

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

**WILLIAM J. SHERIDAN**  
Chair, Board of Legislators

**OPERATIONS COMMITTEE AGENDA**  
**MS. RITA CURRAN, CHAIR**  
**MONDAY, JANUARY 10, 2022**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

**\*\*PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 11, IN EFFECT UNTIL JANUARY 15, 2022, 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** – November 8 and December 13
- 3. PLANNING – JASON PFOTENHAUER**
  - A. Authorizing the Chair to Sign a Contract with New York State Office of Community Renewal for Community Development Block Grant Funds and Modifying the 2022 Budget for the Planning Office (Res)
- 4. DISTRICT ATTORNEY – GARY PASQUA**
  - A. Authorizing the Chair to Sign a Federal Equitable Sharing Program Agreement and Annual Certification Report (Res)
- 5. LEGISLATOR RITA CURRAN**
  - A. Recognizing January as Human Trafficking Awareness Month (Res)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
  - A. Vacancy Review Summary (Info)
  - B. Conflict Defender
    1. Create and Fill Legal Secretary, Position No. 005300017
- 7. COUNTY ADMINISTRATOR'S REPORT**

**8. COMMITTEE REPORTS**

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Fiacco)
- 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)

**9. OLD/NEW BUSINESS**

- A. Feasibility of Senate Bill S4378A "Pollution Justice Act of 2021" – Walter Relling

**10. EXECUTIVE SESSION**

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

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

February 7, 2022

Operations Committee: 1-10-2022

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE  
OFFICE OF COMMUNITY RENEWAL FOR COMMUNITY DEVELOPMENT  
BLOCK GRANT FUNDS AND MODIFYING THE 2022 BUDGET  
FOR THE PLANNING OFFICE**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the New York State Office of Community Renewal (OCR) has awarded \$615,000 in Community Development Block Grant (CDBG) funds to St. Lawrence County to continue funding for the Countywide Housing Rehabilitation Program (CHRP 4), and

**WHEREAS**, these funds will be used to provide housing rehabilitation assistance to approximately twelve (12) eligible, income-qualified households in communities across the County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract, and all necessary documentation, with New York State Office of Community Renewal, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2022 Budget for the Planning Office, as follows:

**INCREASE APPROPRIATIONS:**

N1080204 460GP NH54	N CDBG CHRP 4 Payments	\$615,000
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**INCREASE REVENUE:**

N1049105 57000 NH54	N FA CHRP 4	\$615,000
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**BE IT FURTHER RESOLVED** that any remaining funds will be rolled over to future budgets until fully expended.

February 7, 2022

Operations Committee: 1-10-2022

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

**AUTHORIZING THE CHAIR TO SIGN A FEDERAL EQUITABLE SHARING  
PROGRAM AGREEMENT AND ANNUAL CERTIFICATION REPORT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the United States Department of Justice requires the District Attorney's Office to file an annual Federal Equitable Sharing Program Agreement and Certification Report to be eligible to submit requests for federally forfeited property or proceeds, and

**WHEREAS**, the Agreement is entered into by the United States Department of Justice, the County of St. Lawrence, and the St. Lawrence County District Attorney's Office (J4011654 49900 DEA),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a Federal Equitable Sharing Program Agreement and Annual Certification Report, and any subsequent amendments, upon approval of the County Attorney.

February 7, 2022

Operations Committee: 1-10-2022

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

**RECOGNIZING JANUARY AS HUMAN TRAFFICKING AWARENESS MONTH**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, human trafficking is a form of abuse in which force, fraud, or coercion is used to control victims for the purpose of commercial, sexual or labor exploitation, affecting individuals of all genders, ages, and backgrounds, and

**WHEREAS**, human trafficking can occur in any industry, and is the fastest growing criminal industry in the world using violence and exploitive tactics to target vulnerable members of society, and

**WHEREAS**, due to the systematic use of physical, emotional, sexual, psychological and economic exploitation, control and abuse, the crimes of human trafficking violates the privacy, dignity, security, and humanity of individuals, and

**WHEREAS**, the impact of human trafficking is wide-ranging, directly affecting foreign nationals, as well as citizens of the United States, and society as a whole with victims experiencing trauma, violence, manipulation, fraud, and coercion at the hands of their traffickers, and it is often the most vulnerable members of our communities who are affected by human trafficking, and

**WHEREAS**, in 2020, 109,216 victims of human trafficking were identified worldwide,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators recognizes January as Human Trafficking Awareness Month, and

**BE IT FURTHER RESOLVED** that all residents are encouraged to actively participate in the efforts to both raise awareness of, and to end, all forms of human trafficking in our communities, in the State of New York, and in the United States.

## VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

January 4, 2022

2:30 P.M.

### Summary: January 4<sup>th</sup>

Requests: 10  
Approved: 10  
Denied: 0  
Request/Hold: 0  
Withdrawn: 0

### Summary: January 4<sup>th</sup>

Requests: 10  
Approved: 10  
Denied: 0  
Request/Hold: 0  
Withdrawn: 0

Positions to be reviewed:

#### **Public Health:**

Request: 2

Request: Create and Fill, Keyboard Specialist  
Position No. 003100109, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist  
Position No. 003100100, Immediately

Recommendation: Fill, Immediately

#### **Community Services:**

Request: 3

Request: Create and Fill Clinic Manager  
Position No. 512800001, Immediately

Recommendation: Fill, Immediately

Request: Abolish PT Medical Director and Create and Fill FT Medical Director  
Position No. 510900004, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Chemical Dependency Counselor  
Position No. 510400017, Immediately

Recommendation: Fill, Immediately

**Conflict Defender:**

Request: 1

Request: Create and Fill, Legal Secretary  
Position No. 005300017, Immediately

Recommendation: Fill, Immediately

**Social Services:**

Request: 2

Request: Fill, Senior Employment and Training Coordinator - Unit/Employment  
Position No. 703100001, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Medical Services Supervisor – Unit/Medicaid/Medical  
Position No. 817000004, Immediately

Recommendation: Fill, Immediately

**Highway:**

Request: 1

Request: Fill, Motor Equipment Operator  
Position No. 310000012, Immediately

Recommendation: Fill, Immediately

**Board of Legislators**

Request: 1

Request: Abolish Head Building Maintenance Worker and Create and Fill,  
Buildings and Grounds Supervisor  
Position No. 303200002, Immediately

Recommendation: Fill, Immediately

**Vacancy Committee Members:** Two (2) Legislators, Ruth Doyle,  
Dylan Soper, Jonnie Dorothy

1.4.2022      John Burke and Margaret Haggard



# St. Lawrence County Vacancy Authorization Form

## Conflict Defender



Type: Create & Fill

**Legal Secretary**

Subunit (If Applicable):

Date Submitted: 12/28/2021

Reason Vacated: New Position

Position Number: 005300017

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Permanent

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### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes \$22,426

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$46,575

Budget Mod Attached, If Required?

Grade: 23

**Net County Cost: \$0**

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### 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 Conflict Defender's Office is staffed with 5 attorneys, 1 legal secretary (LS) and 1 keyboard specialist (KS). The CD is seeking to create and immediately fill a second LS position, which would be 100% reimbursed under the Hurrell-Harring criminal justice funding, to assist the 5 attorneys and other support staff.

The LS has numerous duties, to include assisting attorneys with preparation of legal documents; scheduling; client intake; calendars; assisting clients and courts; notarizing documentation; and assisting Dept. Head with various administrative tasks such as payroll, billing, grant tracking, and reports. Additionally, this LS position would be assisting attorneys and clients primarily with criminal matters, allowing other support staff more time to assist on family court cases and general office work.

The LS would also assist Dept. Head with tracking and reporting criminal cases for grant funding purposes in coordination with the county's data position to ensure timely reporting and reimbursement requests. If position is not filled it leaves the office with only two support staff handling the overall office work, and assisting attorneys; and the KS position, due to civil service title, is unable to assist attorneys and clients with legal documentation and other necessary office tasks.

Department Head: Amy Dona

**Approved?**

Yes  No

County Administrator:

Resolution #: