

Chair Lightfoot called the meeting to order at 6:00 p.m.

ROLL CALL: All Legislators were present with the exception of Mr. Haggard.

Mr. Denesha led everyone in prayer followed by the Pledge of Allegiance.

MEMORIAL SERVICE:

RESOLUTION NO. 450-2019

**IN MEMORIAM OF A DECEASED MEMBER OF THE
ST. LAWRENCE COUNTY BOARD OF LEGISLATORS**

By Mr. Reagen, District 1

Co-Sponsored by Mr. Forsythe, District 2; Mr. Lightfoot, District 3; Mr. Sheridan, District 4; Mr. Leader, District 5; Mr. Denesha, District 6; Mr. Perkins, District 7; Mr. Acres, District 8; Mr. Fay, District 9; Mr. Haggard, District 10; Ms. Arquiatt, District 11; Mr. Burke, District 12; Mr. Arquiatt, District 13; Ms. Terminelli, District 14; and Ms. Curran, District 15

WHEREAS, during the past year, we have lost from our ranks:

DONALD F. BURNS
Legislator

WHEREAS, this man was recognized as a leader in his community and was chosen to serve on the Board of Legislators representing District 17 from 1982 through 1986, as well as performing other duties for his fellow citizens, and he honorably and diligently discharged the trust so reposed in him and he has now departed, leaving a record which we remember and which today we seek to commemorate,

NOW, THEREFORE, BE IT RESOLVED that we treasure the qualities of service and devotion to duty of this, our absent friend, that we rejoice in the work he accomplished and sorrow that he is no longer with us, and

BE IT FURTHER RESOLVED that in token of our respect to this departed associate, this resolution be included in our records as a permanent memorial to his time spent with us.

Mr. Reagen moved to adopt Resolution No. 450-2019, seconded by Mr. Forsythe, Mr. Lightfoot, Mr. Sheridan, Mr. Leader, Mr. Denesha, Mr. Perkins, Mr. Acres, Mr. Fay, Ms. Arquiatt, Mr. Burke, Mr. Arquiatt, Ms. Terminelli, and Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

A brief recess was taken at 6:08 p.m., and the meeting resumed at 6:13 p.m.

APPROVAL OF THE AGENDA: Mr. Perkins moved to approve the agenda, seconded by Ms. Curran. Ms. Curran moved to amend the agenda to include a resolution under Suspension of the Rules under Presentation of Resolutions, Number 39, entitled “Establishing a Date and Time for The Organizational Board Meeting”, seconded by Mr. Arquiett, and carried by a voice vote with thirteen (13) yes votes, and two (2) absent (Haggard and Reagen).

Mr. Arquiett moved to approve the amended agenda, seconded by Ms. Terminelli, and carried by a voice vote with thirteen (13) yes votes, and two (2) absent (Haggard and Reagen).

Mr. Reagen returned to the room at 6:14 p.m.

APPROVAL OF MINUTES: Mr. Forsythe moved to approve the November 4th meeting minutes, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

COMMUNICATIONS: There were no communications.

CITIZEN PARTICIPATION: Mr. Michael Cappellino, Supervisor for the Town of Fowler.

PRESENTATION OF RESOLUTIONS:

Operations Committee: 11-18-2019

RESOLUTION NO. 451-2019

**MODIFYING THE 2019 BUDGET FOR THE ST. LAWRENCE COUNTY SHERIFF’S
SUPERVISOR ASSOCIATION, INC. AND ST. LAWRENCE COUNTY DEPUTIES
ASSOCIATION, INC. CONTRACT SETTLEMENTS**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Resolution No. 476-2018 authorized the Chair to sign a contract with the St. Lawrence County Sheriff’s Supervisor Association, Inc. and Resolution No. 419-2018 authorized the Chair to sign a contract with the St. Lawrence County Deputies Association, Inc., both to settle four-year collective bargaining agreements for 2018-2021, and

WHEREAS, the previous agreements expired at the end of 2017 and neither contract was ratified until after the 2019 Budget was adopted, therefore funds were not appropriated in the 2019 Sheriff’s Office Budget to provide for the terms of the new agreement, and

WHEREAS, in years that occur without collective bargaining agreements in place, funding is set aside in targeted contingency to support the financial obligations of the contract, and

WHEREAS, in the last few years, efforts have been made to transfer appropriations to the budget lines that will be impacted by the settlement of collective bargaining agreements, and

WHEREAS, a budget modification is necessary due, in part, to additional training and travel costs for the new Sheriff and Undersheriff, and for additional Spillman, accreditation, and crash management course costs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for the Sheriff’s Office for the St. Lawrence County Sheriff’s Supervisor Association, Inc. and St. Lawrence County Deputies Association, Inc. contract settlements and travel expenses, as follows:

DECREASE APPROPRIATIONS:

| | | |
|----------------|----------------------------|--------------|
| B1019904 49700 | B SPEC Contingency Account | \$35,564 |
| S4031504 45100 | S JAIL Medical Supplies | <u>4,000</u> |
| | | \$39,564 |

INCREASE APPROPRIATIONS:

| | | |
|----------------|-----------------------------------|--------------|
| S1031101 11000 | S CRIM Direct Service Workers | \$26,115 |
| S1031101 12000 | S CRIM Supervisory/Administration | 9,449 |
| S1031104 44500 | S CRIM Other Travel | <u>4,000</u> |
| | | \$39,564 |

Mr. Denesha moved to adopt Resolution No. 451-2019, seconded by Ms. Curran, Mr. Burke, and Mr. Perkins, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Operations Committee: 11-18-2019

RESOLUTION NO. 452-2019

MODIFYING THE 2019 BUDGET FOR THE SHERIFF’S OFFICE FOR OVERTIME EXPENSES FOR THE CORRECTIONAL DIVISION

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the Correctional Division of the Sheriff’s Office has exceeded the budget in the overtime account for 2019, and

WHEREAS, Resolution No. 425-2019 modified the budget in November to account for overtime due, in part, to local hospital admissions, out-of-County hospital admissions, detox admissions, one on one observations, accrual usage, and

WHEREAS, there are remaining funds in other accounts in the Sheriff’s Office Budget to cover the overtime overage,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for the Sheriff's Office for overtime expenses for the Correctional Divisions, as follows:

DECREASE APPROPRIATIONS:

| | | |
|----------------|--------------------------------|----------|
| S4031501 19000 | S Jail Temporary and Part-Time | \$35,000 |
|----------------|--------------------------------|----------|

INCREASE APPROPRIATIONS:

| | | |
|----------------|-----------------|----------|
| S4031501 18000 | S Jail Overtime | \$35,000 |
|----------------|-----------------|----------|

Mr. Denesha moved to adopt Resolution No. 452-2019, seconded by Ms. Curran, Mr. Perkins, and Mr. Burke, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Operations Committee: 11-18-2019

RESOLUTION NO. 453-2019

**MODIFYING THE 2019 BUDGET FOR THE SHERIFF'S OFFICE TO ACCEPT
2018-2019 STATE CRIMINAL ALIEN ASSISTANCE PROGRAM FUNDING
FROM THE BUREAU OF JUSTICE DEPARTMENT**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the Sheriff's Office has been awarded program funding in the amount of \$6,164 through the Bureau of Justice Assistance (BJA) Department, and

WHEREAS, this 2018/2019 State Criminal Alien Assistance Program (SCAAP) provides funding to cover costs related to the inmate management software, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for the Sheriff's Office to accept 2018-2019 State Criminal Alien Assistance Program Funding from the Bureau of Justice Department, as follows:

INCREASE APPROPRIATIONS:

| | | |
|----------------|--------------------------------|---------|
| S4Z31504 47801 | S Jail Data Processing Charges | \$6,164 |
|----------------|--------------------------------|---------|

INCREASE REVENUE:

| | | |
|----------------|--------------------|---------|
| S4Z43895 57000 | S Jail Federal Aid | \$6,164 |
|----------------|--------------------|---------|

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.

December 2, 2019

Mr. Denesha moved to adopt Resolution No. 453-2019, seconded by Ms. Curran, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Operations Committee: 11-18-2019

RESOLUTION NO. 454-2019

MODIFYING THE 2019 BUDGET TO ACCEPT A SCHOLARSHIP FROM THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR BUS SERVICES

By Mr. Denesha, Chair, Operations Committee

WHEREAS, New York State Department of Transportation (NYSDOT) has funding in the form of scholarships available to reimburse the County and its Mobility Manager for costs incurred to participate in transit-related conferences and training events, and

WHEREAS, to accept these unanticipated funds a budget modification is necessary,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget to accept a scholarship from the New York State Department of Transportation for Bus Services, as follows:

INCREASE APPROPRIATIONS:

| | | |
|----------------|----------------------------------|--------------|
| N2B56304 41102 | N Bus Educational Workshops | \$435 |
| N2B56304 44500 | N Bus Other Travel Reimbursement | 1,455 |
| N2B56304 43007 | N Bus Other Fees and Services | <u>5,008</u> |
| | | \$6,898 |

INCREASE REVENUE:

| | | |
|----------------|-------------------|---------|
| N2B35945 56004 | N SA Bus Services | \$6,898 |
|----------------|-------------------|---------|

Mr. Denesha moved to adopt Resolution No. 454-2019, seconded by Mr. Perkins and Ms. Curran, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

Operations Committee: 11-18-2019

RESOLUTION NO. 455-2019

AUTHORIZING THE PLANNING OFFICE TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING AND FOR THE CHAIR TO SIGN NECESSARY APPLICATION DOCUMENTATION AND A CONTRACT WITH THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL

By Mr. Denesha, Chair, Operations Committee

WHEREAS, funds are available from the New York State Office of Community Renewal (OCR) to provide for housing activities under the Community Development Block Grant (CDBG) Program, and

WHEREAS, applicants for CDBG Funds must be units of local government, specifically including counties, and

WHEREAS, the Planning Office has experience in preparing CDBG applications and administration of the programs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Planning Office to apply for Community Development Block Grant Funding and for the Chair to sign necessary application documentation and a contract with New York State Office of Community Renewal, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED upon the grant be awarded, the Board of Legislators will consider a resolution to accept the grant, modify the budget, and authorize the Planning Office to engage in requisite activities to provide grant administration and program delivery services, both which are reimbursable through the grant, and to close out this grant as may be required, and

BE IT FURTHER RESOLVED upon the grant being awarded, and the grant administration and program delivery continue into subsequent fiscal years, the Board of Legislators authorizes the Treasurer to roll-over any remaining funds to future budgets until the grant is fully expended.

Mr. Denesha moved to adopt Resolution No. 455-2019, seconded by Mr. Burke, Ms. Terminelli, Ms. Curran and Mr. Leader, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

Operations Committee: 11-18-2019

RESOLUTION NO. 456-2019

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
RIGHT RX, LLC D/B/A US-RX CARE FOR PRESCRIPTION MANAGEMENT**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, on September 23, 2019, US-Rx Care presented to the Operations Committee and discussed the available options for the County, and

WHEREAS, the Department of Human Resources provides benefit administration for the St. Lawrence County Health Insurance and Pharmacy Plans, and

WHEREAS, as the benefit advisor for St. Lawrence County, Burnham Benefit Advisors, recommends the County contract with US-Rx Care for Prescription Management, and

WHEREAS, Pro Act, Inc. is the third party administrator for the SLC pharmacy plan providing Pharmacy Benefit management which includes developing and maintaining the formulary, contracting with pharmacies, negotiating discounts and rebates with drug manufacturers, and processing and paying prescription drug claims, and

WHEREAS, US-Rx Care will implement a prescription management program called Right Rx that entails flagging of pharmacy claims meeting predetermined criteria established by US-Rx Care, then directly contacting prescribing physicians and/or plan participants to educate them as to alternative medication options, and

WHEREAS, the program is voluntary for plan participants and entails flagging pharmacy claims that meet predetermined criteria established by US-Rx Care and directly contacting prescribing physicians/plan participants to educate them on alternative medication options, and

WHEREAS, the fee for the Right Rx Program under this agreement is \$1.75 Per Member Per Month (PMPM) and for purposes of calculating any fees due, the term "Member" means an individual covered by the client's plan including the individual's dependents also receiving benefits under the Plan, and as of June 2019 the County had approximately 1,950 members which fluctuates on a monthly basis, or approximately \$3,500 per month, or \$42,000 annually, and

WHEREAS, if the established savings target of \$1.75 PMPM is not met, the County shall be entitled to a refund of the difference between \$1.75 PMPM for that calculation period and the actual savings determined for such period (savings calculation will be done after the initial 12 months period and quarterly thereafter),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a one year contract with automatic annual renewals with US-Rx Care effective January 1, 2020 through December 31, 2020 for counseling prescription management services,

December 2, 2019

upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that following the expiration of the one (1) year contract, it shall continue in effect on an annual basis unless or until the agreement is terminated by either party with a sixty (60) days written notice to either party.

Mr. Denesha moved to adopt Resolution No. 456-2019, seconded by Ms. Terminelli and Mr. Perkins, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Operations Committee: 11-18-2019

RESOLUTION NO. 457-2019

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
TRUSTEEMPLOYEES.COM FOR BACKGROUND SCREENING**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, NY State Civil Service law requires municipal civil service agencies to perform application reviews, which includes verification of education, experience and licensure/certification, before an appointment can be made, and

WHEREAS, St. Lawrence County Civil Service has relied upon appointing authorities to verify such credentials in the past and would like to centralize and standardize this practice within Human Resources, and

WHEREAS, the St. Lawrence County Civil Service Personnel Officer would like to contract with TrustedEmployees.com, a background screening company, to provide background screening on new hires to ensure verification of applicants credentials, and

WHEREAS, background screenings may include the following checks: Multi-State Criminal Search, OFAC/Global Terrorist Search, Most Wanted Search (DEA, FBI & others), 50 State Sex Offender Registry, 2 State Federal Court Search, 2 State/County Court Criminal Search, Employment Verification, Education Verification, Sanctions Search (OIG {LEIE}, OMIG, GSA-SAM, EPLS), Known Aliases, 10-15 Year Address History Listing, and Social Security Number Verification, and

WHEREAS, the cost of this service is \$69.95 per background check plus applicable fees per report which includes all the above listed checks with the ability to customize reports based on department needs, and St. Lawrence County has been averaging 130 new hires per year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with TrustedEmployees.com for background screening services, upon approval of the County Attorney, and

December 2, 2019

BE IT FURTHER RESOLVED that funds were included in the 2020 Budget and the terms of the contract will be January 1, 2020 through December 31, 2020.

Mr. Denesha moved to adopt Resolution No. 457-2019, seconded by Mr. Perkins and Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Operations Committee: 11-18-2019

RESOLUTION NO. 458-2019

**MODIFYING THE 2019 BUDGET FOR GOVERNMENTAL SERVICES
FOR CAPITAL INFRASTRUCTURE**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, in 2017, a Facilities Management Plan was created to identify, monitor, and maintain the infrastructure of County facilities, and

WHEREAS, the deferred maintenance over the last ten (10) years requires an additional effort over the next ten (10) years to address infrastructure, and

WHEREAS, appropriations were included in the 2019 Budget capital reserve to fund building improvements outlined in the County Facilities Management Plan, and

WHEREAS, the 2019 projects include:

| | |
|--|---------------|
| Chiller Overhaul – H.B. Smith Building | \$100,000 |
| Waterline Upgrades – H.B. Smith Building | 7,500 |
| Roof Replacement – Building & Grounds Office | 25,000 |
| Rain Gutters – PSC & Sears Building | <u>15,000</u> |
| | \$147,500 |

WHEREAS, budgeted funding from capital reserve, in targeted contingency, is necessary to fully fund these projects,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for Governmental Services for Capital Infrastructure, as follows:

DECREASE APPROPRIATIONS:

| | | |
|----------------|----------------------------|-----------|
| B1019904 49700 | B SPEC Contingency Account | \$147,500 |
|----------------|----------------------------|-----------|

INCREASE APPROPRIATIONS:

| | | |
|----------------|-------------------------|-----------|
| T6199509 90600 | T IFT GF Transfer to CP | \$147,500 |
|----------------|-------------------------|-----------|

December 2, 2019

INCREASE APPROPRIATIONS:

| | | |
|---------------------|-------------------------------|-----------|
| GB619974 43007 2306 | County Facilities Improvement | \$147,500 |
|---------------------|-------------------------------|-----------|

INCREASE REVENUE:

| | | |
|----------------|----------------------------|-----------|
| T6650319 90100 | T IFT CP Transfers from GF | \$147,500 |
|----------------|----------------------------|-----------|

Mr. Denesha moved to adopt Resolution No. 458-2019, seconded by Ms. Curran and Mr. Forsythe, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Operations Committee: 11-18-2019

RESOLUTION NO. 459-2019

**APPROVAL OF REVISED ST. LAWRENCE COUNTY
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the St. Lawrence County Information Technology Acceptable Use Policy has been reviewed by the Information Technology Department, and

WHEREAS, recommendations have been made for revisions to the policy, and

WHEREAS, the proposed revised St. Lawrence County Information Technology Acceptable Use Policy dated December 2, 2019 includes these recommendations,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Board of Legislators approves the revised St. Lawrence County Information Technology Acceptable Use Policy dated December 2, 2019.

Mr. Denesha moved to adopt Resolution No. 459-2019, seconded by Mr. Forsythe, Ms. Terminelli, Ms. Arquiatt, and Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).



St. Lawrence County

**Information Technology
Acceptable Use Policy**

Acceptable Use Policy

| | |
|---------------------------|--|
| Policy Contact | Rick Johnson, IT Manager |
| Policy Approver(s) | Board of Legislators |
| Related Policies | None |
| Related Procedures | None |
| Storage Location | IT Office (physical), \\slcadmin\it\policies, "Countywide Forms" |
| Effective Date | December 2, 2019 |
| Next Review Date | November 2020 |

Purpose

GENERAL: The purpose of the Acceptable Use Policy (AUP) is to ensure that St. Lawrence County resources are used properly, ensuring the confidentiality, integrity, and availability of information systems.

EMAIL: Email is a critical mechanism for business communications at St. Lawrence County. However, use of St. Lawrence County’s electronic mail systems and services is a privilege, not a right, and therefore must be done with respect and in accordance with the goals of St. Lawrence County.

The objectives of this policy are to outline appropriate and inappropriate use of St. Lawrence County’s email systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

INFORMATION: The purpose of this policy is to provide staff with clear guidance on the appropriate, safe, and legal way in which they can make use of information and IT equipment in St. Lawrence County. Staff need to be aware of the compliance required with this policy and St. Lawrence County’s commitment that all reasonable organizational and technical measures are taken to safeguard its data.

INTERNET AUP: The goals of this policy are to outline appropriate and inappropriate use of St. Lawrence County’s Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and downloads, and voice communications.

Scope

GENERAL: This policy applies to all users of the county network and resources, including but not limited to employees, contract workers, volunteers, interns, and any entity who conducts business on behalf of the county. These individuals will be referred to as “users.” The acceptable use of computer resources, such as internet, email, and computer hardware is covered in this policy.

EMAIL: This policy applies to all email systems and services owned by St. Lawrence County, all email account users/holders at St. Lawrence County (both temporary and permanent), and all company email records.

INFORMATION: This Acceptable Use Policy (AUP) applies to the use of all information and IT equipment by St. Lawrence County staff (including temporary workers, locums, and staff contracted from other organizations). All staff should be aware of their legal obligations and internal policy in respect of information handling.

This policy should be a living document that will change as information use changes in the organization.

All employees are expected to have knowledge of at least the portions of this document that are directly related to their role within the organization.

St. Lawrence County's Internet Acceptable Use Policy applies to all employees of St. Lawrence County regardless of employment status.

This policy applies to all St. Lawrence County employees, including full and part-time staff, contractors, freelancers, and other agents who use a personally-owned device to access, store, back up, or relocate any organization or client-specific data. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust St. Lawrence County has built with its clients, supply chain partners, and other constituents. Consequently, employment at St. Lawrence County does not automatically guarantee the initial or ongoing ability to use these devices to gain access to corporate networks and information.

Definitions

Define any key terms, acronyms, or concepts that will be used in the policy. A standard glossary approach is sufficient.

1. Low Risk Information. This is defined as information that does not require special protective measures.
2. High Risk Information. This is defined as information, the loss or breach of which would substantially impair an organization and/or subject it to legal action.

Governing Laws & Regulations

The accidental or intentional disclosure of non-public County information can have serious repercussions. The County, in the event its information resources are compromised or due to county user misconduct, can face legal liability associated with the disclosure of information governed by Federal and State Laws, e.g., Health Insurance Portability Accountability Act of 1996 (HIPAA), Criminal Justice Information (CJI), and Personally Identifiable Information (PII).

Policy Statements

1. Any user who shall conduct business on behalf of St. Lawrence County and/or have access to the St. Lawrence County network must read, acknowledge, and adhere to the requirements outlined in this Policy prior to receiving or continuing access to the network.
2. If a user suspects a violation of this policy or other IT/Security policies, the user should contact the IT Helpdesk.

User Access Management

- Every user of the St. Lawrence County network must have a network user account.
- Each network account must be unique to each County User and be created by the Information Technology Department.

- Each network account will be set to disable access to the network for 30 minutes after 5 failed logon attempts.
- Network user accounts must not be shared between members of staff.
- Access to a County User's account during absence by another member of the staff must be authorized by the Supervisor/Department Head.
- Unattended computers must be logged off or protected in such a way as to protect the computer and network from unauthorized access.

Account Authentication

- All user accounts will be authenticated using passwords as a minimum.
- The minimum password length will be 12 characters.
- Each network password will be required to be changed at least every 180 days or when the password is known to have been compromised.
- Complex passwords [consisting of 3 of 4 upper case, lower case, numeric, and non-alphanumeric] must be used.
- Passwords cannot be reused for the next 5 times.
- Passwords for network accounts must not be shared unless an authorized shared account.
- County Users must not facilitate any logon procedure with local programming such as keyboard programming or scripting or save passwords in a browser.

New Network User Accounts

- St. Lawrence County exercises a formal user registration and deregistration process for all network users, permanent and temporary.
- All new accounts are to be requested by the department head 5 days before the employee starts, with all the required access specified using the Access Authorization Form found in Countywide Forms in the Information Technology folder.
- New accounts are created with a default password which the user is required to change at first logon.
- The initial password for a network user account will only be given to the new user or department head by phone or in person.

Account Changes / Removal

- Changes made to a network account (i.e. network access, email) must be submitted by the Department Head.
- Password resets must be requested by the network user of that account or their Supervisor/Department Head. Steps will be taken to verify the identity of the user.
- A locked account must be requested to be unlocked by that account's user or their Supervisor/Department Head.
- All County User Accounts will be disabled if that user leaves their department. A deletion date will be entered into the disabled account 90 days from the disabled date.
- All network accounts that reach their deletion date will be deleted.
- Accounts used by staff on long term absence will be disabled, unless specified by the Department Head.

The following activities are prohibited at St. Lawrence County (not limited to these):

Security-Specific Unacceptable Use

The following activities are deemed inappropriate uses of St. Lawrence County systems and services, and are strictly prohibited. Inappropriate use includes, but is not limited to:

- Users are not authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing county-owned resources
- Introducing malicious programs into the network or a system (e.g., viruses, worms, Trojan horses, keystroke loggers, etc.)
- Effecting security breaches or disruptions of network communication
- Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a system or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes
- Port scanning or security scanning is expressly prohibited unless prior authorization is granted
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty
- Circumventing user authentication or security of any host, network or account
- Introducing honeypots, honeynets, or similar technology on the corporate network
- No servers (i.e. running web or FTP services from user workstations) or devices that actively listen for network traffic are allowed to be put on the corporate network without prior authorization by the IT Department
- Interfering with or denying service to any user (for example, denial of service attack)
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet
- Users shall not send employee-related or county-related sensitive information that is not appropriately protected.
- Users shall not open message attachments or click on hyperlinks sent from unknown or unsigned sources. Attachments/links are the primary source of malware and social engineering and should be treated with utmost caution.

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk or IT administrator to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Messaging Sensitive Information

St. Lawrence County policies regarding sensitive data and disclosure should be observed when electronic communications are used. All reasonable precautions should be used to protect the integrity and confidentiality of this information.

- Users shall not transmit protected information via the county's default email system as it does not encrypt the information.
- There shall be no programming in place that automatically forwards all of a user's e-mail messages to an external e-mail address or other messaging system
- Users shall take extra precautions when transmitting Company Private/Sensitive information, government- sensitive or customer-sensitive information, including PII, via electronic messaging. Sensitive material should be marked and encrypted appropriately.
- Users shall take precautions to safeguard local e-mail files, including archives and other .pst files, as well as any other messaging files

Clean Desk Rules

Utilizing best practice to set goals to ensure that all sensitive materials, such as information about an employee, a customer, or intellectual property, are removed from an end user workspace and locked away when the items are not in use or an employee leaves his/her workstation. This will help reduce the risk of security breaches in the workplace and is part of standard basic privacy controls.

- Employees are required to ensure that all sensitive information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period
- Computer workstations must be locked when workspace is unoccupied
- Computer workstations must be shut completely down at the end of the work day unless instructed otherwise by IT
- Keys/badges used for access to restricted or sensitive information must not be left at an unattended desk
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location
- Whiteboards containing restricted and/or sensitive information should be erased or appropriately secured.
- Secure portable computing devices such as laptops and tablets

Removable Media Use

Removable media is any type of storage device that can be removed from a computer while the system is running and is a known source of malware infections and loss or theft of sensitive data for organizations. Examples include flash/thumb drives, memory cards, CDs/DVDs, external hard drives, or mobile devices used for storage purposes such as MP3 players or Smartphones. Use of such media must be controlled when conducting business operations.

- Removable media is permitted only if such media is county-issued and authorized. The IT Department must authorize the use of any personal or third-party owned/issued removable media for business use or for connecting to the Company network
- Information should only be stored on removable media when required in the performance of the user's assigned duties
- Upon completion of the assigned duties, all data shall be deleted from the removable media
- Use of removable media is not allowed on external or non-county-issued systems
- All removable media must be turned into the IT HelpDesk for proper disposal when no longer required for business use
- Any unknown removable media that is found unattended, must be reported to the IT Department and NOT attached to any IT Resource
- Use of removable media to introduce malware or other unauthorized software into the Company environment is strictly prohibited

Email Acceptable Use

1. Email access at St. Lawrence County is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of their account and password information.
2. Email access will be terminated when the employee or third party terminates their association with St. Lawrence County, unless other arrangements are made. St. Lawrence County is under no obligation to store or forward the contents of an individual's email inbox/outbox after the term of their employment has ceased.
3. Email users will not auto-forward emails to accounts outside the control of St. Lawrence County.
4. Individuals at St. Lawrence County are encouraged to use email to further the goals and objectives of St. Lawrence County. The types of activities that are encouraged include:
 - Communicating with fellow employees, business partners of St. Lawrence County, and clients within the context of an individual's assigned responsibilities.
 - Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
 - Participating in educational or professional development activities.
5. St. Lawrence County's email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead of pointing to a location on a shared drive). Individual email use will not interfere with others' productive use of St. Lawrence County's email system and services.
6. Email use at St. Lawrence County will comply with all applicable laws, all St. Lawrence County policies, and all St. Lawrence County contracts. Use in a manner that is not consistent with the mission of St. Lawrence County, misrepresents St. Lawrence County or violates any St. Lawrence County policy is prohibited.

7. The following activities are deemed inappropriate uses of St. Lawrence County email systems and services, and are strictly prohibited. Inappropriate use includes, but is not limited to:
 - Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
 - Use of email in any way that violates St. Lawrence County's policies, rules, or legislative orders.
 - Viewing, copying, altering, or deletion of email accounts or files belonging to St. Lawrence County or another individual without authorized permission.
 - Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should be 25 MB or less. Users with a need to send larger attachments should contact the IT Dept. for alternative options such as use of an FTP resource.
 - Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
 - Sharing email account passwords with another person, or attempting to obtain another person's email account password. Email accounts are only to be used by the registered user.
 - St. Lawrence County prohibits use of its email systems and services for unsolicited mass mailings, non-St. Lawrence County commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

8. The email systems and services used by St. Lawrence County are owned by the county, and are therefore its property. This gives St. Lawrence County the right to monitor any and all email traffic passing through its email system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the email system, review by the legal team during the email discovery phase of litigation, observation by management in cases of suspected abuse, or to monitor employee efficiency.

9. Archival and backup copies of email messages may exist, despite end-user deletion, in compliance with St. Lawrence County's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.
 - Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by county delegates for a variety of management and legal needs. Both backups and archives are governed by the county's document retention policies.

10. If St. Lawrence County discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process.

11. Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of St. Lawrence County become the property of the receiver.
12. Any allegations of misuse should be promptly reported to the IT Helpdesk. If you receive an offensive email, do not forward, delete, or reply to the message. Instead, report it directly to the IT Helpdesk.
13. St. Lawrence County assumes no liability for direct and/or indirect damages arising from the user's use of St. Lawrence County's email system and services. Users are solely responsible for the content they disseminate. St. Lawrence County is not responsible for any third-party claim, demand, or damage arising out of use the St. Lawrence County's email systems or services.

Internet Acceptable Use

1. Internet access at St. Lawrence County is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the IT Department.
2. Each user of the St. Lawrence County system is required to read this Internet policy and sign an Internet use agreement prior to receiving an Internet access account and password.
3. St. Lawrence County may monitor any Internet activity occurring on St. Lawrence County equipment or accounts. St. Lawrence County currently employs filtering software to limit access to sites on the Internet. If St. Lawrence County discovers activities that do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.
4. Individuals at St. Lawrence County are encouraged to use the Internet to further the goals and objectives of St. Lawrence County. The types of activities that are encouraged include:
 - Communicating with fellow employees, business partners of St. Lawrence County, and clients within the context of an individual's assigned responsibilities
 - Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities
 - Participating in educational or professional development activities

Unacceptable Use

1. Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at St. Lawrence County will comply with all Federal, State, and Local laws, all St. Lawrence County policies, and all St. Lawrence County contracts. This includes, but is not limited to, the following:

- The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- The Internet may not be used in any way that violates St. Lawrence County's policies, rules, or legislative orders including, but not limited to, [Social Media Policy, Email and Messaging Acceptable Use Policy, any applicable code of conduct policies, etc.]. Use of the Internet in a manner that is not consistent with the mission of St. Lawrence County, misrepresents St. Lawrence County, or violates any St. Lawrence County policy is prohibited.
- Individuals should limit their personal use of the Internet. St. Lawrence County allows limited personal use during breaks or lunch periods as long as it does not interfere with County Business or use excessive network resources. Personal use is subject to department rules, and management discretion.
- St. Lawrence County prohibits use for mass unsolicited mailings, access for non-employees to St. Lawrence County resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, commercial activity, and the dissemination of chain letters.
- Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by the Information Technology Department.
- Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to St. Lawrence County or another individual without authorized permission.
- In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
- Employees of St. Lawrence County will treat all other individuals, clients, employees, etc. they interact with in any virtual, online forum or network capacity, in accordance with applicable county policies and basic corporate social decorum.

Information AUP

1. The primary responsibility for recommending changes to the AUP belongs to the IT Director for St. Lawrence County with input from the County Administrator, HR Director, and County Attorney.
2. The IT Director is responsible for ensuring any of St. Lawrence County's technical systems can meet our risk management needs as defined by best practices and compliance rules. All projects that use or require access to information handling systems (email, file shares, website, ERP, etc.) must be introduced through the IT department.
3. St. Lawrence County's Human Resources Director is responsible for ensuring St. Lawrence County rules and policy on acceptable use of equipment are explained clearly as part of St. Lawrence County's orientation training for new staff.

4. All St. Lawrence County staff, (including temporary staff such as interns), who have access to and make use of IT equipment and St. Lawrence County IT systems are responsible for using it in accordance with the rules within this policy. In particular, all staff must ensure that they use systems in such a way that they ensure client and staff confidentiality is maintained.
5. The effectiveness of this policy will be ensured by way of an on-going review of reports and logs available to the IT Department as part of the Information Technology Department's security procedures. It is expected that IT service desk will record any incidents showing non-compliance. A database is maintained by the IT service desk to allow for review of any patterns.
 - New members of staff are given a copy of the AUP as part of employee orientation.
 - St. Lawrence County's Department Heads may also be asked to confirm that this policy is effective within the departments they oversee. Results of audits of local IT systems will be reviewed to ensure that a picture is obtained of the extent to which the Acceptable Use Policy is clearly understood by all staff.
 - Local experts and departments are expected to audit their own practices from time to time to measure compliance with this policy or in light of future St. Lawrence County requirements.
6. Staff will only access IT systems provided to them for duties in connection with their employment or engagement and in accordance with their terms and conditions of employment or equivalent. Access to some applications and information sources will be routinely recorded and/or monitored for this purpose.
 - Any changes to information access designed to expand use or change the storage location of information sources requires approval through IT's Access Authorization Form.
7. St. Lawrence County systems must not be used for the creation, transmission, or deliberate reception of any images, data, or other material that is designed or likely to cause offence or needless anxiety, or is abusive, sexist, racist, defamatory, obscene, or indecent. When communicating electronically, staff are expected to conduct themselves in an honest, courteous, and professional manner.
8. St. Lawrence County systems must not be used for private work, or for storage of personal non-work related files.
9. Staff may not use St. Lawrence County's IT facilities for commercial activities. This includes, but is not limited to, advertising or running any sort of private business.
 - Use of the internet facility for commercial activities other than in the conduct of St. Lawrence County business is prohibited.
 - Use of the internet facility for political activities is prohibited.
 - Staff may not use St. Lawrence County's IT facilities for advertising or fundraising for commercial or charitable organizations not directly connected with St. Lawrence County.

10. It is the responsibility of all staff to ensure that computer systems and facilities and the data, which is accessed through them, are safe and secure. Systems should be placed in an area where it is not likely to be damaged and where the content of screens cannot be read by unauthorized people.
 - Any member of staff who suspects or is made aware of a security breach must immediately alert the IT Helpdesk who will initiate investigation procedures. Depending on the breach scenario, investigations will be carried out jointly with St. Lawrence County's IT Management and appropriate senior management. If warranted, the findings will be subsequently reported to St. Lawrence County Board of Legislators.
11. Deliberate activities with any of the following consequences (or potential consequences) are prohibited:
 - Corrupting or destroying other users' data.
 - Using systems in a way that denies service to others (e.g. overloading the network).
 - Wasting staff effort or computing resources including staff involved in the support of those resources.
 - Gaining access to systems that you are not authorized to use.
12. The County email system should not be used for personal email. The County does recognize that critical notifications from schools and families are important, and that these communications are allowed on a limited basis.
13. No personally identifiable information or records should be transmitted via email to any external account, including personal accounts of St. Lawrence County employees. End users are not to provide records to co-workers who do not have access to the system or are outside of the county.
14. Staff should treat email attachments that have been sent unsolicited with extreme caution, especially if the sender is unknown. Viruses are often sent this way. If staff are not sure what an attachment is for, or why someone has sent it to them, they should not open it, and seek advice from the IT Helpdesk.
15. When sending emails to a distribution list:
 - Do not send or forward email to any large group of staff unless there is a genuine reason for them to read it.
 - Do not circulate warnings about any virus risk, but consult with the IT Helpdesk.
 - When sending email to external addresses, consider the possibility that this action may inadvertently reveal email addresses to third parties.
16. Forging an email (or any other electronic message), or sending email from any account other than your own without permission is not permitted.

17. Email will not be used for intentional receipt and/or distribution of offensive, obscene, or pornographic material. There is a legal requirement to report any computer crime involving child pornography to law enforcement. If staff receive an email connected with child pornography, they should seek advice from their supervisor immediately so that St. Lawrence County can take appropriate preventative action.
 - If staff receive any pornographic or offensive email, they should not open it or print it. Staff should contact the IT Helpdesk to report it.
 - If staff receive an email containing sexually or racially abusive or discriminatory phrases or material, again they should seek advice from their supervisor.
 - No member of staff is permitted to distribute email that contains offensive material. Offensive material is defined by St. Lawrence County's Equal Opportunity and Harassment Policies and includes hostile text or images relating to gender, ethnicity, race, sex, sexual orientation, religious or political convictions and disability. This list is not exhaustive. Other than instances which demand criminal prosecution, St. Lawrence County is the final arbiter on what is or is not offensive material, or what is or is not permissible use of email.

18. Any computing system owned or provided by St. Lawrence County is subject to the same conditions of use whether used at home or in the office. Users should take all reasonable care and precautions to ensure safe transport and storage when moving equipment between home or other remote locations and work

19. The use of any customer/client identifiable information on staff-owned equipment is strictly forbidden without the authorization of the Department Head.
 - St. Lawrence County business information (such as spreadsheets, plans, and reports etc.) may be used, but not be stored permanently on staff-owned equipment or user-acquired applications.
 - To restrict the possibility of viruses being transmitted to the organizational computers and network, staff must not use their own computer for work-related activities unless anti-virus software and a firewall have been installed and are regularly updated.
 - Personal mobile devices may be synchronized with work email for calendar, contact, and email purposes where permitted by email policies and guidance.
 - In circumstances where the organizational resources do not meet the needs of end users, project or access requests can be submitted through normal IT channels.

20. On request, using the Access Authorization Form, the IT department will provide each member of staff with a personal username/password. These must be used to gain access to any St. Lawrence County computer. Usernames/passwords will only be issued when authorized by an appropriate authorized signatory, and when identity checks have been completed satisfactorily.
 - Before a password is issued, staff must complete the appropriate authorization forms that will request the user to read, understand, and abide by the terms of this overarching Acceptable Use Policy.

21. The IT department will endeavor to provide all systems with secure access facilities. Access to databases or systems containing important, sensitive, and/or confidential

information will be restricted to those staff who require access as part of their job function. These may be protected by additional security controls.

- Where passwords are used, users will be able to select and change their own password by using a minimum of 12 characters (numbers, letters, and special symbols).
- Users should not leave any computer unattended without either logging out or activating a password-protected screensaver. Where a previous user has left their access open, new users must log out from that session first.
- Users should not add additional password or security measures to any computer or mobile device or files without first consulting with the IT department.
- Attempting to remove or bypass any security access on any St. Lawrence County computers is strictly forbidden.
- Passwords are issued for personal use only. They should not be shared or disclosed to anyone else. Users are required to protect their usage against loss, damage, or theft and against possible misuse by others. If a breach of security is recorded, the burden of proof will be with the registered user to show that they are not responsible for the breach.
- Users should report any known or suspected breaches of information security to the IT Helpdesk for any necessary action to be considered and undertaken.

22. All staff are responsible for ensuring that confidential information is stored securely and that appropriate confidentiality is maintained when handling information.

High Risk Information

- Confidential St. Lawrence County information should only be stored within a shared folder on the St. Lawrence County network, within a user's "My Documents" folder, or to a St. Lawrence County supplied encrypted laptop or memory stick. At no time should data be stored in any other location. Individual users' "My Documents" folders are held in a secure location on the St. Lawrence County network.
23. Access to read the document archives will only be granted to staff responsible for investigating system failure or system misuse, and then only to look at information as necessary to repair or protect the systems or to investigate use that may be in contravention of this AUP.
- Document files, web browsing logs, email or voicemail messages, however confidential or damaging, may have to be disclosed in court proceedings or during internal investigations if relevant to the issues being investigated.
 - Access to a user's personal documents, either stored or held in an email mailbox, will only be granted to another user if a written request with appropriate reasons is received from the appropriate Department Head, County Attorney, or County Administrator.
24. The IT department schedules fileserver backups to enable recovery from any system failure.

- It is essential that staff save their work to a network share provided by IT, not to their local hard drive.
 - Accounts not used for [3 months] (without prior warning) may be deleted under the assumption that the employee has left the organization.
 - If users change job role, they should ensure computer access has been amended appropriately using an Access Authorization Form
 - If users change their job role, they should hand-over all relevant personal files and email messages to their manager.
25. When informed by the HR department that a member of staff has ceased employment, the IT department will oversee the deletion or transferal of all information pertaining to that user.
- Staff who cease employment with St. Lawrence County, should take responsibility to hand over all appropriate personal computer files and email messages, either by forwarding them to a line manager, by copying them to a shared area, or by simply deleting them.
26. Remote control software is used by the IT department to connect and take control of a computer remotely. IT staff will not use this to connect to a computer without attempting to contact the user of the machine first. Access to this software is only permitted by IT staff.
- Remote access will not be given for other purposes, such as allowing managers to monitor their staff's work.
 - Staff should not attempt to use any remote control software, nor allow external users or support staff to use it without the express permission of the IT department.
27. Access to the Internet is primarily provided for work-related purposes. Reasonable personal use is permitted provided this does not interfere with the performance of duties or adversely affect system performance. St. Lawrence County has the final decision on what constitutes excessive use. Staff may access some services (e.g. personal email or online banking) provided these are within the boundaries of incidental personal and acceptable use. St. Lawrence County cannot guarantee the privacy of staff accessing these facilities from work.
- Personal access to the Internet can be limited or denied by a supervisor. Staff must act in accordance with their department guidelines.
 - The IT department has the right to withdraw internet access from any user and globally ban access to any site as appropriate, without warning.
 - Unless specifically authorized, no member of staff may post messages under St. Lawrence County's name to any newsgroup or chat room.
 - Unless specifically authorized by the IT department, no member of staff may publish a website under the name of St. Lawrence County or featuring its logo.
 - St. Lawrence County will not accept liability for personal legal action resulting from staff misuse of the Internet.
 - Access to file downloads will be restricted as necessary by IT to ensure system security.

- St. Lawrence County reserves the right to monitor all internet accesses, including but not limited to email and web access. No member of staff should consider information sent/received through the Internet as his/her private information.
 - No member of staff may access, display, or download from internet sites that hold offensive material.
 - Personal/employee identifiable data must not be published in any way on the Internet without the express consent of each and every individual concerned.
28. All software must be purchased, installed, and configured by the IT department, or with the IT department's knowledge and approval; this includes all software packages, software upgrades, and add-ons, however minor. It also includes shareware, freeware, and any items downloaded from the Internet. Under no circumstances should any software be purchased or installed without the explicit agreement of the IT department.
- Do not violate the license agreement by making illegal copies of St. Lawrence County software. Anyone found doing so may be prosecuted under applicable local, state, and federal law.
 - Software not licensed to St. Lawrence County must not be loaded onto St. Lawrence County computers. Software licensing will be arranged and recorded by the IT department as part of the procurement and /or installation process.
 - Users are not allowed to download software from the Internet or install from CD or disc without IT department authorization. Any unlicensed software found on a St. Lawrence County computer will be automatically deleted or disabled, and disciplinary action may be taken.
29. The use of any software package to access, modify, or analyze St. Lawrence County's data for either work or personal purposes is forbidden without prior approval. The expectation is that this use constitutes a short-term pilot.
- There should be no expectation that long-term use will be permitted or that St. Lawrence County will pay for personal software. Any information created or used must be stored appropriately based on the storage and retention rules that govern that information source.

Mobile Device Management

1. It is the responsibility of any employee of St. Lawrence County who uses a mobile device to access corporate resources to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also applied here. It is imperative that any mobile device that is used to conduct St. Lawrence County business be used appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account.

Access Control

1. IT reserves the right to refuse, by physical and non-physical means, the ability to connect mobile devices to corporate and corporate-connected infrastructure. IT will engage in such action if such equipment is being used in a way that puts the county's systems, data, users, and clients at risk.

2. All personal mobile devices may be allowed to access county email and related calendar, task, and contact information ONLY. These mobile devices should be secured with password or PIN.

Security

1. Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by a strong password or a PIN. All data stored on the device should be encrypted using strong encryption. Employees agree to never disclose their passwords to anyone, even to family members, if business work is conducted from home.
2. All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain enterprise data.
3. Any non-county computers used to synchronize or back up data on mobile devices will have installed up-to-date anti-virus and anti-malware.
4. Passwords and other confidential data, as defined by St. Lawrence County's IT department, are not to be stored unencrypted on mobile devices.
5. Any mobile device that is being used to store St. Lawrence County data must adhere to the authentication requirements of St. Lawrence County's IT department.
6. IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass that security implementation will be deemed an intrusion attempt and will be dealt with in accordance with St. Lawrence County's overarching security policy.
7. Employees, contractors, and temporary staff will follow all county-sanctioned data removal procedures to permanently erase county-specific data from such devices once its use is no longer required.
8. In the event of a lost or stolen mobile device, it is incumbent on the user to report the incident to IT immediately. The device will be remotely wiped (if possible) of county data and locked to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning.

Hardware & Support

1. IT reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the county network.

2. Users will make no modifications to the hardware or software that change the nature of the device in a significant way (e.g. replacing or overriding the operating system, jailbreaking, rooting) without the express approval of St. Lawrence County's IT department.
3. IT will support the connection of mobile devices to county resources. On personally owned devices, IT will not support hardware issues or non-county applications.

Social Media Usage

1. St. Lawrence County's social media accounts are intended to be used solely for business purposes.

The following are examples of legitimate business usage of public social media:

- Building positive brand image.
- Increasing mind share: Social media can reach large audiences at very low monetary cost, giving St. Lawrence County another medium for promotion, increasing visibility and outreach.
- Providing citizens with more timely and personal service in the medium that they prefer will increase satisfaction.
- Monitoring public opinion on St. Lawrence County and its products and services.
- Professional networking, such as maintaining academic contacts or maintaining contacts with members of professional or standards organizations.
- Quickly and efficiently responding to customer service issues. The answer to a problem can be public, making it searchable by other customers that have the same request.

The following activities are deemed inappropriate uses of social media:

- Use of social media for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
 - Use of social media that in any way violates St. Lawrence County's policies, rules, or administrative orders.
 - Opening attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
 - Sharing social media account passwords with another person, or attempting to obtain another person's social media account password.
2. Use of personal social media accounts and user IDs for county use is prohibited.
 3. Use of St. Lawrence County social media user IDs for personal use is prohibited. Examples of prohibited use of St. Lawrence County User IDs include: downloading and installing plug-ins or helper applications such as those that try to access the county email directory, joining groups using a St. Lawrence County

user ID for personal reasons, or adding personal friends to an employee's friends list.

Telephone and voicemail

As with all St. Lawrence County resources, the use of telephones and voicemail should be as cost effective as possible and in keeping with the best interests of St. Lawrence County. All employees must operate within the following basic policy guidelines. Further information on appropriate and inappropriate use follows this section.

- All telephones, telephony equipment, voicemail boxes, and messages contained within voicemail boxes are the property of St. Lawrence County.
- The IT Department is responsible for installation and repair of all St. Lawrence County telephony equipment and administration of telephone and voicemail accounts. Call the IT Helpdesk to report any troubles or request any changes.
- Department supervisors are responsible for overseeing telephone and voicemail use and ensuring policy compliance, as well as ensuring the IT Department is notified of any adds, moves, or changes required to telephone or voicemail services.
- All new county employees with a regular office space will be issued a telephone. Each has a direct line and an extension. Each also has a voicemail box which must be configured upon first use.
- All voicemail boxes will be protected with a PIN (personal identification number) which you will select. PINs must not be shared with others. You should personalize your PIN and voicemail box during the initial configuration.
- A voicemail box can hold a limited amount of message storage time. If a voicemail box is full, no further messages can be recorded. Voicemail should be checked and cleared out on a regular basis.
- If you will be away from the office for more than one business day, you are expected to change your voicemail greeting to reflect this fact and direct callers to alternate contacts if applicable.
- Dial "8" for an outside line.
- Dial "911" directly to report an emergency, just as you would on a regular phone.

Unacceptable Use

St. Lawrence County telephone and voicemail services may not be used for the following:

- Transmitting obscene, profane, or offensive messages.
- Transmitting messages or jokes that violate our harassment policy or create an intimidating or hostile work environment.
- Using the telephone system or breaking into a voicemail box via unauthorized use of a PIN or other password.
- Broadcasting unsolicited personal views on social, political, or other non-business related matters.
- Soliciting to buy or sell goods or services unrelated to St. Lawrence County.
- Calling 1-900 phone numbers.
- Making personal long-distance phone calls without supervisor permission.

Misuse of telephone and voicemail services can result in disciplinary action, up to and including termination.

Monitoring

St. Lawrence County reserves the right to monitor telephone and voicemail use, including telephone logs and the contents of voicemail boxes. Monitoring of telephone and voicemail use will only be done for legitimate reasons, such as retrieve lost messages, recover from system failure, or comply with investigations of wrongful acts.

Service and Repair

The IT Department requests three days' notice to set up a standard telephone service and voicemail box.

If there is a problem with an existing telephone or voicemail box, contact the IT Helpdesk immediately at 2323 or Helpdesk@stlawco.org.

Removable Media

Access Control

1. IT reserves the right to refuse, by physical and non-physical means, the ability to connect removable media and USB devices to corporate and corporate-connected infrastructure. IT will engage in such action if it feels such equipment is being used in such a way that puts the county's systems, data, users, and clients at risk.

Security

2. All USB-based devices that are used for business interests must be pre-approved by IT, and must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain enterprise data. Any non-corporate computers used to synchronize with these devices will have installed whatever anti-virus and anti-malware software is deemed necessary by St. Lawrence County's IT department. Anti-virus signature files on any additional client machines – such as a home PC – on which this media will be used must be updated in accordance with existing company policy.
3. All removable media will be subject to quarantine upon return to the office before they can be fully utilized on enterprise infrastructure.
4. Passwords and other confidential data as defined by St. Lawrence County's IT department are not to be stored on portable storage devices.
5. Any USB-based memory device that is being used to store St. Lawrence County data must adhere to the authentication requirements of St. Lawrence County's IT department. In addition, all hardware security configurations (personal or company-owned) must be pre-

approved by St. Lawrence County's IT department before any enterprise data-carrying memory can be connected to it.

6. Employees, contractors, and temporary staff will follow all enterprise-sanctioned data removal procedures to permanently erase company-specific data from such devices once their use is no longer required. See the IT Policy folder for detailed data wipe procedures for flash memory.

Help & Support

7. St. Lawrence County's IT department will support its sanctioned hardware and software, but is not accountable for conflicts or problems caused by the use of unsanctioned media. This applies even to devices already known to the IT department.
8. Employees, contractors, and temporary staff will make no modifications of any kind to county-owned and installed hardware or software without the express approval of St. Lawrence County's IT department. This includes, but is not limited to, reconfiguration of USB ports.
9. IT may restrict the use of Universal Plug and Play on any client PCs that it deems to be particularly sensitive. IT also reserves the right to disable this feature on PCs used by employees in specific roles.
10. IT reserves the right to summarily ban the use of these devices at any time. IT need not provide a reason for doing so, as protection of confidential data is the highest and only priority.
11. IT reserves the right to physically disable USB ports to limit physical and virtual access.
12. IT reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the enterprise network.

Organizational Protocol

13. IT can and will establish audit trails in all situations it feels merited. Such trails will be able to track the attachment of an external device to a PC, and the resulting reports may be used for investigation of possible breaches and/or misuse. The end user agrees to and accepts that his or her access and/or connection to St. Lawrence County's networks may be monitored to record dates, times, duration of access, etc. in order to identify unusual usage patterns or other suspicious activity. This is done in order to identify accounts/computers that may have been compromised by external parties. In all cases, data protection remains St. Lawrence County's highest priority.
14. The end user agrees to immediately report to his/her manager and St. Lawrence County's IT Department any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.
15. Any questions relating to this policy should be directed to the IT Helpdesk at 2323.

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at St. Lawrence County. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

- Suspension of network use and rights.
- Disciplinary action according to applicable St. Lawrence County policies.
- Termination of employment.
- Legal action according to applicable laws and contractual agreements.

Approval

This policy was approved by the St. Lawrence County Board of Legislators at its December 2, 2019 regular meeting.

Agreement

I have read and understand the St. Lawrence County Information Technology Acceptable Use Policy. I understand that if I violate the rules explained herein, I may face disciplinary or possible legal action as outlined in this acceptable use policy.

Employee Name

Employee Signature

Date

Revision History

| Version | Change | Author | Date of Change |
|----------------|---------------|---------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

December 2, 2019

Services Committee: 11-18-2019

RESOLUTION NO. 460-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DR. BENJAMIN GRUDA FOR PHARMACIST SERVICES IN THE PUBLIC HEALTH DEPARTMENT

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department is in need of a pharmacist to formulate and review medication practices for the clinics in the Department, and

WHEREAS, a contract is needed in order to obtain this service, and the pharmacist would be reimbursed a fee of \$175 quarterly for clinic audit to comply with Article 28 of Public Health Law, and the rate shall not exceed \$50 per hour (PP040104 43007 STD) for review of policies and procedures, and

WHEREAS, this contract will cover the period January 1, 2020 through December 31, 2020,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Dr. Benjamin Gruda for pharmacist services in the Public Health Department, upon approval of the County Attorney.

Mr. Sheridan moved to adopt Resolution No. 460-2019, seconded by Ms. Curran and Ms. Terminelli, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Services Committee: 11-18-2019

RESOLUTION NO. 461-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH VENESKY & COMPANY FOR ARTICLE 6 STATE AID PROCESSING FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department is required to process applications and claims for State Aid reimbursement, and

WHEREAS, State regulations (10 NYCRR 39.3) stipulate claims received later than two (2) months after the relevant calendar quarter may be returned unpaid by the Commissioner and not resubmitted, and

December 2, 2019

WHEREAS, contracting with Venesky & Company to work with the Public Health Department to collect and interpret the required data to accurately complete the State Aid forms would ensure timely submission and calculation of State Aid reimbursements, while decreasing the possibility of loss of State Aid due to error and audit, and

WHEREAS, the professional fees of \$29,750 yearly are 100% eligible for Article 6 State Aid Reimbursement (PA040104 43003), and

WHEREAS, this contract will cover the period of Fiscal Year January 1, 2020 through December 31, 2020,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Venesky & Company for Article 6 State Aid processing for the Public Health Department, upon approval of the County Attorney.

Mr. Sheridan moved to adopt Resolution No. 461-2019, seconded by Ms. Curran, Ms. Terminelli, and Mr. Perkins, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Services Committee: 11-18-2019

RESOLUTION NO. 462-2019

**AUTHORIZING THE PUBLIC HEALTH DEPARTMENT TO ACCEPT
A LAPTOP COMPUTER FOR THE COUNTY CORONERS TO
AID IN THE BATTLE AGAINST THE OPIOID EPIDEMIC**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, St. Lawrence County will continue to vigilantly fight the opioid epidemic to protect health and wellbeing of its citizens, and

WHEREAS, one key in this fight is the ability of County Coroners to identify and track opioid related and other violent deaths, and

WHEREAS, providing County Coroners with tools to collect more accurate data, such as laptop computer to take in the field, will assist in the fight against the opioid epidemic, and

WHEREAS, St. Lawrence County has been provided one (1) laptop computer equipped with software through a New York State Department of Health, in conjunction with the Centers for Disease Control and Prevention (CDC), at no cost to the county, and

WHEREAS, the software included in the laptop computer will ease the burden of required Coroner reports for programs such as the NYS Department of Motor Vehicles Fatal Accident Reporting System (FARS) and the NYSDOH National Violent Death Reporting System along with assisting in easily creating counts of specific types of deaths when requested,

December 2, 2019

NOW, THEREFORE BE IT RESOLVED that the Board of Legislators authorizes the Public Health Department to accept a laptop computer for the County Coroners to aid in the battle against the opioid epidemic.

Mr. Sheridan moved to adopt Resolution No. 462-2019, seconded by Ms. Curran, Ms. Terminelli, and Mr. Fay, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Services Committee: 11-18-2019

RESOLUTION NO. 463-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DR. MAGENDRA THAKUR FOR THE TUBERCULOSIS (TB) PROGRAM IN THE PUBLIC HEALTH DEPARTMENT

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department is required to have a physician consultant to review Tuberculosis (TB) Program practices, provide evaluation, and treat TB program clients, and

WHEREAS, a contract is needed to obtain this service, and the physician consultant would be paid at a rate of \$1,000 for program review and consultation (PP040104 43007 TB), and

WHEREAS, the physician consultant will evaluate, diagnose, and prescribe treatment in the Office, and the provider will be paid up to the current Medicaid Rate, less any insurance payments the Physician has received, and

WHEREAS, the term of this contract will be January 1, 2020 through December 31, 2020,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Dr. Magendra Thakur for the TB Program in the Public Health Department, upon approval of the County Attorney.

Mr. Sheridan moved to adopt Resolution No. 463-2019, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

Services Committee: 11-18-2019

RESOLUTION NO. 464-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH JAMES MCGUINNESS & ASSOCIATES INC. TO PROVIDE BILLING PROCESSING SOFTWARE FOR THE PRE-SCHOOL PROGRAM IN THE PUBLIC HEALTH DEPARTMENT

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department has entered into a contract with James McGuinness & Associates, Inc., to provide billing processing software for the Pre-School Program for the period of January 1, 2020 through December 31, 2020, and

WHEREAS, this software is used to process the billing for the Pre-School Program, with an annual revenue average of \$1.7 million, and

WHEREAS, the maintenance and support charges are \$9,500/yearly and include all maintenance and three (3) hours of support per month (PK040504 47801), and

WHEREAS, the New York State Department of Education is discontinuing the Central New York Regional Information Center (CNYRIC), which is currently used by the Public Health Department to process the Medicaid billing and reimbursement for the Pre-School Program, with an annual revenue average of \$500,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with James McGuinness & Associates, Inc. to provide billing processing software for the Pre-School Program in the Public Health Department, upon approval of the County Attorney.

Mr. Sheridan moved to adopt Resolution No. 464-2019, seconded by Ms. Terminelli and Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Services Committee: 11-18-2019

RESOLUTION NO. 465-2019

AUTHORIZING CHAIR TO SIGN MEMORANDUM OF UNDERSTANDING BETWEEN THE PUBLIC HEALTH DEPARTMENT AND THE AMERICAN RED CROSS OF NORTHERN NEW YORK (ARCNNY)

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Emergency Preparedness Program is part of the St. Lawrence County Public Health Department, and

December 2, 2019

WHEREAS, the Public Health Department assists the community to safety and facilitates the coordination of care should a public health threat or event occur, and

WHEREAS, a Memorandum of Understanding will establish a working relationship between the Public Health Department and the American Red Cross of Northern New York (ARCNNY) to prepare for and deal with disaster relief situations and other mutually beneficial collaborative efforts, and

WHEREAS, this agreement sets forth the broad framework for cooperation between the two organizations in rendering assistance and service to victims of disaster and others,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Understanding between the Public Health Department and the American Red Cross of Northern New York (ARCNNY), upon approval of the County Attorney.

Mr. Sheridan moved to adopt Resolution No. 465-2019, seconded by Ms. Curran and Mr. Denesha, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Services Committee: 11-18-2019

RESOLUTION NO. 466-2019

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT FOR
EARLY INTERVENTION SERVICES FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department contracts for early intervention program services and these contracts are necessary to provide services for the period of January 1, 2020 through December 31, 2020, and

WHEREAS, services contracted include Occupational Therapy (OP), Physical Therapy (PT), Special Instruction Teachers (SI), Speech Language Pathology (SLP), Interpreter Services, and Audiology Therapy, and

WHEREAS, these services will be paid from the following accounts based on actual services provided: PE040594 430DS PROV, PE040594 48600 PROV and PE040594 443CM PROV,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract for Early Intervention Services for the Public Health Department, for the following rates, upon approval of the County Attorney:

| <u>SERVICES:</u> | <u>CURRENT RATES:</u> | <u>NEW RATES:</u> |
|--|-----------------------|-------------------|
| Developmental Core Evaluation (General) | \$175 | \$155 |
| Core Evaluation (Specialist) | \$108 | \$100 |
| Supplemental Evaluations | \$108 | \$100 |
| Interpreter Services | \$60 | \$60 |
| Direct Service Visit | \$60 | \$45 |
| Individual Family Service Plan (IFSP)/CPSE Meeting | \$42 | \$30 |
| IFSP Meeting w/Direct Service Visit (provided prior to or after meeting) | \$60 | \$50 |
| Screening | \$175 | \$130 |
| Required Quality Assurance & Mandated Trainings | \$60 | \$45 |
| Parent/Child Play Group (minimum 2 children, \$12 each additional) | \$0 | \$70 |
| Travel Reimbursement for 2 hours travel per day | \$42 | \$0 |
| Mileage for Visits (Home or Community) | \$0 | \$.45/per mile |

Mr. Sheridan moved to adopt Resolution No. 466-2019, seconded by Mr. Burke and Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Services Committee: 11-18-2019

RESOLUTION NO. 467-2019

MODIFYING THE 2019 BUDGET FOR COMMUNITY SERVICES FOR FUNDING FROM NEW YORK STATE OPIOID RESPONSE

By Mr. Sheridan, Chair, Services Committee

WHEREAS, Community Services has received funding from New York State Opioid Response (SOR) for year two (September 30, 2019 to September 29, 2020), and

WHEREAS, Community Services has recognized the need for increased access of individuals with an Opioid Use Disorder (OUD) to recovery services in St. Lawrence County, and

WHEREAS, this one-time only increase is to provide peer based services to engage clients in St. Lawrence County, and to provide referrals and group/individual counseling to jail based clients to support their transition back into the community,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for Community Services for funding from New York State Opioid Response, as follows:

INCREASE APPROPRIATIONS:

| | | |
|----------------|-----------------------------|----------|
| A1Z42501 11000 | A SOR Direct Service Worker | \$55,969 |
|----------------|-----------------------------|----------|

December 2, 2019

| | | |
|----------------|--------------------------------------|-----------------|
| A1Z42504 42302 | A SOR Other Phone Services | 480 |
| A1Z42508 81000 | A SOR Retirement | 6,629 |
| A1Z42508 83000 | A SOR Social Security | 4,856 |
| A1Z42508 84000 | A SOR Workmens Compensation | 1,573 |
| A1Z42508 84500 | A SOR Group Life Insurance | 71 |
| A1Z42508 86000 | A SOR Hospital and Medical Insurance | 11,827 |
| A1Z42508 86500 | A SOR Dental Insurance | 490 |
| A1Z42508 89000 | A SOR Vision Insurance | 230 |
| | | <u>\$82,125</u> |

INCREASE REVENUE:

| | | |
|----------------|--------------------------|----------|
| A1Z44865 57000 | A FA Chemical Dependency | \$82,125 |
|----------------|--------------------------|----------|

BE IT FURTHER RESOLVED that any remaining funds be rolled to future budgets until the grant is fully expended.

Mr. Sheridan moved to adopt Resolution No. 467-2019, seconded by Mr. Fay and Ms. Curran, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 468-2019

CHARGING TAX ITEMS

By Mr. Acres, Chair, Finance Committee

WHEREAS, due to tax refunds, cancellations of taxes, and other assessment errors, there are various tax items that cannot be collected,

NOW, THEREFORE, BE IT RESOLVED that the County Treasurer is hereby authorized and directed to charge these various items to the towns as presented to the Board of Legislators:

2019 Correction of Errors
Charges to Towns & Districts

| | | |
|-------------------------------|------------|-------------------|
| Canton Town | \$1,327.01 | |
| | | \$1,327.01 |
| Clifton Fire - Cranberry Lake | \$15.68 | |
| Clifton Highway | \$59.56 | |
| Clifton Town | \$62.14 | |
| | | \$137.38 |
| Dekalb Fire - Dekalb District | \$1.23 | |
| Dekalb Town | \$4.80 | |
| | | \$6.03 |

| | | |
|-------------------------------|------------|-------------------|
| Gouverneur Fire - FH001 | \$8.19 | |
| Gouverneur Town | \$1,138.62 | |
| | | \$1,146.81 |
| Hermon Fire - Hermon District | \$21.50 | |
| Hermon Town | \$125.47 | |
| | | \$146.97 |
| Lawrence Highway | \$107.59 | |
| Lawrence Town | \$48.50 | |
| | | \$156.09 |
| Lisbon Town | \$425.65 | |
| | | \$425.65 |
| Macomb Highway | \$56.78 | |
| Macomb Town | \$29.18 | |
| | | 85.96 |
| Massena Town | \$1,620.29 | |
| | | \$1,620.29 |
| Morristown Fire - Brier Hill | \$53.48 | |
| Morristown Town | \$215.45 | |
| | | \$268.93 |
| Norfolk Fire FD028 | \$65.54 | |
| Norfolk Light LT022 | \$34.25 | |
| Norfolk Public Library | \$34.80 | |
| Norfolk Town | \$755.20 | |
| | | \$889.79 |
| Oswegatchie Town | \$377.53 | |
| | | \$377.53 |
| Piercefield Fire - FD031 | \$477.65 | |
| | | \$477.65 |
| Pierrepoint Town | \$51.20 | |
| | | \$51.20 |
| Potsdam Town | \$2,030.13 | |
| | | \$2,030.13 |
| Russell Highway | \$97.86 | |
| Russell Public Library | \$5.73 | |

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| | | |
|--------------------------|-------------------|-------------------|
| Russell Town | \$45.32 | |
| | | \$148.91 |
| Stockholm Highway | \$150.81 | |
| Stockholm Town | \$132.67 | |
| | | \$283.48 |
| Waddington Town | \$234.88 | |
| | | \$234.88 |
| Total Chargebacks | \$9,814.69 | \$9,814.69 |

Mr. Acres moved to adopt Resolution No. 468-2019, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 469-2019

ADOPTING MORTGAGE TAX REPORT

By Mr. Acres, Chair, Finance Committee

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators adopts the Mortgage Tax Report, as submitted by the County Clerk and the County Treasurer, and the Treasurer is authorized and directed to issue the amounts as set forth in the report, as follows, to the various tax districts in St. Lawrence County:

| <u>Town/Village</u> | <u>Amount</u> |
|-----------------------|---------------|
| Brasher | \$8,720.77 |
| Canton | |
| Village of Canton | 11,454.12 |
| Village of Rensselaer | 514.44 |
| Town of Canton | 40,604.65 |
| Clifton | 7,103.08 |
| Colton | 16,266.80 |
| Dekalb: | |
| Village of Richville | 468.68 |
| Town of Dekalb | 12,068.02 |
| DePeyster | 1,876.68 |
| Edwards | 1,677.80 |
| Fine | 3,302.27 |
| Fowler | 8,428.55 |

| | |
|-------------------------|--------------|
| Gouverneur: | |
| Village of Gouverneur | 6,299.31 |
| Town of Gouverneur | 17,185.83 |
| Hammond: | |
| Village of Hammond | 168.79 |
| Town of Hammond | 7,563.47 |
| Hermon | 4,869.13 |
| Hopkinton | 1,274.62 |
| Lawrence | 7,841.64 |
| Lisbon | 18,485.64 |
| Louisville: | |
| Village of West Massena | 2,279.15 |
| Town of Louisville | 24,660.76 |
| Macomb | 5,087.20 |
| Madrid | 9,847.87 |
| Massena: | |
| Village of Massena | 29,362.63 |
| Town of Massena | 65,888.23 |
| Morristown: | |
| Village of Morristown | 1,049.71 |
| Town of Morristown | 13,741.10 |
| Norfolk: | |
| Village of Norwood | 120.12 |
| Village of Massena | 2.22 |
| Town of Norfolk | 17,771.48 |
| Ogdensburg | 34,882.01 |
| Oswegatchie: | |
| Village of Heuvelton | 1,448.23 |
| Town of Oswegatchie | 25,539.29 |
| Parishville | 12,249.03 |
| Piercefield | 2,393.31 |
| Pierrepoint | 18,628.92 |
| Pitcairn | 4,281.97 |
| Potsdam: | |
| Village of Potsdam | 13,344.43 |
| Village of Norwood | 2,980.89 |
| Town of Potsdam | 53,666.52 |
| Rossie | 4,422.30 |
| Russell | 7,637.79 |
| Stockholm | 13,237.09 |
| Waddington: | |
| Village of Waddington | 2,957.48 |
| Town of Waddington | 11,542.20 |
| Totals | \$555,196.22 |

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Mr. Acres moved to adopt Resolution No. 469-2019, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 470-2019

**MODIFYING THE 2019 BUDGET FOR THE TREASURER'S OFFICE
FOR ADDITIONAL SALES TAX DISTRIBUTION**

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Treasurer's Office is projecting to receive more sales tax revenue than budgeted for the fiscal year 2019, and

WHEREAS, should these revenues exceed budget, a budget modification is necessary in order to pay the municipalities and the City of Ogdensburg their additional shares,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for the Treasurer's Office for additional sales tax distribution, as follows:

INCREASE APPROPRIATIONS:

| | | |
|----------------|-----------------------------|-------------|
| T3019854 465ST | T Distribution of Sales Tax | \$1,350,000 |
|----------------|-----------------------------|-------------|

INCREASE REVENUE:

| | | |
|----------------|------------------------|-------------|
| T3011105 55000 | T LR Sales and Use Tax | \$1,350,000 |
|----------------|------------------------|-------------|

Mr. Acres moved to adopt Resolution No. 470-2019, seconded by Mr. Perkins, Mr. Denesha, and Ms. Curran, and carried by a roll call with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 471-2019

**AUTHORIZING THE TREASURER TO MODIFY THE 2019 BUDGET
FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
TO TRANSFER FORMULA FUNDS FROM
DISLOCATED WORKER ACCOUNTS TO ADULT ACCOUNTS**

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Notice of Authorization PY 19-2 was issued with the initial allocation

of funding for Program Year 2019 WIOA Title IB Adult and Dislocated Worker Programs, and

WHEREAS, a transfer of funds would provide more flexibility and ensure that WIOA is able to provide services to as many eligible participants as possible, and

WHEREAS, that all participants eligible for the Dislocated Worker Program will be enrolled in the Dislocated Worker Program, and no eligible participant will be denied services, including training services, due to transfer of funds, and

WHEREAS, WIOA Notice of Proposed Rulemaking Section 683.130, grants Local Workforce Development Board the authority to transfer one hundred percent (100%) of a program year allocations between the Adult and Dislocated Worker Programs, and

WHEREAS, Resolution Number 19-H07-23 authorized the transfer of funds from the Dislocated Worker to Adult,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for Workforce Innovation Opportunity Act (WIOA) to to transfer formula funds from dislocated worker accounts to adult accounts, as follows:

INCREASE APPROPRIATIONS:

| | | |
|---------------------|-----------------------------|----------|
| UA962924 461TU TRAN | Adult Training Tuition Fees | \$45,000 |
|---------------------|-----------------------------|----------|

DECREASE APPROPRIATIONS:

| | | |
|----------------|------------------------------|---------------|
| UE962911 11000 | Direct Services Workers | \$5,898 |
| UE962911 12000 | Supervisory/Administrative | 888 |
| UE962911 19501 | Longevity | 165 |
| UE962911 19550 | Health Insurance Buyout | 181 |
| UE962914 42001 | Computer Supplies | 135 |
| UE962914 42600 | Books & Periodicals | 67 |
| UE962914 43005 | Ad Fees | 135 |
| UE962914 49900 | Miscellaneous Expense | 67 |
| UE962918 81000 | Retirement | 1,152 |
| UE962918 83000 | Social Security | 618 |
| UE962918 84000 | Workers Compensation | 255 |
| UE962918 84500 | Group Life Insurance | 12 |
| UE962918 86000 | Hospital & Medical Insurance | 1,781 |
| UE962918 86500 | Dental Insurance | 89 |
| UE962918 89000 | Vision | 44 |
| UE962924 461OJ | OJT Employer Reimbursement | 10,000 |
| UE962924 461TU | Tuition Fees | <u>23,513</u> |
| | | \$45,000 |

INCREASE REVENUE:

| | | |
|---------------------|---------------------|----------|
| UA947905 57000 TRAN | U FA Adult Training | \$45,000 |
|---------------------|---------------------|----------|

December 2, 2019

DECREASE REVENUE:

| | | |
|----------------|---------------------------|----------|
| UE947905 57000 | Dislocated Worker Revenue | \$45,000 |
|----------------|---------------------------|----------|

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

Mr. Acres moved to adopt Resolution No. 471-2019, seconded by Ms. Terminelli, Mr. Perkins, and Ms. Curran, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 472-2019

MODIFYING THE 2019 BUDGET FOR THE DEPARTMENT OF HIGHWAYS FOR MACHINERY RENTAL, WINTER MAINTENANCE, AND PAVING MATERIALS

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Department of Highways budget appropriation and revenue accounts to reflect current and projected operations, and

WHEREAS, a budget modification is required to more closely reflect projected contractual expenditures in 2019,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to make the following modifications to the 2019 Budget for the Department of Highways for machinery rental, winter maintenance, and paving materials:

INCREASE APPROPRIATIONS:

| | | |
|----------------|-------------------------------------|--------------|
| HC051424 40600 | H CSR Machinery Rental | \$20,000 |
| HC051424 454WM | H CSR Winter Maintenance Materials | 6,000 |
| HS051444 454WM | H SNOW Winter Maintenance Materials | <u>6,000</u> |
| | | \$32,000 |

DECREASE APPROPRIATIONS:

| | | |
|----------------|-----------------------|---------------|
| HM351104 40600 | H MR Machinery Rental | \$20,000 |
| HM351104 454HS | H MR Highway Supplies | <u>12,000</u> |
| | | \$32,000 |

Mr. Acres moved to adopt Resolution No. 472-2019, seconded by Mr. Burke and Ms. Curran, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

Finance Committee: 11-25-2019

RESOLUTION NO. 473-2019

**ABANDONING A PORTION OF STATE HIGHWAY NO. 732, ALSO KNOWN AS
STATE HIGHWAY 68, IN THE TOWN OF OSWEGATCHIE**

By Mr. Acres, Chair, Finance Committee

WHEREAS, St. Lawrence County has received Official Order No. H2618 from the New York State Department of Transportation (NYS DOT) declaring that the State has abandoned to St. Lawrence County all that portion of State Highway No. 732, now known as State Highway 68, located between the following described points: from Station 69+89, said point being 97 feet southerly from centerline State A69+70 of the new State Highway No. 732 to Station 87+53, said point being 124 feet westerly from centerline Station A90+02 of new SH No. 732, having a length of 1,764 feet or 0.33 +/- mile, and

WHEREAS, under County Highway Law, Section 118-a, the maintenance of any section of a highway by the state is discontinued by official order or otherwise and the maintenance thereof transferred to a county, and such section of such road is of no further use for highway purposes to said county, the board of supervisors in which said land is situated, upon the recommendation of the county superintendent of highways, may adopt a resolution to abandon to the abutting owner or owners of such section of such road which is of no further use for highway purposes, and the chairman of the board of supervisors of said county is hereby authorized to execute and acknowledge in the name of the county, and affix the seal of the county to a quit claim deed or deeds of the lands so abandoned, and to deliver the same to the abutting owner or owners for such consideration and upon such terms and conditions as the board of supervisors of said county shall deem proper, and

WHEREAS, the Superintendent of Highways recommends the abandonment of any and all interest St. Lawrence County may have as described above and as illustrated on the attached map titled New York State Department of Transportation Abandonment Map, dated January 16, 2018,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators abandons a portion of State Highway No. 732, also known as State Highway 68, in the Town of Oswegatchie, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to execute a quit-claim deed or deeds of the land so abandoned, upon approval of the form and content thereof by the County Attorney, and to deliver the same to the abutting owner or owners for no consideration from the abutting owner or owners.

Mr. Acres moved to adopt Resolution No. 473-2019, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

Finance Committee: 11-25-2019

RESOLUTION NO. 474-2019

**ABANDONING SECTIONS OF STATE HIGHWAY NO. 9496, ALSO KNOWN AS
STATE HIGHWAY 812, IN THE TOWN OF PITCAIRN**

By Mr. Acres, Chair, Finance Committee

WHEREAS, St. Lawrence County received Official Order No. 1493 from the New York State Department of Transportation (NYS DOT) declaring that the State has abandoned to St. Lawrence County all that portion of State Highway No. 8337 (now known as SH 3) located between the following described points: from Station D4+48.83, said point being 52 feet northwesterly from station 659+59 on SH 8337 (SH 3), thence along the baseline to station D0+40, said point being 27 feet southwesterly from station 4+00 of State Highway 9496 (SH 812), being a length of 408.83 feet, and

WHEREAS, under County Highway Law, Section 118-a, the maintenance of any section of a highway by the state is discontinued by official order or otherwise and the maintenance thereof transferred to a county, and such section of such road is of no further use for highway purposes to said county, the board of supervisors in which said land is situated, upon the recommendation of the county superintendent of highways, may adopt a resolution to abandon to the abutting owner or owners of such section of such road which is of no further use for highway purposes, and the chairman of the board of supervisors of said county is hereby authorized to execute and acknowledge in the name of the county, and affix the seal of the county to a quit claim deed or deeds of the lands so abandoned, and to deliver the same to the abutting owner or owners for such consideration and upon such terms and conditions as the board of supervisors of said county shall deem proper, and

WHEREAS, the County Superintendent of Highways recommends the abandonment of any and all interest St. Lawrence County may have as described above and as illustrated on the attached map titled New York State Transfer of State Maintenance Map, dated July 20, 1983,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators abandons Sections of State Highway No. 9496, also known as State Highway 812, in the Town of Pitcairn, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to execute a quit-claim deed or deeds of the land so abandoned, upon approval of the County Attorney, and to deliver the same to the abutting owner or owners for no consideration from the abutting owner or owners.

Mr. Acres moved to adopt Resolution No. 474-2019-2019, seconded by Ms. Curran and Mr. Sheridan, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

Finance Committee: 11-25-2019

RESOLUTION NO. 475-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS, DPC, FOR PROFESSIONAL ENGINEERING SERVICES FOR TWO BRIDGES ON JONES ROAD OVER WEST BRANCH OF ST. REGIS RIVER, BIN 3366590, BIN 3341150

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Board of Legislators approved and funded Capital Bridge Projects, and

WHEREAS, the Department of Highways has solicited qualifications for professional engineering services for the rehabilitation of two (2) bridges on the Jones Road over the West Branch of the St. Regis River, and

WHEREAS, the project will require specialized engineering, and the best qualified consultant for this project has been determined, and

WHEREAS, the State Historical Preservation Office (SHPO) will play a vital role in project approval,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Delta Engineers, Architects & Land Surveyors, DPC, for professional engineering services for two bridges on Jones Road over West Branch of St. Regis River, BIN 3366590, PIN 3341150, upon approval of the County Attorney, as follows:

| | |
|------------------|---|
| Consultant: | Delta Engineers, Architects & Land Surveyors |
| Contract Title: | Jones Road Bridges over W. Branch of the St. Regis River BIN 3366590, BIN 3341150, Town of Hopkinton |
| Engineering Fee: | Not to Exceed \$60,000 HM551104 430ED B24 |

Mr. Acres moved to adopt Resolution No. 475-2019, seconded by Ms. Curran, Mr. Fay, Mr. Arquiatt, and Mr. Perkins, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

Finance Committee: 11-25-2019

RESOLUTION NO. 476-2019

**APPROVING SUPPLEMENTAL AGREEMENT #3 FOR PRELIMINARY
ENGINEERING DESIGN AND FINAL DESIGN FOR SOUTH SHORE ROAD
OVER THE OSWEGATCHIE RIVER, BIN 3340940, PIN 775371**

By Mr. Acres, Chair, Finance Committee

Authorizing the Implementation, and Funding in the First Instance 100% of the Federal Aid and State "Marchiselli" Program-Aid Eligible Costs, of a Transportation Federal-Aid Project, and Appropriating Funds Therefore

WHEREAS, a project for Preliminary Engineering Design and Final Design for the South Shore Road over the Oswegatchie River, BIN 3340940, PIN 775371 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of eighty percent (80%) federal funds and twenty percent (20%) non-federal funds, and

WHEREAS, the Board of Legislators desires to advance the above project by making a commitment of one hundred percent (100%) of the federal and non-federal share of the costs of the Preliminary Engineering Design and Final Design,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators, duly convened, approves Supplemental Agreement #3 for preliminary engineering design and final design for South Shore Road over the Oswegatchie River, BIN 3340940, PIN 775371, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer, to pay in the first instance one hundred percent (100%) of the federal and non-federal share of the cost of Preliminary Engineering Design and Final Design for the Project of portions thereof, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Board of Legislators shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to execute all necessary Agreements, certifications or reimbursement requests for available Federal Aid and/or State "Marchiselli" Aid on behalf of the St. Lawrence County Board of Legislators with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of Project costs and permanent funding of the local share of federal-aid eligible projects costs and all project costs with appropriations therefore that are not so eligible, upon approval of the County Attorney, and

December 2, 2019

BE IT FURTHER RESOLVED that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Mr. Acres moved to adopt Resolution No. 476-2019, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 477-2019

AUTHORIZING THE CHAIR TO AWARD AND SIGN CONTRACT FOR TWO TEMPORARY BRIDGES FOR JONES ROAD OVER WEST BRANCH OF ST. REGIS RIVER, TOWN OF HOPKINTON, BIN 3366590, BIN 3341150

By Mr. Acres, Chair, Finance Committee

WHEREAS, two bridges on Jones Road over the West Branch of the St. Regis River, BIN 3366590 and BIN 3341150, have been closed due to deteriorating conditions, and

WHEREAS, the St. Lawrence County Department of Highways' Multi-Use Trail Project will cover the cost of constructing two temporary bridges, and

WHEREAS, the Department of Highways has solicited bids for the construction of two temporary bridges on Jones Road over the West Branch of the St. Regis River, BIN 3366590 and BIN 3341150, and

WHEREAS, the lowest responsible bidder for this project has been determined,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to award and sign contracts for two temporary bridges on Jones Road over the West Branch of the St. Regis River, BIN 3366590 and BIN 3341150, and does hereby approve the award of the following contract to:

| | |
|------------------|--|
| Contractor: | J. E. Sheehan Contracting, Corp. |
| Contract Title: | Jones Road over the West Branch of the St. Regis River Town of Hopkinton Temporary Bridges for BIN 3366590 and BIN 3341150 |
| Contract Amount: | \$135,000 HM271974 465CO ATV |

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to execute all necessary contracts contingent upon the contractor complying with all required contractual documentation, upon approval of the County Attorney.

Mr. Acres moved to adopt Resolution No. 477-2019, seconded by Ms. Arquiett.

Mr. Arquiett moved to amend the resolution to include contractor name as J.E. Sheehan Contracting Corporation and contract amount as \$135,000, seconded by Mr. Burke, Ms. Arquiett, and Mr. Sheridan, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Ms. Arquiett said the installation of the temporary bridges for the Jones Road will be vital to small businesses that rely on winter recreation, such as snowmobiling, and for all those employed by those businesses. She said this Board supports economic development and tourism in St. Lawrence County, and they should be supporting these businesses by supporting this resolution.

Mr. Acres said he is concerned about the cost to install the temporary bridges, and we now know the cost is \$135,000. He is also concerned about the cost of removing the bridges and the liability to the County. He said his main apprehension is that this will set a precedent for other bridges, and the County is responsible for approximately 200 bridges. Mr. Acres said he will not support this resolution.

Mr. Arquiett said he agreed with Legislator Nance Arquiett that the bridges are vital to the small businesses. There is an increase in anticipated sales tax for 2019, and he believes it is due to the trails system. He said \$50,000 of the total cost of \$135,000 will be coming for the County snowmobile fund and another \$5,000 is coming from in-kind gifts from St. Lawrence County Snowmobile Association.

Mr. Burke said while he appreciates Legislator Acres concerns about the cost, he is more concerned with the issues that Legislators Nance Arquiett and Tony Arquiett raise regarding what the costs would be if the temporary bridges were not authorized. A break in a trail can be devastating. He said this is just a bit more money than was given to Bassmasters and that is just a three or four day event. Mr. Burke said it is a good investment and he whole-heartedly supports the resolution.

Mr. Forsythe said he is undecided at this time. He said the cost is definitely an issue for him. He asked if there was a second option, and wondered if that option was ever pursued to the full extent. Mr. Arquiett said the Department of Conservation (DEC) would not allow for the other options that was being discussed.

Mr. Perkins said the Board has been trying to establish the County-Wide Use Trails System for over fifteen (15) years which supports many mom and pop stores and their employees. Tourism is at the top of the list to help sustain the failing economy. He said we have seen to fruition what the Bassmaster event and other fishing tournaments have accomplished. People are coming here year-round to fish. The temporary bridges are not only for the snowmobiles, but are also for the

ATVs during the summer. He said now is the time to help our economy.

Mr. Reagen asked Mr. Arquiatt what would be the alternative route be if these bridges were not installed. Mr. Arquiatt said without the temporary bridges, the snowmobilers would not be able to get to the businesses. He said this location is in the heart of the trails system, and it is the only way to traverse the river.

Ms. Curran said a few years ago the Canadian bridge in Massena was down to one lane of traffic, and there were a number of restaurants that closed due to the slowed traffic and it was said that once people break their habits and patterns, it may prove detrimental. She said she does not want to see that happen to other businesses so she will be supporting this resolution.

Ms. Arquiatt asked the Highway Superintendent, Mr. Chambers, to clarify the funding. Mr. Chambers said the next resolution on the agenda that the Board will consider deals with the funding. What is proposed is taking funding from the County budget in the area that funds the County trail. The bulk of the funds would be coming out of the trail monies set aside, \$5,000 from the Snowmobile Association, and \$48,000 from contingency. Ms. Arquiatt asked about liability and Mr. Chambers said there is liability insurance for the construction.

Mr. Forsythe recognized Mike Cappellino, Supervisor of Town of Fowler.

Mr. Acres made a motion to table the resolution until the next Full Board meeting, seconded by Ms. Curran, and failed by a voice vote with five (5) yes votes, nine (9) no votes, and one (1) absent (Haggard).

Mr. Arquiatt said he understands how the folks from Fowler may feel, but he believes it is like comparing apples to oranges. Every one of the Legislators have bridges in their districts that are closed. He said he has several in his district and that does not bare the same argument that the bridges in his district needs to be looked at before the temporary bridges are considered. They serve a completely different purpose. It is a revenue generating bridge in a real strategic area that is supporting businesses on both sides of it. If the temporary bridges do not go forward, Mr. Arquiatt feels it would diminish the survival of the businesses affected.

Mr. Burke said he is under the impression there is a timing issue with a very narrow time frame to begin construction.

Mr. Reagen said he has been torn on this issue because of the cost, but said it is very important for the multi-use trail and its importance to many rural communities. Many here have been supportive of efforts to draw tourist to the St. Lawrence River and he said there is an obligation to support economic development and tourism in the Southern part of the County by having the multi-use trails system and making it as attractive as possible to people who come to ride the trails and see what St. Lawrence County has to offer. There are concerns about costs, but it is important to have a seamless experience for visitor so they tell their friends and others about what a great place we have. He understands the reluctance of his colleagues, but it is incredibly important to develop our tourism industry, and to make investments when things arise.

Mr. Perkins said Legislator Reagen said it perfectly. It is not about a temporary bridge, it is

about our multi-use trails system. There are outdoor enthusiasts coming from outside the County saying how great our trails are and if we start shutting them down and not supporting them, we will lose the confidence of the businesses or ones they may want to start up.

Mr. Sheridan said he has been on the Trails Committee for the past year and the stories of the issues and roadblocks by the APA and DEC are endless. Mr. Sheridan read a message from the Trails Coordinator out loud regarding the alternative route. He said he will support this resolution.

Mr. Leader said although he has concerns about the costs of the temporary bridges, he has been persuaded by other who spoke in favor of the bridges. He supports the trails system and the positive economic impact it brings to the County. He said he will support this resolution.

Mr. Denesha said he understand the concerns of the folks from the Town of Fowler, but it is two different things. He discussed examples of other areas who have trails systems and the tourism it creates. He said the days of heavy industry are behind us, and we would be remiss if we do not do everything we can do to attract tourism.

Ms. Terminelli requested a roll call vote.

Mr. Acres said the DEC proposed an alternative route, and the argument should have been made to Weller Mountain.

Mr. Arquiett said Weller Mountain does not want a trail that close to their area.

Mr. Arquiett called the question, seconded by Mr. Perkins, and carried by a voice vote with fourteen (14) yes votes and one (1) absent (Haggard).

Resolution No. 477-2019 was adopted by a roll call vote with twelve (12) yes votes, two (2) no votes (Lightfoot and Acres), and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 478-2019

**MODIFYING THE 2019 DEPARTMENT OF HIGHWAYS BUDGET FOR
TEMPORARY BRIDGES FOR JONES ROAD OVER WEST BRANCH OF ST. REGIS
RIVER, TOWN OF HOPKINTON, BIN 3366590, BIN 3341150**

By Mr. Acres, Chair, Finance Committee

WHEREAS, two bridges on Jones Road over the West Branch of the St. Regis River, Bin 3366590 and BIN 3341150, have been closed due to deteriorating conditions, and

WHEREAS, the St. Lawrence County Multi-Use Trail Coordinator and St. Lawrence County Snowmobile Association wish to construct temporary bridges to keep the trail open to recreational vehicles, and

WHEREAS, the St. Lawrence County Snowmobile Association will gift \$5,000 to the St. Lawrence County Department of Highways towards the cost of the temporary bridges,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to make the following modifications to the 2019 Department of Highways' Budget:

INCREASE APPROPRIATIONS:

| | | |
|--------------------|------------------------------|-----------|
| HM271974 465CO ATV | HM ATV In Kind Sub-Contracts | \$135,000 |
|--------------------|------------------------------|-----------|

INCREASE REVENUE:

| | | |
|--------------------|----------------------------|---------------|
| HM227055 55000 ATV | HM ATV Gifts & Donations | \$5,000 |
| T6650319 90100 | T IFT CP Transfers from GF | <u>48,000</u> |
| | | \$53,000 |

DECREASE APPROPRIATIONS:

| | | |
|--------------------|--|---------------|
| HM271974 43007 ATV | HM ATV In Kind Other Fees and Services | \$32,000 |
| HM271974 454HS ATV | HM ATV In Kind Supplies | <u>50,000</u> |
| | | \$82,000 |

DECREASE APPROPRIATIONS:

| | | |
|----------------|----------------------------|----------|
| B1019904 49700 | B SPEC Contingency Account | \$48,000 |
|----------------|----------------------------|----------|

INCREASE APPROPRIATIONS:

| | | |
|----------------|-------------------------|----------|
| T6199509 90600 | T IFT GF Transfer to CP | \$48,000 |
|----------------|-------------------------|----------|

Mr. Acres moved to adopt Resolution No. 478-2019, seconded by Mr. Burke, Mr. Arquiatt and Ms. Curran.

Mr. Arquiatt moved to amend the budget modification of the resolution, seconded by Ms. Arquiatt, Mr. Burke, and carried by a roll call vote with twelve (12) yes votes, two (2) no votes (Forsythe and Acres), and one (1) absent (Haggard).

Resolution No. 478-2019 carried by a roll call vote with twelve (12) yes votes, two (2) no votes (Forsythe and Acres), and one (1) absent (Haggard).

December 2, 2019

Finance Committee: 11-25-2019

RESOLUTION NO. 479-2019

**APPROVING THE 2020 ST. LAWRENCE COUNTY
SOLID WASTE DEPARTMENT FEE RATES**

By Mr. Acres, Chair, Finance Committee

WHEREAS, the St. Lawrence County Solid Waste Department sets fee rates during the budget process, and

WHEREAS, it is the intention of the Solid Waste Department to eliminate recycling fees in attempts to further encourage recycling, and

WHEREAS, the Solid Waste Department is an Enterprise Fund which relies on various fees charged to haulers and the public to finance its operations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves the 2020 St. Lawrence County Solid Waste Department fee rates, effective January 1, 2020, as follows:

| DESCRIPTION | PRICE/TON-UNIT 2019 | PRICE/TON-UNIT 2020 |
|------------------------------------|------------------------------|---|
| Trash / Ton - Non-Hauler | \$166 Per Ton | \$166 Per Ton |
| Compacted Trash / Ton - Hauler | \$100 Per Ton | \$100 Per Ton |
| Trash / Ton - Hauler | \$134 Per Ton | \$134 Per Ton |
| C&D Debris - Non-Hauler | \$162 Per Ton | \$162 Per Ton |
| C&D Debris - Hauler | \$134 Per Ton | \$134 Per Ton |
| Shingles | \$134 Per Ton | \$134 Per Ton |
| Mattress/Box Spring Any Size | Not included in fee schedule | \$8 Per Unit (Mattress/box spring: \$16) |
| Weight Only | No Charge | No Charge |
| Weight Only - Charge | \$5 Per Unit | \$5 Per Unit |
| Spring / Fall Municipal Cleanups | \$115 Per Ton | \$120 Per Ton |
| Single Trash Bag | \$4 Per Unit | \$4 Per Unit |
| Recyclables - Non-Hauler | \$30 Per Ton | \$30 Per Ton |
| Recyclables - Hauler | \$30 Per Ton | \$30 Per Ton |
| General Hauling Fee ** | 1 Unit = 1 Hour (\$125 min.) | 1 Unit = 1 Hour (\$125 min.) |
| Unloading Service Fee - Non-Hauler | \$25 Each Time | \$25 Each Time |
| Unloading Service Fee - Hauler | \$15 Each Time | \$15 Each Time |
| Uncovered Load Fee | \$15 Per Unit | \$15 Per Unit |
| Ogdensburg Municipal Sludge | \$70 Per Ton | \$122 Per Ton |

| | | |
|-------------------------------------|--|---|
| WWTP GRIT | \$90 Per Ton | \$90 Per Ton |
| Municipal Sludge | \$122 Per Ton | \$122 Per Ton |
| County Trash Bags - Large (5 Pack) | 5 Unit Minimum \$20 | 5 Unit Minimum \$20 |
| County Trash Bags - Small (10 Pack) | 10 Unit Minimum \$20 | 10 Unit Minimum \$20 |
| Oversized (>44") & Off-Road Tires | \$334 Per Ton | \$180 Per Ton (0-180lbs: \$15 min.) |
| Car & Truck Tires (<44") | \$134 Per Ton (0-240 lbs: \$15 Min) | \$180 Per Ton (0-180 lbs: \$15 min.) |
| Recycling Tags (5 Pack) | \$2 For 5 Tags | \$2 For 5 Tags |
| Combo Pack (Bags & Tags) | \$22 For 5 Bags and Tags | \$22 For 5 Bags and Tags |
| Contamination Charge | \$50 Minimum | \$50 Per Unit (\$50 Minimum) |
| Direct Haul MSW | \$8.50 Per Ton | \$9.00 Per Ton |
| Direct Haul C&D | \$8.50 Per Ton | \$9.00 Per Ton |
| (DH) Sludge-Non Beneficial | \$11 Per Ton | \$11.50 Per Ton |
| (DH) Sludge-Beneficial | Not Incl. in Fee Schedule | \$11.50 Per Ton |
| (DH) Sewage Sludge | \$11 Per Ton | \$11.50 Per Ton |
| (DH) Industrial Waste | \$11 Per Ton | \$11.50 Per Ton |
| (DH) Contaminated Soil | No Charge | No Charge |
| (DH) Asbestos-Friable | \$11 Per Ton | \$11.50 Per Ton |
| (DH) Asbestos-Bulk | \$11 Per Ton | \$11.50 Per Ton |

Mr. Acres moved to adopt Resolution No. 479-2019, seconded by Mr. Denesha, Ms. Curran, and Mr. Leader, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 480-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ALLPAID, INC., DBA GOVPAYNET, TO PROVIDE CREDIT CARD SERVICES AT THE SOLID WASTE MAIN OFFICE AND TRANSFER STATIONS

By Mr. Acres, Chair, Finance Committee

WHEREAS, payment by credit card has become a common form of payment at most businesses and government organizations, and

WHEREAS, St. Lawrence County residents should have as many opportunities and conveniences as possible to make payment, and

WHEREAS, AllPay, Inc., dba GovPayNet, will provide credit card services at no cost to the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Allpaid, Inc., dba GovPayNet, to provide credit card services at the Solid Waste Main Office and transfer stations, upon approval of the County Attorney.

Mr. Acres moved to adopt Resolution No. 480-2019, seconded by Mr. Forsythe, Ms. Terminelli, and Ms. Curran, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 481-2019

ELECTIONS, REAL PROPERTY & COMMUNITY COLLEGE APPORTIONMENTS FOR THE YEAR 2020

By Mr. Acres, Chair, Finance Committee

BE IT RESOLVED that the following apportionments of Elections, Real Property and Community College charges for the year 2020 be applied to the following municipalities of St. Lawrence County:

| Municipality | Election Charges | Real Property Charges | Community College Charges |
|---------------------|-------------------------|------------------------------|----------------------------------|
| Brasher | \$19,356.40 | \$12,332.53 | \$40,536.33 |
| Canton | \$65,395.29 | \$19,994.17 | \$41,304.73 |
| Clare | \$8,711.84 | \$2,354.13 | \$0.00 |
| Clifton | \$32,181.42 | \$6,123.37 | \$12,652.00 |
| Colton | \$48,419.82 | \$15,164.65 | \$618.00 |
| Dekalb | \$21,036.28 | \$8,663.29 | \$7,449.34 |
| Depeyster | \$9,403.33 | \$5,307.97 | \$3,045.50 |
| Edwards | \$12,542.22 | \$8,078.44 | \$4,949.67 |
| Fine | \$24,467.21 | \$14,605.42 | \$6,834.67 |
| Fowler | \$23,848.93 | \$13,195.13 | \$34,648.49 |

December 2, 2019

| | | | |
|---------------|--------------|--------------|--------------|
| Gouverneur | \$36,496.93 | \$23,022.99 | \$64,978.47 |
| Hammond | \$30,876.88 | \$13,598.77 | \$14,774.34 |
| Hermon | \$15,333.82 | \$6,247.01 | \$7,919.33 |
| Hopkinton | \$18,015.86 | \$11,384.19 | \$16,172.17 |
| Lawrence | \$13,716.79 | \$9,225.10 | \$21,049.34 |
| Lisbon | \$34,603.18 | \$14,470.38 | \$27,668.51 |
| Louisville | \$29,982.91 | \$11,950.61 | \$35,306.16 |
| Macomb | \$16,402.90 | \$7,275.28 | \$11,478.01 |
| Madrid | \$15,585.36 | \$7,419.40 | \$4,390.34 |
| Massena | \$90,296.70 | \$21,229.45 | \$133,374.54 |
| Morristown | \$28,734.67 | \$12,045.80 | \$21,705.57 |
| Norfolk | \$30,692.43 | \$13,980.89 | \$32,454.15 |
| Oswegatchie | \$40,759.92 | \$18,643.44 | \$18,808.99 |
| Parishville | \$29,541.72 | \$10,515.41 | \$7,434.99 |
| Piercefield | \$20,628.76 | \$7,910.26 | \$833.00 |
| Pierrepont | \$29,997.38 | \$17,876.52 | \$23,994.32 |
| Pitcairn | \$12,892.60 | \$6,849.28 | \$32,273.34 |
| Potsdam | \$94,359.03 | \$8,985.29 | \$73,354.84 |
| Rossie | \$10,491.57 | \$4,797.44 | \$4,948.67 |
| Russell | \$15,272.64 | \$12,677.05 | \$12,765.00 |
| Stockholm | \$28,921.88 | \$20,437.12 | \$32,474.33 |
| Waddington | \$25,385.94 | \$11,182.68 | \$16,530.98 |
| Ogdensburg | \$55,656.87 | \$11,878.98 | \$50,765.98 |
| TOTALS | \$990,009.48 | \$389,422.44 | \$817,494.10 |

December 2, 2019

Mr. Acres moved to adopt Resolution No. 481-2019, seconded by Ms. Curran and Mr. Perkins, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 482-2019

AUTHORIZING THE SELF-INSURANCE PLAN ADMINISTRATOR TO SIGN A CONTRACT WITH TRIAD GROUP, LLC, THIRD PARTY ADMINISTRATOR, FOR THE WORKERS' COMPENSATION PLAN

By Mr. Acres, Chair, Finance Committee

WHEREAS, the contract for St. Lawrence County Self-Insurance Plan (the Plan) for Third Party Administration (TPA) to handle all of the workers' compensation claims and to assist the Plan with certain other administrative duties will expire December 31, 2019, and

WHEREAS, the Plan solicited proposals from approximately fifty (50) vendors, received seven (7) submissions, and interviewed two (2) vendors for the purpose of selecting one to act as the Third Party Administrator for the St. Lawrence County Self-Insurance Plan, and

WHEREAS, upon a review of the submissions and performance of the interviews, a decision has been made to contract with Triad Group, LLC, the current TPA of the County, for three (3) years, with the possibility of an extension for an additional two (2) years, for TPA services to the Plan,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Self-Insurance Plan Administrator to sign a contract with Triad Group, LLC, for 2020-2023, third party administrator, for the Workers' Compensation Plan.

Mr. Acres moved to adopt Resolution No. 482-2019, seconded by Mr. Forsythe and Ms. Arquiatt, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 483-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ATLANTIC TESTING LABORATORIES, LLC, FOR ENVIRONMENTAL INVESTIGATION ON TAX DELINQUENT PROPERTIES IN ST. LAWRENCE COUNTY

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Board of Legislators has agreed that it is in the best interests of the

County to perform an environmental investigation of tax delinquent property, as follows:

Longshore Site: 3545 CR 14, Madrid, New York (TM# 41.077-1-10) –
This site is suspected to have formerly been an automotive repair shop,

Worden Site: 7749 SH 68, Oswegatchie, New York (TM# 59.029-3-13) –
This site is reported to have been a retail gasoline station with three UST having been removed,

Skomsky Site: 43 Willow Street, Massena, New York (TM# 9.060-4-15) –
This site is a former retail gasoline and service station,

Carr Site: 97 Main Street, Hermon, New York (TM# 132.029-1-8) –
This site is suspected to have been a retail gasoline and service station, and

WHEREAS, through outside legal counsel, the County has solicited proposals from various environmental investigation firms, with the scope of work involving a limited site environmental investigation of the parcels, and preparation of a written report describing environmental liabilities, if any, to the County if it proceeds with tax foreclosure and acquisition this parcel, and

WHEREAS, there have been three (3) responses to the solicitations, and the County Attorney and Consultant, Bowitch & Coffey, P.C., have reviewed these proposals and recommend awarding the contract to Atlantic Testing Laboratories (ATL),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Atlantic Testing Laboratories, LLC, for environmental investigation on tax delinquent properties in St. Lawrence County, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED the Board of Legislators authorizes the Chair to sign a contract for the performance of the environmental investigations, upon approval of the County Attorney.

Mr. Acres moved to adopt Resolution No. 483-2019, seconded by Mr. Denesha, Ms. Terminelli, and Ms. Curran, and carried by a roll call vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 484-2019

MODIFYING THE 2019 BUDGET FOR ASSIGNED COUNSEL COSTS

By Mr. Acres, Chair, Finance Committee

WHEREAS, the cost for Assigned Counsel for Indigent Defense has exceeded the 2019 Budget appropriations, and

WHEREAS, the cost of providing indigent defense continues to increase with eligibility standards and it is the intent of the County to access some of the proposed funding to address the cost associated with criminal cases,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2019 Budget for Assigned Counsel costs, as follows:

DECREASE APPROPRIATIONS:

| | | |
|----------------|-------------------------------|---------------|
| B1019904 49700 | B SPEC Contingency Account | \$155,000 |
| IA011704 43007 | IA AC Other Fees and Services | 280,000 |
| IA011704 430AC | IA AC Appeals Cases | <u>60,000</u> |
| | | \$495,000 |

INCREASE APPROPRIATIONS:

| | | |
|----------------|----------------------|----------------|
| IA011704 430CC | IA AC Criminal Cases | \$230,000 |
| IA011704 430FC | IA AC Family Court | <u>265,000</u> |
| | | \$495,000 |

Mr. Acres moved to adopt Resolution No. 484-2019, seconded by Mr. Perkins and Ms. Curran, and carried by a roll call vote with thirteen (13) yes votes, one (1) no vote (Acres), and one (1) absent (Haggard).

Finance Committee: 11-25-2019

RESOLUTION NO. 485-2019

DESIGNATING THE ST. LAWRENCE COUNTY CHAMBER OF COMMERCE AS THE 2020 ST. LAWRENCE COUNTY TOURISM PROMOTION AGENT AND DESIGNATING A PROJECT DIRECTOR FOR THE EMPIRE STATE DEVELOPMENT DIVISION OF TOURISM MATCHING FUNDS PROGRAM

By Mr. Acres, Chair, Finance Committee

WHEREAS, it is requested that each County appoint a Tourism Promotion Agent in order to qualify for funding opportunities in the Empire State Development Division of Tourism Matching Funds Program, and

WHEREAS, participation in this program doubles the earmarked tourism promotion funds by St. Lawrence County through "I Love New York" Funds, and

WHEREAS, according to the NYS Tourism Economics Report, visitor expenditure accounted for more than \$130 million in St. Lawrence County, and \$8.7 million in local taxes in 2018, and

WHEREAS, according to the NYS Tourism Economics Report tourism spending

increased by 3.7%, state taxes by 2.8% from 2017 to 2018, supporting the positive economic impact of tourism marketing and planning in the County, and

WHEREAS, according to the NYS Tourism Economics Report an estimated 1,689 jobs in the County (2018) were supported directly by visitors, and

WHEREAS, the St. Lawrence County Chamber of Commerce represents the County as its Tourism Promotion Agent by creating a comprehensive marketing and advertising campaign, consisting of identifying events, attractions, and recreational opportunities throughout the County, and

WHEREAS, the Empire State Development Division of Tourism Matching Funds Program now requires that the Tourism Promotion Agent have an identified Project Director and as such the Executive Director of the St. Lawrence County Chamber of Commerce will be designated, and

WHEREAS, tourism marketing and the opportunity to leverage state grant opportunities operate in a two year cycle and are supported by a digital marketing presence,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators designates the St. Lawrence County Chamber of Commerce as the 2020 St. Lawrence County Tourism Promotion Agent, and

BE IT FURTHER RESOLVED that the existing contract (2018-2020) with the Chamber of Commerce provides for forty-five (45%) share of occupancy tax and changed the funding mechanism to a formula that incentivizes the Chamber to work diligently to improve tourism in St. Lawrence County, and

BE IT FURTHER RESOLVED that the County recommends that the Chamber of Commerce continue to improve its independent financial position and bring measurable successes to the Board of Legislators annually for review, and

BE IT FURTHER RESOLVED that St. Lawrence County designates the Executive Director of the Chamber of Commerce as the Project Director for Empire State Development Division of Tourism Matching Fund efforts.

Mr. Acres moved to adopt Resolution No. 485-2019, seconded by Ms. Curran and Ms. Arquiett, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

RESOLUTION NO. 486-2019

AUTHORIZING FILLING OF VACANCIES

By Mr. Perkins, District 7 and Mr. Acres, District 8

WHEREAS, Resolution Nos. 281-2008 and 198-2011 implemented a non-essential hiring freeze and created a thirty day delay of filling positions and implemented emergency measures that provided an exception for positions completely funded by an outside source to be filled, respectively in response to the fiscal challenges faced by the County, and

WHEREAS, Resolution No. 222-2015 that affirmed the 2008 hiring freeze and extended the standard delay for filling vacancies to 60 days, and Resolution No. 226-2015 reinstated the Vacancy Review Committee to be inclusive of Legislators and staff to return recommendations for filling vacancies going forward, and

WHEREAS, Resolution No. 369-2019 authorized the continuance of the current vacancy review process with a recommendation that the vacancies continue to be deliberated at each jurisdictional committee, but one resolution be created for all approved positions to be considered at the Regular Board Meeting,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the fill of each of the following vacancies which have been reviewed and recommended to be filled or created and filled by the Vacancy Review Committee:

| <u>Department/Unit:</u> | <u>Title:</u> | <u>Position No.:</u> | <u>Type</u> | <u>Durati on</u> | <u>Timeline</u> |
|---------------------------------------|-----------------------------|----------------------|-------------|------------------|-----------------|
| District Attorney | Assistant District Attorney | 026800010 | FT | Perman ent | Immediat e |
| Sheriff | Undersheriff | 607000001 | FT | Perman ent | Immediat e |
| Sheriff / Criminal | Deputy Sheriff-Detective | 605500003 | FT | Perman ent | Immediat e |
| Sheriff / Criminal | Deputy Sheriff-Detective | 605500005 new | FT | Perman ent | Immediat e |
| County Clerk | Index Clerk | 002500010 | FT | Perman ent | Immediat e |
| County Clerk | First Deputy Clerk | 025000001 | FT | Perman ent | Immediat e |
| Social Services / CPS | Senior Caseworker | 815400002 | FT | Perman ent | Immediat e |
| Social Services /Medicaid | Social Welfare Examiner | 814000072 new | FT | Perman ent | Immediat e |
| Social Services / Children's Services | Homemaker | 805000004 new | FT | Perman ent | Immediat e |
| Social Services / Children's Services | Homemaker | 805000005 new | FT | Perman ent | Immediat e |

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Superintendent of Highways to abolish Position No. 306000039, Labor, in the Department of Highways as per Resolution No. 319-2019, and

BE IT FURTHER RESOLVED that the Sheriff is authorized to abolish Position No. 605000004, Deputy Sheriff, in the Sheriff's Office, and

BE IT FURTHER RESOLVED that the appointing authorities are authorized to fill the positions as provided for in the resolution.

Mr. Perkins moved to adopt Resolution No. 486-2019, seconded by Mr. Burke, Ms. Curran, and Ms. Terminelli, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

RESOLUTION NO. 487-2019

AUTHORIZING THE CHAIR TO SIGN A CONTRACT ADDENDUM WITH THE ARC OF JEFFERSON AND ST. LAWRENCE TO PROVIDE TRANSIT SERVICE INTO LEWIS COUNTY

By Mr. Denesha, District 6

WHEREAS, transit throughout St. Lawrence County is utilized for a variety of reasons, one of which is to reach shopping locations, and recently in Star Lake available options have been reduced with the closing of the grocery store, and

WHEREAS, the St. Lawrence County Mobility Manager meets with people around the County to determine how best to meet their needs with the resources available through the Transit Program and recently a discussion took place with the impacted people in the Star Lake areas, and

WHEREAS, the impacted people of Star Lake have expressed an interest in reaching Harrisville in Lewis County to access shopping options, and

WHEREAS, authorization for St. Lawrence County to provide public transit service into Lewis County must be sought and granted by the New York State Department of Transportation,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract addendum with The Arc of Jefferson and St. Lawrence to provide transit service into Lewis County, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes The Arc of Jefferson and St. Lawrence to submit an application to the Department of Transportation to provide transit service into Lewis County.

Mr. Denesha moved to adopt Resolution No. 487-2019, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

RESOLUTION NO. 488-2019

**AUTHORIZING THE CHAIR TO SIGN A LETTER FOR ST. LAWRENCE COUNTY
TO DISCONTINUE INVOLVEMENT WITH THE MUNICIPAL HEALTHCARE
FINANCING COLLECTIVE**

By Mr. Acres, Chair, Finance Committee

WHEREAS, Resolution 312-2018 authorized the Chair to sign an inter-municipal agreement with New York Counties or consortiums they belong to that will establish the Municipal Healthcare Financing Collective for the purposes of obtaining stop-loss insurance quotes for healthcare and for the potential oversight, administration, and delivery of medical stop-loss insurance services, upon approval of the County Attorney, and

WHEREAS, after a cost benefit analysis weighing a variety of healthcare stop-loss options, including those provided by the Municipal Healthcare Financing Collective, St. Lawrence County instead adopted Resolution 53-2019 which “authorized the creation of a Self-Insured Reserve for costs associated with Healthcare and the Liability and Casualty Fund” to address the unpredictable costs associated with healthcare and liability and casualty, and

WHEREAS, as a current non-active member, the active members of the Municipal Healthcare Financing Collective have requested St. Lawrence County terminate its membership from the Collective, and

WHEREAS, it is currently no longer in the interest of the County to remain a member of the Municipal Healthcare Financing Collective, and

WHEREAS, a review of the options provided by the Municipal Healthcare Financing Collective will be conducted annually and a recommendation will be made at that time if membership in the Collective becomes beneficial to the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a letter for St. Lawrence County to discontinue involvement with the Municipal Healthcare Financing Collective, upon approval of the County Attorney.

Mr. Acres moved to adopt Resolution No. 488-2019, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Ms. Terminelli moved to suspend the Rules of Procedure, seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

December 2, 2019

RESOLUTION NO. 489-2019

**ESTABLISHING A DATE AND TIME FOR THE
ORGANIZATIONAL BOARD MEETING**

By Mr. Lightfoot, District 3

BE IT RESOLVED that the Organizational Meeting of the St. Lawrence County Board of Legislators shall be held on Thursday, January 2, 2020, at 6:00 p.m. in the St. Lawrence County Board of Legislators' Chambers, Court House, Canton, New York for the purpose of electing a Chair of the Board of Legislators and transacting any other business that may come before the Board.

Mr. Forsythe moved to adopt Resolution No. 489-2019, seconded by Ms. Curran, Ms. Arquiatt, and Ms. Terminelli, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

COUNTY ADMINISTRATOR'S REPORT: Ms. Doyle said the State Emergency Services Staff will be hold a training on December 10th from 12:30 p.m. – 4:30 p.m. for the Emergency Operations Center (EOC).

All requirements have been met with the REDI Commission on the Northumberland Street Bridge Project in Morristown, and St. Lawrence County has opted-in to use O'Brien & Gere for the project.

Confirmation has been received that St. Lawrence County can now apply for Raise the Age reimbursement. Once prepared, the totals will be provided.

The second session of CSEA negotiations was held last week, and on Wednesday, Solid Waste negotiations will begin.

A presentation on Spillman will be given next week at Operations Committee, as well as a presentation by LC Drives at the Services Committee.

There will be thirteen (13) positions considered at the Vacancy Review Committee tomorrow.

County Attorney Button attended oral arguments today at Supreme Court of the United States in Washington D.C. for the NYSERPA v. City of New York case.

The annual Holiday party will be held on Thursday, December 12th.

Notice will be provided for the RX Care Prescription Plan in the form of an email and letter to active employees and retirees. A follow-up phone call will be made to individuals who did not respond.

The NYSAC Conference will be held January 27-29, 2020.

The 2020 Meeting Schedule for Full Board and Committee Meetings is being drafted.

Ms. Doyle said regarding earlier discussion, she wanted to let everyone know that Resolution No. 141-2013 established funds associated with an RVRDA Grant for trail development.

OLD/NEW BUSINESS: There was no old/new business.

COMMITTEE REPORTS: Ms. Terminelli said the St. Lawrence County Water Management Plan will be presented tomorrow at the Community Center in Gouverneur at 5:30 p.m.

Mr. Sheridan said the Jury Board met on November 22nd and he gave a report on statistic for 2019.

Mr. Acres said the International Joint Commission (IJC) will lower water levels below normal in the St. Lawrence River. Mr. Lightfoot said he was invited, but is unable to, participate in a teleconference with the IJC next Monday, and Mr. Forsythe will participate in the teleconference in his stead.

Mr. Forsythe moved to go to Executive Session at 7:43 p.m. to discuss litigation, negotiations, personnel, and appointments, seconded by Ms. Terminelli and Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

EXECUTIVE SESSION

Mr. Sheridan and Ms. Curran left the room at 7:43 p.m., and Ms. Curran returned at 7:49 p.m. and Mr. Sheridan returned at 7:52 p.m.

Mr. Forsythe moved to go to Open Session at 7:54 p.m., seconded by Ms. Curran, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard).

Mr. Denesha moved to reappoint the following individuals to the **EMS Advisory Board (Terms to expire: 12/31/2022)**, seconded by Mr. Perkins, Ms. Curran and Ms. Terminelli, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard):

Dr. Ryan Coates, 351 Sweeney Road, Potsdam 13676
James Moore, 316 Gouverneur Street, Morristown 13664
Christopher Velez, 1034 Pond Road, Hermon 13652
Nicholas Wildey, 3728 County Route 14, Madrid 13660

Mr. Acres moved to reappoint the following individuals to the **Workforce Development Board**, seconded by Ms. Curran, Ms. Terminelli, Mr. Perkins, and Mr. Reagan, and carried by a voice vote with fourteen (14) yes votes, and one (1) absent (Haggard):

Pamela Dority, 618 County Route 28A, Ogdensburg 13669 (Term to expire 12/31/2022)
LouAnne King, 69 Halfway House Road, Waddington 13694 (Term to expire 12/31/2022)
Dallas Sutton, 713 Elizabeth Street, Ogdensburg 13669 (Term to expire 1/1/2023)

December 2, 2019

Zvi Szafran, 34 Cornell Drive, MacArthur Hall 616, Canton 13617 (Term to expire 11/30/2022)

CHAIR'S APPOINTMENTS: There were no Chair's Appointments

ADJOURNMENT – Chair Lightfoot adjourned the December 2, 2019 Full Board Meeting at 7:55 p.m., as there was no further business.