE CONTRACT WITH THE NEW YORK STATE DEFENDER’S ASSOCIATION FOR THE PDCMS CASE MANAGEMENT SOFTWARE UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. HORTON. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Sheriff’s Office
   1. Accept Project Lifesaver Receiver – Sheriff Allard requested authorization to accept a Lifesaver Receiver from Project Lifesaver. The estimated value is $12,000. These receivers are used to track individuals that are lost; specifically individuals with dementia or children with autism. The receiver is physically attached to them.

**MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT A PROJECT LIFESAVER RECEIVER VALUED AT $12,000 FROM PROJECT LIFESAVER MADE BY MR. HORTON. SECONDED BY MR. POTTER FOR DISCUSSION.
Mr. Van Etten asked how many receivers do you have? Sheriff Allard replied we have eight to ten. Mr. Ryan asked how is the receiver attached? Sheriff Allard replied it is either worn on their wrist, like a watch, or attached to their shoe.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Renew Court Security Agreement** – Sheriff Allard requested authorization to extend the court security agreement for one year, through March 31, 2022.

**MOTION: AUTHORIZING THE SHERIFF TO EXTEND THE COURT SECURITY AGREEMENT FOR ONE YEAR, EXPIRING MARCH 31, 2022, WITH THE UNIFIED COURT SYSTEM SEVENTH JUDICIAL DISTRICT MADE BY MR. POTTER. SECONDED BY MR. HORTON FOR DISCUSSION.**

Mr. Maio asked what is the rationale for us to keep this? Why are we not having the State do it? Sheriff Allard replied when the State was providing security in the courts, the Seventh Judicial District didn’t want State employees doing security and the Sheriffs were tasked with providing security in the Seventh Judicial District. Mr. Maio asked do we have the option to have the State do it? Sheriff Allard replied you have the option to cancel out of the contract, but then there would be no security. Mr. Wheeler commented if you were interested in doing that, we would be talking about layoffs. Sheriff Allard commented we have 9 full-time and 16 part-time court security staff. Mr. Wheeler stated these are permanent appointments and there would have to be a conversation about how we would phase it out. Sheriff Allard stated and that would be if the State agreed.

Mr. Van Etten commented the monthly reimbursement is $1.3 million. Do you think that is sufficient to cover the employee cost? Mr. Wheeler stated we pick up about $100,000 in cost. We are not losing a lot of money. Mr. Malter commented and we are also covering the building entrances. Sheriff Allard stated if the State came in they would only cover the courts. Mr. Van Etten stated we would still want security at the building entrances. Mr. Maio asked is the State reimbursing us for non-court activities? Mr. Malter stated they are covering more than just court security.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Grant Approvals**

   a. **Bicycle Safety Grant** – Sheriff Allard requested authorization to accept a Bicycle Safety Grant in the amount of $9,600. These funds will be used for the bicycle rodeo, to purchase helmets and for training.

   **MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A BICYCLE SAFETY GRANT IN THE AMOUNT OF $9,600 MADE BY MR. RYAN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

   b. **Car Seat Grant** – Sheriff Allard requested authorization to accept a Child Passenger Safety Grant in the amount of $8,700. These funds will be used to purchase car seats.

   **MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A CHILD PASSENGER SAFETY GRANT IN THE AMOUNT OF $8,700 MADE BY MR. HORTON. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

   c. **Police Traffic Services Grant** – Sheriff Allard requested authorization to accept a Police Traffic Services Grant in the amount of $6,030. These funds will be used specifically for Buckle Up New York and speed enforcement.
MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A POLICE TRAFFIC SERVICES GRANT IN THE AMOUNT OF $6,030 MADE BY MR. HORTON. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. Request to Transfer Funds from Body Camera Capital Project to Major Equipment – Sheriff Allard stated last year we had budgeted and put out bids for one boiler, grease trap replacement and CO2 detector installation at the Jail. Since the time that we put out the bids there has been a significant increase in pricing and now the cost will be $50,000. We received a grant from Corning, Inc. to purchase body cameras, so we have $53,000 in the Body Camera Capital Project that is unspent. He requested authorization to transfer $53,000 out of the Body Camera Capital Project into the Jail Major Equipment for the replacement of the boiler, grease trap and CO2 detector installation at the Jail.

MOTION: AUTHORIZING THE TRANSFER OF $53,000 FROM THE BODY CAMERA CAPITAL PROJECT – 3110H4 TO THE JAIL MAJOR EQUIPMENT FOR THE REPLACEMENT OF ONE BOILER, THE GREASE TRAP AND CO2 DETECTOR INSTALLATION AT THE JAIL MADE BY MR. RYAN. SECONDED BY MR. HORTON FOR DISCUSSION.

Mr. Potter asked what material is the grease trap? Sheriff Allard replied it is steel. Stainless Steel costs three times as much. He stated the steel lasts for 26 – 27 years.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

4. Authorization to Utilize Job Order Contracting Procurement – Sheriff Allard requested authorization to utilize the job order contracting procurement for the replacement of one boiler, the grease trap and CO2 detector installation at the Jail.

MOTION: AUTHORIZING THE SHERIFF, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO UTILIZE JOB ORDER CONTRACTING PROCUREMENT FOR THE REPLACEMENT OF ONE BOILER, THE GREASE TRAP AND CO2 DETECTOR INSTALLATION AT THE JAIL MADE BY MR. RYAN. SECONDED BY MR. HORTON FOR DISCUSSION.

Mr. Potter asked what is job order contracting procurement? Mr. Morse explained this was a method development by the U.S. Army in 1982 whereby items are pre-procured. Mr. Wheeler stated it is similar to best value. It gives us more flexibility so we don’t have to issue an RFP. It also speeds things up a little bit. Mr. Morse stated it also avoids us having to hire an engineer.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.

5. Staffing – Mr. Ryan stated over the past couple of months we have been discussing residency requirements and we have heard comments about the salary schedule not being on par with our neighboring counties. Could you provide us with the salary information for surrounding counties? Sheriff Allard stated we just hired a Deputy Sheriff in the mid $40,000 and her husband was hired at Corning PD for a starting salary of just shy of $80,000. Mr. Wheeler stated the local police departments are able to outbid us. We did a salary survey of Deputy Sheriffs in counties similar to Steuben. Sheriff Allard stated he will provide the salary survey report to the committee. Mr. Ryan stated that he is just interested in the counties that border Steuben.

C. Emergency Services Office/E-911

1. Intrado 911 Phone System Maintenance – Mr. Marshall requested authorization to renew the maintenance agreement with Intrado for the 911 phone system. The annual cost is $73,774.05. He stated this will probably be the last maintenance renewal agreement as we will be looking at a replacement of the phone system within the next year or so.
MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY TO RENEW THE MAINTENANCE AGREEMENT WITH INTRADO FOR THE 911 PHONE SYSTEM FOR ONE YEAR FOR A TOTAL COST OF $73,774.05 MADE BY MR. HORTON. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. Mutualink Agreement – Mr. Marshall requested authorization to renew the agreement with NYS Division of Homeland Security and Emergency Services for Mutualink through March 31, 2024.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY TO RENEW THE AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR MUTUALINK HARDWARE, SOFTWARE AND SUBSCRIPTION SERVICES AT NO COST TO THE COUNTY THROUGH MARCH 31, 2024 MADE BY MR. HORTON. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. Budget Transfer – Mr. Marshall explained we need to close out the FY2018 SHSP Grant by the end of August. We have about $16,500 left in the grant under software, which we were going to use to activate the GIS function in the DLan Software, however, the grant will only pay for software upgrades or maintenance during the grant period, which ends August 31, 2021. So we will need to purchase other items. He requested authorization to transfer $12,861 into Major Equipment to purchase a new interactive flat panel monitor for the EOC. The remaining $3,639 will go into the cellular chargebacks and internet costs.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY TO TRANSFER A TOTAL OF $16,500 FROM THE FY2018 SHSP GRANT AND APPROPRIATING $12,861 INTO MAJOR EQUIPMENT, APPROPRIATING $3,639 TO CELLULAR CHARGEBACKS AND INTERNET COSTS AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE ONE INTERACTIVE FLAT PANEL MONITOR MADE BY MR. HORTON. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. OTHER BUSINESS
A. Setting Date of September Meeting – Mr. Malter stated due to the NYSAC Conference the meeting will be scheduled for Tuesday, September 7, 2021 at 9:00 a.m.

MOTION: SETTING THE DATE OF THE SEPTEMBER PUBLIC SAFETY & CORRECTIONS MEETING FOR TUESDAY, SEPTEMBER 7, 2021 AT 9:00 A.M. MADE BY MR. HORTON. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. EMS Study – Mr. Van Etten stated you emailed us the study. What are we looking at as far as a review? Mr. Wheeler replied there needs to be a data refresh on some portions and I will work with you and Mr. Malter on a time to present it. We could do it as a Chairman’s Meeting or a Special Public Safety meeting this month. Mr. Marshall stated I also need to know if you would like the consultants to present in person or virtual. Mr. Van Etten stated given the nature of what the report is suggesting for three options, it should be a separate meeting and we should let any stakeholders attend. Mr. Malter asked Mr. Wheeler to set it up and let us know when.

MOTION: TO ADJOURN MADE BY MR. HORTON. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
**PLEASE NOTE CHANGE** September 7, 2021 **PLEASE NOTE CHANGE**
Legislative Chambers
9:00 a.m.
Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Monday, August 30, 2021

Public Safety & Corrections Committee
Monday, August 2, 2021