

St. Lawrence County  
**BOARD OF LEGISLATORS**  
48 Court Street, Court House  
Canton, New York 13617-1169  
(315) 379-2276  
FAX (315) 379-2463

**RUTH A. DOYLE**  
County Administrator

**JOSEPH LIGHTFOOT**  
Chair, Board of Legislators

**OPERATIONS COMMITTEE AGENDA**  
**MR. LARRY DENESHA, CHAIR**  
**MONDAY, SEPTEMBER 21, 2020**  
**\*\*\*BOARD ROOM AND LIVE VIA YOUTUBE\*\*\***  
**\*\*\*IMMEDIATELY FOLLOWING SERVICES COMMITTEE \*\*\***

**\*\*PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 202.1 ARTICLE 7, SUSPENSION OF LAW ALLOWING THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE\*\***

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – August 10
- 3. EMERALD ASH BORER (EAB) TASKFORCE PRESENTATION** – Aaron Barrigar, St. Lawrence County Forester and John Tenbusch, Planner II
- 4. PLANNING – JASON PFOTENHAUER**
  - A. Authorizing the Chair to Sign Accelerated Transit Capital Reimbursement Forms (Res)
  - B. Authorizing the Chair to Sign up to Three, One-Year Contract Extensions with Volunteer Transportation Center, Inc. for First Mile Last Mile Services (Res)
  - C. Authorizing the Chair to Sign Bus Advertising Agreements (Res)
  - D. Authorizing the Chair to Sign a Subrecipient Agreement with the North Country Housing Council, Inc. for the Delivery of the Lead-Based Paint Hazard Reduction Program (Res)
  - E. Lead Grant Update (Discussion)
  - F. Fair Housing Task Force Event (Discussion)
- 5. EMERGENCY SERVICES – MATT DENNER**
  - A. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security and Emergency Services to Accept a FY20 SHSP Grant and Modifying the 2020 Budget for the Office of Emergency Services (Res)
  - B. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security for a FY20 Emergency Management Performance Grant (Res)
  - C. Modifying the 2020 Budget for Emergency Services for Overtime Costs (Res)
  - D. Interoperability Towers Update (Discussion)
- 6. PROBATION – TIM LEPAGE**
  - A. Declaring October Domestic Violence Awareness Month (Res)

**7. GOVERNMENTAL SERVICES – MIKE CUNNINGHAM**

- A. Modifying the 2020 Budget for the Governmental Services Department for the COVID-19 Response (Res)
- B. Adoption of Records Retention Schedule LGS-1 (Res)

**8. HUMAN RESOURCES – JONNIE DOROTHY**

- A. Authorization to Revise the Medicare Part B Premium Reimbursement Policy for St. Lawrence County (Res)

*(Please Note: The Health Insurance Committee recommended that the Board of Legislators review both resolutions listed below and choose the option they would like to go forward. Only one resolution should be moved forward to the full Board Meeting.)*

- B. Authorizing Change to Retiree Pharmacy Prescription Co-Pays and Directs the Human Resources Department to Adjust Retiree Rx Co-Pays to Keep Pace with CSEA Union Negotiated Rx Co-Pays for Active Employees (Res)
- C. Authorizing Change to Retiree Pharmacy Prescription Co-Pays and Directs the Human Resources Department to Adjust Retiree Rx Co-Pays to Keep Pace with CSEA Union Negotiated Rx Co-Pays for Active Employees (Res)

**9. VACANCY REVIEW COMMITTEE**

- A. Conflict Defender
  - 1. Fill Assistant Conflict Defender (021500007)
- B. Sheriff
  - 1. Fill Correction Officer (603000020)
  - 2. Fill Correction Officer (603000070)
  - 3. Fill Deputy Sheriff (605000010)

**10. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE**

- A. Social Services Legal Unit (Discussion)
- B. Marine Sanctuary Alternative Boundary Option (Discussion)

**11. COMMITTEE REPORTS**

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternatives to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)

**12. OLD/NEW BUSINESS**

**13. EXECUTIVE SESSION**

- A. Negotiations
- B. Litigation
- C. Personnel
- D. Appointments

**14. ADJOURNMENT** – If there is no further business.

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN  
ACCELERATED TRANSIT CAPITAL REIMBURSEMENT FORMS**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, the New York State Department of Transportation has allocated \$101,659 in Accelerated Transit Capital funding to reimburse the County for eligible projects, and

**WHEREAS**, eligible projects include bus stop enhancements and equipment purchases with a minimum life span of ten (10) years, and

**WHEREAS**, these funds will be used for the local match of two buses delivered in 2020, and for the creation of a bus lane in front of the Harold B. Smith Building in Canton (N2B56302 23000 and N2B56302 25000),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign Accelerated Transit Capital reimbursement forms, upon approval of the County Attorney, and

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

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN UP TO THREE, ONE-YEAR CONTRACT  
EXTENSIONS WITH VOLUNTEER TRANSPORTATION CENTER, INC.  
FOR FIRST MILE LAST MILE SERVICES**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, the First Mile Last Mile Program is a volunteer driver service that transports riders to and from a designated bus stop to locations that are at least three-quarter mile away, and

**WHEREAS**, First Mile Last Mile is fully funded by Section 5311 Operating Assistance with a local match from Volunteer Transportation Center, Inc., and

**WHEREAS**, there are no other known agencies in St. Lawrence County who provide volunteer driver services for the general public, and

**WHEREAS**, in 2019 the County entered into a two-year contract with Volunteer Transportation Center, Inc. to provide First Mile Last Mile services (N2B56304 43007), and

**WHEREAS**, the New York State Department of Transportation allows local governments to exercise up to three, one-year contract extensions for rural transit services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign up to three, one-year contract extensions with Volunteer Transportation Center, Inc. for First Mile Last Mile Services, upon approval of the County Attorney, and

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

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN BUS ADVERTISING AGREEMENTS**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, the County owns a fleet of 16-seat and 28-seat passenger buses that are used for its Public Transit system, and

**WHEREAS**, bus exteriors are available to display advertising for local agencies, universities, organizations, and businesses, and

**WHEREAS**, bus wrap advertising revenue is used to offset public transportation operating expenses (N2B17895 55000) and satisfy local match requirement for State and Federal rural transit funds for the County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign bus advertising agreements, upon approval of the County Attorney, and

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

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A SUBRECIPIENT AGREEMENT WITH  
THE NORTH COUNTRY HOUSING COUNCIL, INC. FOR THE DELIVERY  
OF THE LEAD-BASED PAINT HAZARD REDUCTION PROGRAM**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, St. Lawrence County was awarded \$1,000,000 through the U.S. Department of Housing and Urban Development (HUD) Lead-Based Paint Hazard Reduction Grant Program, and

**WHEREAS**, the County has partnered with the North Country Housing Council, Inc. to deliver 29 CDBG awards for housing rehabilitation projects that include lead hazard control work (N1080904 460GP), and

**WHEREAS**, the model for delivery of the Lead-Based Paint Hazard Reduction Program is consistent with the model used in the partnership between the County and the North Country Housing Council to deliver CDBG-funded housing rehabilitation programs,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a Subrecipient Agreement with the North Country Housing Council, Inc. for the delivery of the Lead-Based Paint Hazard Reduction Program, upon approval of the County Attorney.

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE OFFICE OF HOMELAND SECURITY AND EMERGENCY SERVICES TO ACCEPT A FY20 SHSP GRANT AND MODIFYING THE 2020 BUDGET FOR THE OFFICE OF EMERGENCY SERVICES**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, the New York State Office of Homeland Security and Emergency Services has awarded funding of \$132,454 to the Office of Emergency Services to support regional preparedness efforts with a contract period of September 1, 2020 through August 31, 2023, and

**WHEREAS**, this grant will facilitate the ability of St. Lawrence County to support the NYS Homeland Security Strategy and to assist law enforcement terrorism prevention activities,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract, and any other contracts as required for this grant, with New York State Office of Homeland Security and Emergency Services to accept a FY20 SHSP grant, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2020 Budget for the Office of Emergency Services, as follows:

**INCREASE APPROPRIATIONS:**

X2Z36402 25000 20HS	Technical Equipment	\$30,432
X2Z36404 43007 20HS	Other Fees and Services	<u>102,022</u>
		\$132,454

**INCREASE REVENUE:**

X2Z43895 57000 HS	X FA HS Federal Aid	\$132,454
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**BE IT FURTHER RESOLVED** any remaining funds will be rolled over to future budgets until the grant is fully expended.



October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE  
OFFICE OF HOMELAND SECURITY FOR A FY20 EMERGENCY MANAGEMENT  
PERFORMANCE GRANT**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, funding for the FY2020 Emergency Management Performance Grant (EMPG) is provided by the US Department of Homeland Security Federal Emergency Management Agency (FEMA) and is administered by the NYS Division of Homeland Security, and

**WHEREAS**, a grant in the amount of \$46,210 has been awarded to the Office of Emergency Services (X2043055 57000) with a contract period of October 1, 2019 through September 30, 2022, and

**WHEREAS**, this FY20 EMPG grant will be utilized to offset salaries for administrative staff within the Office of Emergency Services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with New York State Office of Homeland Security for a FY20 Emergency Management Performance Grant, upon approval of the County Attorney.

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2020 BUDGET FOR EMERGENCY SERVICES  
FOR OVERTIME COSTS**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, the Emergency Services Department will exceed the 2020 Budget for Overtime Costs, and

**WHEREAS**, funds are necessary to transfer the balance from the Contingency Fund,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for Emergency Services for overtime costs, as follows:

**INCREASE APPROPRIATIONS:**

X1C34101 18000	CD Overtime	\$8,000
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**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$8,000
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October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**DECLARING OCTOBER DOMESTIC VIOLENCE AWARENESS MONTH**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, October has been designated as Domestic Violence Awareness Month, and

**WHEREAS**, the St. Lawrence County Domestic Violence Task Force has been working to bring about changes in community norms which support the development of healthy relationships and families in our communities, and

**WHEREAS**, the Task Force is working to create a continuum of services which range from prevention, crisis intervention, and counseling through shelter, advocacy and legal intervention, and

**WHEREAS**, Renewal House, as the lead agency of the task force, has planned activities throughout the County to highlight Domestic Violence Awareness Month, and the theme this year is “Seek Justice | Enforce Victims’ Rights | Inspire Hope,” and challenges us all to raise awareness of victims’ rights, and inspire hope for victims, survivors, and communities for future progress and greater healing,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators declares October Domestic Violence Awareness Month, and encourages all citizens of the County to support the development of healthy non-violent relationships.

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2020 BUDGET FOR THE GOVERNMENTAL SERVICES  
DEPARTMENT FOR THE COVID-19 RESPONSE**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, a variety of sanitization supplies and personal protective equipment (PPE) is needed by various County Departments to protect staff during the on-going COVID-19 response, and

**WHEREAS**, while New York State provides for some supplies directly and through various grants, there is a need to supplement with additional supplies, and

**WHEREAS**, consolidating these purchases in the central stockroom allows for an organized accounting of these purchases for potential FEMA reimbursement, and

**WHEREAS**, the County will be receiving greater than budgeted rebate revenue from its procurement card program that can be used to offset these costs in advance of potential FEMA reimbursement,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for Governmental Services for the COVID-19 response, as follows:

**INCREASE APPROPRIATIONS:**

GS016604 42800 COVID	G COVID Other Supplies	\$40,000
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**INCREASE REVENUE:**

GS027705 55000	G Rebates & Recycling	\$40,000
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October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**ADOPTION OF RECORDS RETENTION SCHEDULE LGS-1**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, the New York State Archives has consolidated the various records retention schedules utilized by local governments into one comprehensive schedule, and

**WHEREAS**, this records retention schedule (LGS-1) supersedes and replaces the current schedule CO-2 upon adoption,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators adopts the Records Retention Schedule LGS-1, and

**BE IT FURTHER RESOLVED** that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods of local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein, and

**BE IT FURTHER RESOLVED** that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZATION TO REVISE THE MEDICARE PART B PREMIUM  
REIMBURSEMENT POLICY FOR ST. LAWRENCE COUNTY**

By Mr. Denesha, Chair, Operations Committee

**WHEREAS**, Resolution No. 361-85 established a reimbursement policy for the employees/retirees and their spouses for Medicare Part B Premiums to encourage selection of Medicare Part B for primary insurance coverage, and

**WHEREAS**, the policy stipulated eligibility, reimbursement process, documentation requirements, etc., and

**WHEREAS**, policy changes related to eligibility and reimbursement levels were sought in 2012 resulting in Resolution No. 247-2012 being adopted, and

**WHEREAS**, St. Lawrence County would like to provide clarification on current provisions, expand the time frame for required documentation from six (6) months to twelve (12) months and reduce the number of reimbursement payments from two to one per year with a deadline date of November 15<sup>th</sup>, and

**WHEREAS**, St. Lawrence County will make the changes to the policy as described and in accordance with union contracts,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the revision of Medicare Part B Premium Reimbursement Policy for St. Lawrence County.

October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING CHANGE TO RETIREE PHARMACY PRESCRIPTION  
CO-PAYS AND DIRECTS THE HUMAN RESOURCES DEPARTMENT TO  
ADJUST RETIREE RX CO-PAYS TO KEEP PACE WITH CSEA UNION  
NEGOTIATED RX CO-PAYS FOR ACTIVE EMPLOYEES**

By Mr. Denesha, Chair, Operations Committee  
Co-Sponsored by Mr. Forsythe, District 2; Mr. Lightfoot, District 3;  
Mr. Perkins, District 7 and Ms. Curran, District 15

**WHEREAS**, for several years St. Lawrence County utilized the Retiree Drug Subsidy (RDS) Program offered by the Centers for Medicare & Medicaid Services (CMS) which reimbursed health plan sponsors (municipalities) for a portion of their eligible expenses for retiree prescription drug benefits, and

**WHEREAS**, RDS was one of several options available under CMS that enabled employers to assist their Medicare eligible retirees in obtaining more generous drug coverage while keeping co-pays at low levels, and

**WHEREAS**, on January 1, 2016, St. Lawrence County switched from RDS to the Employer Group Waiver Program (EGWP) which is an official Medicare Part D Program containing a wraparound provision that ensures retirees receive benefits at least equal to those of the plan that the employer currently offers and saves the County more money in prescription drug costs through federal subsidy dollars and high cost claimant catastrophic RX protection, and

**WHEREAS**, the RX co-pays for St. Lawrence County retirees started lagging the active employee population as early as 2010 for Deputy Supervisors and as early as 2013 for groups based on CSEA contract provisions, and

**WHEREAS**, the healthcare committee has recommended increasing the retiree RX co-pays to match the active employee population, effective January 1, 2021, as follows:

		Generic	Formulary	Non-Formulary
Retail (30 day supply)	CSEA	\$15	\$35	\$50
	Retiree	\$7	\$15	\$30
Mail Order (90 day supply)	CSEA	\$15	\$50	\$80
	Retiree	\$7	\$30	\$60

**WHEREAS**, these changes would produce a savings of approximately \$101,206 over a 12 month period, and

**WHEREAS**, Pro-Act needs sixty (60) days to implement the change and the EGWP program will only allow changes to retiree RX co-pays on January first of each year,

October 5, 2020

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the change of retiree prescription co-pays and directs the Human Resources Department to adjust retiree RX co-pays to keep pace with CSEA union negotiated RX co-pays for active employees with Healthcare Committee approval and guidance in future years.



October 5, 2020

Operations Committee: 9-21-2020

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING CHANGE TO RETIREE PHARMACY PRESCRIPTION  
CO-PAYS AND DIRECTS THE HUMAN RESOURCES DEPARTMENT TO  
ADJUST RETIREE RX CO-PAYS TO KEEP PACE WITH CSEA UNION  
NEGOTIATED RX CO-PAYS FOR ACTIVE EMPLOYEES**

By Mr. Denesha, Chair, Operations Committee  
Co-Sponsored by Mr. Forsythe, District 2; Mr. Lightfoot, District 3;  
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**WHEREAS**, RDS was one of several options available under CMS that enabled employers to assist their Medicare eligible retirees in obtaining more generous drug coverage while keeping co-pays at low levels, and

**WHEREAS**, on January 1, 2016, St. Lawrence County switched from RDS to the Employer Group Waiver Program (EGWP) which is an official Medicare Part D Program containing a wraparound provision that ensures retirees receive benefits at least equal to those of the plan that the employer currently offers and saves the County more money in prescription drug costs through federal subsidy dollars and high cost claimant catastrophic RX protection, and

**WHEREAS**, the RX co-pays for St. Lawrence County retirees started lagging the active employee population as early as 2010 for Deputy Supervisors and as early as 2013 for groups based on CSEA contract provisions, and

**WHEREAS**, the healthcare committee has recommended increasing the retiree RX co-pays to match the active employee population, effective January 1, 2021, as follows:

Retiree RX Change – Phase In		Current	Proposed Retiree Phase In			
		2020	2021	2022	2023	2024
Retail (30 days)	Generic	\$7	\$10	\$15	\$15	\$15
	Preferred Brand	\$15	\$20	\$25	\$30	\$35
	Non-Preferred	\$30	\$35	\$40	\$45	\$50
Mail (90 days)	Generic	\$7	\$10	\$15	\$15	\$15
	Preferred Brand	\$30	\$35	\$40	\$45	\$50
	Non-Preferred	\$60	\$65	\$70	\$75	\$80

October 5, 2020

**WHEREAS**, these changes would produce a savings of approximately \$101,206 over the period, and

**WHEREAS**, Pro-Act needs 60 days to implement the change and the EGWP program will only allow changes to retiree RX co-pays on January first of each year,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the change of retiree prescription co-pays and directs the Human Resources Department to adjust retiree RX co-pays to keep pace with CSEA union negotiated RX co-pays for active employees with Healthcare Committee approval and guidance in future years.

# St. Lawrence County Vacancy Authorization Form

## Conflict Defender's Office



Type: Fill

Assistant Conflict Defender

Subunit (If Applicable):

Date Submitted: 08/28/2020

Reason Vacated: Resignation

Position Number: 021500007

Date Vacated: 10/01/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 5/1/2017

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$68,019

Revenue Generating: No 0 %

Benefits: Yes \$33,812

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$65,551

Budget Mod Attached, If Required?

Grade:

**Net County Cost: \$101,831**

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This office is staffed with four full time attorneys (including Dept. Head) that handle both family and criminal caseloads; attorneys appear in 30+ local criminal courts, County Court, Family Court, Support Court, Judicial Diversion Program (Felony Drug Court), Ogdensburg City Court and Drug Treatment Court, and we are scheduled for compliance conferences, settlement conferences, hearings, and trials in addition to regular court dockets; travel hundreds of miles to local court appearances; spend hundreds of hours in court; and frequently have to change daily schedules and cancel client appointments to ensure court coverage at the request of court due to emergency cases (i.e., Article 10 abuse/neglect removals; return on bench warrants in criminal courts; last minute cases being assigned requiring an immediate appearance in court). Spending so much time in court and less time at the office leaves significantly less time to speak with clients and witnesses, research legal issues, investigate defenses, draft pleadings and motions, prepare for trial, etc.

Local courts have started to reopen and more cases are being scheduled on the dockets in courts throughout the county which require in person appearances. Further, jury trials may be commencing as soon as late September/early October. Family Court and County Court require in person and virtual appearances on particular matters and we need sufficient staffing not just to appear in court, but also virtually, and to be able to provide client representation in advance of those appearances. Criminal clients are provided with counsel at first appearances (CAFA) and in 2020 Desk Appearance Tickets (DAT) also commenced creating an additional burden on our office to be available on our non-scheduled weeks in local courts to also appear with individuals whose eligibility has not been determined. Additionally, the NYS Office of Indigent Legal Services established case load standards which began in 2018 and must be fully implemented by 2023 under the Hurrell-Harring criminal justice funding, which St. Lawrence County is the recipient of an anticipated \$5.3 million dollars over the five year contract. If this position is not filled, the three remaining attorneys will not be able to adequately and effectively provide client representation and court appearances.

Department Head: *Amy Bone*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriffs Office



Type: Fill

Correction Officer

Subunit (If Applicable): Correctional Facility

Date Submitted: 08/12/20

Reason Vacated: Resignation

Position Number: 603000020

Date Vacated: 08/11/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 12/06/14

Hours Per Week: 40

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$50,916

Revenue Generating: No 0 %

Benefits: Yes \$25,310

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$42,628

Budget Mod Attached, If Required?

Grade: 0

**Net County Cost: \$76,226**

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the NYS Commission of Corrections is fifty-six (56). This will fulfill minimum staffing requirements for the facility.

Department Head: *Brook J. Bjurke*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriffs Office



Type: Fill

**Correction Officer**

Subunit (If Applicable): Correctional Facility

Date Submitted: 09/01/20

Reason Vacated: Resignation

Position Number: 603000070

Date Vacated: 09/14/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 02/10/18

Hours Per Week: 40

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$46,032

Revenue Generating: No 0 %

Benefits: Yes \$22,883

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$42,628

Budget Mod Attached, If Required?

Grade: 0

**Net County Cost: \$68,915**

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the NYS Commission of Corrections is fifty-six (56). This will fulfill minimum staffing requirements for the facility.

Department Head: *Brooks J. Bjornson*

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriff's Office



Type: Fill

Deputy Sheriff

Subunit (If Applicable): Criminal

Date Submitted: September 14, 2020

Reason Vacated: Resignation

Position Number: 605000010

Date Vacated: 09/30/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: January 7, 2013

Hours Per Week: 40

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: 60 Days

Temporary Position? No

Salary of Person Leaving: \$51,995

Revenue Generating: No 0 %

Benefits: Yes \$25,847

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$42,489

Budget Mod Attached, If Required?

Grade: CS10

**Net County Cost: \$77,842**

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This position is open due to a member's resignation from the Road Patrol. If this position is not filled, the safety of the citizens of St. Lawrence County are at a greater risk and there is potential for increased overtime costs. We currently have some perspective candidates that may be interested in laterally transferring to this Office, which puts us in a better position financially by not having to send the potential transfer to a Police Academy and subsequent Field Training required per NYS Department of Criminal Justice Services.

Department Head: *Brooks J. Bjornson*

Approved?  
Yes  No

County Administrator:

Resolution #: