

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

DAVID FORSYTHE
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, JANUARY 9, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – December 12**
- 3. SHERIFF – BROOKS BIGWARFE**
 - A. Modifying the 2022 Budget for the Sheriff's Office for Overtime Expenses at the Correctional Facility (Res)
- 4. INFORMATION TECHNOLOGY – RICK JOHNSON**
 - A. Authorizing the Chair to Sign an Intergovernmental Agreement between the New York State Office of Information Technology Services and the New York State Division of Homeland Security and Emergency Services (DHSES) for the Provision of Endpoint Detection and Response Services (Res)
 - B. Authorizing the Chair to Sign a Contract with Stanley Convergent Security Solutions, Inc. for Installation of Software and Support Services for St. Lawrence County (Res)
- 5. DISTRICT ATTORNEY – GARY PASQUA**
 - A. Authorizing the Chair to Sign a Federal Equitable Sharing Program Agreement and Annual Certification Report (Res)
- 6. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Lease Agreement with the Town of Massena for Storage of Trailers for the Hazardous Materials Response Team at the Massena International Airport and Modifying the 2023 Budget for Emergency Services (Res)
- 7. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
 - B. Sheriff
 1. Fill Clinic Manager, Position No. 512500002
 - C. Conflict Defender
 1. Fill Assistant Conflict Defender, Position No. 021500003

- D. Public Defender
 - 1. Fill Assistant Public Defender, Position No. 021400004
 - 2. Fill Assistant Public Defender, Position No. 021400001

- 8. COUNTY ADMINISTRATOR'S REPORT**

- 9. OLD/NEW BUSINESS**

- 10. EXECUTIVE SESSION**
 - A. Litigation
 - B. Personnel
 - C. Negotiations
 - D. Appointments

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

*Please Note: Attendance at the following locations are available:
Board of Legislators' Board Room – 48 Court Street, Canton New York 13617
Alternate Location – Malyn Condo Resort, 107th Avenue, Treasure Island, Florida 33706 (as per Local Law 3 of 2022)
and/or electronically at St. Lawrence County Website: www.stlawco.org via YouTube*

February 6, 2023

Operations Committee: 1-9-2023

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE
FOR OVERTIME EXPENSES AT THE CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Correctional Facility requires additional funding to cover overtime costs due to extenuating staffing challenges through the end of 2022, and

WHEREAS, Resolution Nos. 297-2022 and 403-2022 each authorized budget modifications to cover overtime costs for the Correctional Division by utilizing jail accounts balances, targeted and untargeted contingency funds for a total of \$245,000, and

WHEREAS, funding within the Sheriff's Office will be utilized for the anticipated overages,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Sheriff's Office for overtime expenses at the Correctional Facility, as follows:

INCREASE REVENUE:

S4026835 550WC	S LR W/C Reimb Salary	\$78,000
----------------	-----------------------	----------

INCREASE APPROPRIATIONS:

S4031501 18000	S JAIL Overtime	\$78,000
----------------	-----------------	----------

February 6, 2023

Operations Committee: 1-9-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE NEW YORK STATE OFFICE OF INFORMATION TECHNOLOGY SERVICES AND THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES) FOR THE PROVISION OF ENDPOINT DETECTION AND RESPONSE SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, New York State Information Technology Services (NYSITS) is responsible for protecting cyber security infrastructure of New York State Government and does so by employing a multi-faceted approach that includes coordinating policies, standards and programs on cybersecurity across the State, partnering with State agencies and law enforcement, monitoring the technology assets of the State, and responding to abnormalities and threats to their systems, and

WHEREAS, New York State Division of Homeland Security (DHSES) is responsible for working with federal, state, local, and private entities to protect the critical infrastructure of the State from cyber threats and vulnerabilities and to coordinate and facilitate information and intelligence sharing amongst these entities to assist in the early identification of and response to natural and man-made disasters, and

WHEREAS, St. Lawrence County provides vital services to the residents of New York State and within its jurisdictional boundaries, and

WHEREAS, NYSITS, DHSES, and the County remain committed to ensuring the safety of their respective critical infrastructure by investing in strategic collaborations and technology for strengthening cyber security and resiliency in the face of evolving threats, and

WHEREAS, the agreement would be at no cost to St. Lawrence County for up to three (3) years,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an Intergovernmental Agreement between the New York State Office of Information Technology Services and the New York State Division of Homeland Security and Emergency Services (DHSES) for the provision of endpoint detection and response services, upon approval of the County Attorney.

February 6, 2023

Operations Committee: 1-9-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH STANLEY CONVERGENT SECURITY SOLUTIONS, INC. FOR INSTALLATION OF SOFTWARE AND SUPPORT SERVICES FOR ST. LAWRENCE COUNTY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the software systems that manages the physical keys for the County and electronic badges for the Courthouse and Human Services Center is antiquated and an update is recommended, and

WHEREAS, Stanley Convergent Security Solutions, Inc. has taken over the sponsoring systems in question and are uniquely positioned to provide a cost-efficient way to upgrade both systems at the total cost of \$5,527 under the Sourcewell Contract, and

WHEREAS, a delay or failure to upgrade creates unnecessary potential for breach due to security risks, and the Information Technology Department has the funding to cover this contract (CD016804 42004),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Contract with Stanley Convergent Security Solutions, Inc. for the installation of software and support services for St. Lawrence County, upon approval of the County Attorney.

February 6, 2023

Operations Committee: 1-9-2022

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 that the St. Lawrence County District Attorney's Office 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 6, 2023

Operations Committee: 1-9-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A LEASE AGREEMENT WITH THE TOWN OF MASSENA FOR STORAGE OF TRAILERS FOR THE HAZARDOUS MATERIALS RESPONSE TEAM AT THE MASSENA INTERNATIONAL AIRPORT AND MODIFYING THE 2023 BUDGET FOR EMERGENCY SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, the St. Lawrence County Hazardous Materials (HAZMAT) Response Team was created to assist local rescue and fire departments in their response to incidents involving hazardous materials, and

WHEREAS, the HAZMAT Team has forty-four (44) members and currently operates two trailers; one for entry purposes and one for decontamination, and

WHEREAS, the previous contract was terminated on December 31, 2020 and required the trailers be removed from their previous storage location, and

WHEREAS, the Town of Massena, owner of the Massena International Airport, provided an alternative location that has indoor storage available for storage of the emergency response trailers and equipment, and

WHEREAS, the annual lease payment associated with the agreement will be \$2,500 annually for an initial term of January 1, 2023 through December 31, 2023,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a lease agreement with the Town of Massena for storage of trailers for the Hazardous Materials (HAZMAT) Response Team at the Massena International Airport, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2023 Budget for the Office of Emergency Services, as follows:

INCREASE APPROPRIATIONS:

X1034104 40700	X Bldg & Property Rent	\$2,500
----------------	------------------------	---------

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$2,500
----------------	----------------------------	---------

BE IT FURTHER RESOLVED that the lease agreement provide an option to continue for two (2) additional years (2024 & 2025).

VACANCY REVIEW SUMMARY

Via Zoom

January 4, 2023

Legislators Attending: Dave Forsythe and John Burke

Committee Members: Ruth Doyle, Dylan Soper, Jonnie Dorothy, Heather Hebert
2:00 P.M.

Summary: January 4th

Requests: 14
Approved: 14
Denied: 0
Request/Hold: 0
Withdrawn: 0

Summary: January 4th

Requests: 14
Approved: 14
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

Treasurer:

Request: 3

Request: Fill, Property Tax Law Enforcement Supervisor
Position No. 106600001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy County Treasurer Tax Supervisor
Position No. 105000001, Immediately upon vacancy

Recommendation: Fill, Immediately

Request: Create and Fill, Tax Collection Technician
Position No. 105900002, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 1

Request: Fill, Clinic Manager – Unit/Correctional Facility
Position No. 512800002, Immediately

Recommendation: Fill, Immediately

Conflict Defender:

Request: 1

Request: Fill, Assistant Conflict Defender
Position No. 021500003, Immediately

Recommendation: Fill, Immediately

Public Defender:

Request: 2

Request: Fill, Assistant Public Defender
Position No. 021400004, Immediately

Recommendation: Fill, Immediately

Request: Fill, Assistant Public Defender
Position No. 021400001, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 3

Request: Fill, Senior Social Welfare Examiner – Unit/Medicaid
Position No. 814100013, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Medicaid
Position No. 814000042, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS
Position No. 815200015, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 4

Request: Fill, Keyboard Specialist
Position No. 003100102, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist
Position No. 0031000074, 90 Days

Recommendation: Fill, Immediately

Request: Abolish Mental Health Counselor, Create and Fill, Chemical Dependency Counselor
Position No. 510400018, Immediately

Recommendation: Fill, Immediately

Request: Abolish Account Clerk, Create and Fill Medical Billing Clerk
Position No. 004000001, Immediately

Recommendation: Fill, Immediately

Committee Members:

1.4 John Burke and Dave Forsythe

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Clinic Manager

Subunit (If Applicable): Corrections

Date Submitted: 12/22/2022

Reason Vacated: New Position

Position Number: 512800002

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hrs Per Week: 40 Shift Length: 8

FTE: 1.00

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$35,719

Reimbursed by Local, State or Federal Funds: No 0 %

Base Salary: \$69,438

Budget Mod Attached, If Required?

Grade: M4

Net County Cost: \$105,157

*Net County Cost is calculated from salary of person leaving, if available

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 incumbent in this position is responsible for maintaining high standards of professional nursing services in the management of a department, with special emphasis on the supervision, instruction and coordination of a number of nursing personnel related to patient care. The work is performed under general supervision with wide latitude allowed for instructing, planning and making assignments to subordinates. Does related work as required.

This position is included in the 2023 Adopted Budget.

Department Head: *Frank J. ...*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Conflict Defender



Type: Fill

Assistant Conflict Defender

Subunit (If Applicable):

Date Submitted: 12/16/2023

Reason Vacated: Resignation



Position Number: 021500003

Date Vacated: 1/19/2023

Position # Abolished:

Position Will Be: Fulltime



Last Fill Date: 11/30/2021

Hrs Per Week: 35

Shift Length:

FTE: 1.00

Appointee Will Be: Permanent



Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$76,573

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$39,389

Reimbursed by Local, State or Federal Funds: No 0 %

Base Salary: \$73,604

Budget Mod Attached, If Required?

Grade: IND

Net County Cost: \$115,962

*Net County Cost is calculated from salary of person leaving, if available

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 CD's Office is budgeted for 5 full time attorneys, including Dept. Head, that handle family and criminal caseloads (1 attorney is primarily for criminal matters funded under the criminal justice initiative). Attorneys appear in 30+ local criminal courts, County Court, Family Court, Support Court, Integrated Domestic Violence Court (IDV), Judicial Diversion Program (JDP, Felony Drug Court), Ogdensburg City Court and Drug Treatment Court, Parole Violations; we are scheduled for case compliance conferences, settlement conferences, hearings, and trials in addition to regular court dockets; we travel hundreds of miles to/from local court appearances; spend hundreds of hours in various courts; appear with criminal clients at their first arraignment to comply with CAFA and for Desk Appearance Tickets during and after business hours; schedules change daily; and result in canceled 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). Family Court and County Court require in person appearances; several FC matters are still virtual; and we need sufficient staffing not only to be available for in person/virtual matters, but also have time to prepare for and provide effective quality client representation in advance of those appearances. 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. This attorney position handles a significant family court caseload, as well as criminal caseload. If this position is not filled, the remaining attorneys will not be able to adequately and effectively provide client representation and attend court appearances. It is imperative that the county immediately fill this position to further work towards, and maintain, compliance under the criminal justice reform and caseload standards.

Department Head: *Amy P. Done*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Defender



Type: Fill

Assistant Public Defender

Subunit (If Applicable):

Date Submitted: December 22, 2022

Reason Vacated: Resignation

Position Number: 021400004

Date Vacated: January 20, 2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 05/23/2016

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$79,473

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$40,881

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Salary: \$73,064

Budget Mod Attached, If Required?

Grade: IND

Net County Cost: \$120,354

*Net County Cost is calculated from salary of person leaving, if available

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.

In 2017, the New York State Office of Indigent Legal Services established case load standards to take effect gradually beginning in 2018 and must be fully implemented by 2023. At present, the St. Lawrence County Public Defender's Office is currently operated severely understaffed based on these caseload standards, therefore the filling of the Assistant Public Defender position is essential in continuing to provide constitutionally mandated services to indigent clients. The goal of this position will be to provide necessary legal services with the overarching goal of balancing out the caseloads among attorneys in the office, in order to begin to comply with the NYS ILS caseload standards. This position will be used for both criminal and family court matters depending on skills of the incoming hire and needs of the office.

Department Head:

James Am Orsogna

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Defender



Type: Fill

Assistant Public Defender

Subunit (If Applicable):

Date Submitted: December 22, 2022

Reason Vacated: Promotion

Position Number: 021400001

Date Vacated: January 1, 2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 09/22/20

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$91,610

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$47,124

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Salary: \$73,064

Budget Mod Attached, If Required?

Grade: IND

Net County Cost: \$138,734

*Net County Cost is calculated from salary of person leaving, if available

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.

In 2017, the New York State Office of Indigent Legal Services established case load standards to take effect gradually beginning in 2018 and must be fully implemented by 2023. At present, the St. Lawrence County Public Defender's Office is currently operated severely understaffed based on these caseload standards, therefore the filling of the Assistant Public Defender position is essential in continuing to provide constitutionally mandated services to indigent clients. The goal of this position will be to provide necessary legal services with the overarching goal of balancing out the caseloads among attorneys in the office, in order to begin to comply with the NYS ILS caseload standards. This position will be used for both criminal and family court matters depending on skills of the incoming hire and needs of the office.

Department Head:

James M. Aragon

Approved?

Yes No

County Administrator:

Resolution #: