

St. Lawrence County
BOARD OF LEGISLATORS
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RUTH A. DOYLE
County Administrator

JOSEPH LIGHTFOOT
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MR. LARRY DENESHA, CHAIR
MONDAY, NOVEMBER 9, 2020
*****BOARD ROOM AND LIVE VIA YOUTUBE*****
*****5:30 P.M. *****

****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 – October 19**
- 3. COVID-19 UPDATE – Dr. Dana McGuire and Dr. Andrew Williams**
- 4. THE PLAN FOR ST. LAWRENCE COUNTY REGARDING POLICE REFORM
AND REINVENTION COLLABORATIVE FOR NEW YORK STATE – Sheriff
Bigwarfe**
- 5. SHERIFF – BROOKS BIGWARFE**
 - A. Authorizing the Chair to Sign an Extension with New York State Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for the FY17 Operation Stonegarden Grant (OPSG) (Res)
- 6. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security for a FY20 Emergency Management Performance Grant Supplemental (Res)
 - B. Authorizing the Chair to Sign a Maintenance Contract with Business Electronics for Voice Recorders in the 911 Dispatch Center (Res)
 - C. Authorizing the Chair to Sign an Extension of a Lease Agreement with St. Lawrence-Lewis BOCES for an Emergency Services Communication Tower on the White Hill Property in the Town of Parishville (Res)
- 7. DISTRICT ATTORNEY – GARY PASQUA**
 - A. Authorization to Accept a Donation of a Vehicle from the City of Ogdensburg for the Office of the District Attorney (Res)

8. PLANNING – JASON PFOTENHAUER

- A. Authorizing the Chair to Sign a Contract with The Arc Jefferson – St. Lawrence for the Operation of the Public Transit System for St. Lawrence County (Res)
- B. Lead Grant Update (Discussion)
- C. DANC Broadband Survey Follow Up Information (Discussion)

9. LEGISLATOR JOHN BURKE

- A. 2020 Complete Count Summary (Discussion) (Info)

10. VACANCY REVIEW COMMITTEE

- A. Summary (Info)
- B. Sheriff
 - 1. Fill Correction Officer (603000041)
 - 2. Create and Fill Deputy (601000001)
- C. Emergency Services
 - 1. Fill Supervisor of Dispatcher Operations (612300001)

11. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

12. 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)

13. OLD/NEW BUSINESS

14. EXECUTIVE SESSION

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

15. ADJOURNMENT – If there is no further business.

December 7, 2020

Operations Committee: 11-9-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN EXTENSION WITH NEW YORK STATE
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES OFFICE OF
INTEROPERABLE AND EMERGENCY COMMUNICATIONS FOR THE FY17
OPERATION STONEGARDEN GRANT (OPSG)**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Resolution No. 171-2018 authorized the Chair to sign a contract with New York State Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for a FY17 Operation Stonegarden Grant (OPSG) having an award of \$176,786 with \$128,027 for the Sheriff's Office and reporting agencies (Grant #SG17-1010-D02), with contract dates of 10/1/2017 to 8/31/2020, and

WHEREAS, the mission of the Operation Stonegarden Grant is to utilize State, County and local law enforcement agencies to enhance border security within the County, and

WHEREAS, due to COVID-19, the manufacturing of equipment budgeted for this grant has been delayed, and for that reason a six-month extension was requested by the Sheriff's Office, and

WHEREAS, New York State Department of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications has granted the six-month extension with a new contract end date of 12/31/2020,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an extension with New York State Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for FY17 Operation Stonegarden Grant, and any other documents necessary as required by this grant, upon approval of the County Attorney.

December 7, 2020

Operations Committee: 11-9-2020

RESOLUTION NO. _____

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

By Mr. Denesha, Chair, Operations Committee

WHEREAS, funding for the FY20 Emergency Management Performance Grant COVID-19 Supplemental (EMPG-S) 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 \$24,472 has been awarded to the Office of Emergency Services (X2043055 57000) with a contract period of January 27, 2020 through July 31, 2021, and

WHEREAS, this FY20 EMPG-S Grant will be utilized to offset salaries for administrative staff in relation to COVID-19 within the Office of Emergency Services, and

WHEREAS, the cost savings in administrative staff salaries will be used to fund previous and future COVID-19 expenditures (X2036404 42800 COVID) within the contract period of this grant,

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 Supplemental, upon approval of the County Attorney.

December 7, 2020

Operations Committee: 11-9-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A MAINTENANCE CONTRACT
WITH BUSINESS ELECTRONICS FOR VOICE RECORDERS IN THE
911 DISPATCH CENTER**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Emergency Services purchased Audiology Recording Equipment for the 911 Dispatch Center with a Grant from the NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications, and

WHEREAS, a maintenance contract is required to extend maintenance coverage on this equipment for coverage beginning January 1, 2021 through December 31, 2021 in the amount of \$3,800 (X2Z36404 43007 PSAP),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a maintenance contract with Business Electronics for voice recorders in the 911 Dispatch Center, upon approval of the County Attorney.

December 7, 2020

Operation Committee: 11-9-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN EXTENSION OF A LEASE AGREEMENT
WITH ST. LAWRENCE-LEWIS BOCES FOR AN EMERGENCY SERVICES
COMMUNICATION TOWER ON THE WHITE HILL PROPERTY
IN THE TOWN OF PARISHVILLE**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Emergency Services is constructing improved emergency services communications infrastructure (X2Z36402 25000 SCIG), and

WHEREAS, Emergency Services presently has an antenna on St. Lawrence-Lewis BOCES property located on White Hill in the Town of Parishville, and

WHEREAS, in 2015, Resolution No. 282-2015, authorized the Chair to sign a lease agreement with St. Lawrence-Lewis BOCES entering into a five (5) agreement to allow for the construction upgrades necessary to the Emergency Services infrastructure at the White Hill tower location, and

WHEREAS, the County wishes to extend the term of that agreement by an additional five (5) year period, and it is the expectation of the County that prior to the expiration of the lease, an agreement will be reached with St. Lawrence-Lewis BOCES whereby the ownership of the tower will be transferred to St. Lawrence County subject to a voter referendum,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an extension of a lease agreement with St. Lawrence-Lewis BOCES for an emergency services communication tower on the White Hill property in the Town of Parishville, upon approval of the County Attorney.

December 7, 2020

Operations Committee: 11-9-2020

RESOLUTION NO. _____

AUTHORIZATION TO ACCEPT A DONATION OF A VEHICLE FROM THE CITY OF OGDENSBURG FOR THE OFFICE OF THE DISTRICT ATTORNEY

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the duties of the Chief Confidential Investigator in the Office of the District Attorney include daily travel for trial preparation; grand jury preparation; investigations with law enforcement agencies; transporting witnesses for testimony; and assisting local agencies during narcotics investigations, and

WHEREAS, there is a need for a vehicle equipped with law enforcement communication and lighting equipment to maintain the daily investigation functions of the Office of the District Attorney, and

WHEREAS, the City of Ogdensburg and Ogdensburg Police Department recognize the value of the assistance of the St. Lawrence County District Attorney's Office and the Chief Confidential Investigator is to their agencies and other agencies throughout St. Lawrence County and have generously offered to donate a vehicle to assist the District Attorney's Office,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes accepting a donation of a vehicle from the City of Ogdensburg for the Office of the District Attorney.

December 7, 2020

Operations Committee: 11-9-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
THE ARC JEFFERSON – ST. LAWRENCE FOR THE OPERATION OF THE
PUBLIC TRANSIT SYSTEM FOR ST. LAWRENCE COUNTY**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, The Arc Jefferson – St. Lawrence has served as the operator of the public transit system for the County since May 2013 in accordance with New York State Department of Transportation and Federal Transit Authority Regulations, and

WHEREAS, the County issued a Request for Statement of Interest from vendors to serve as the bus operator for St. Lawrence County Public Transit, and

WHEREAS, The Arc Jefferson – St. Lawrence was the sole vendor to submit a proposal, and

WHEREAS, the transit system is projected to provide 80,000 trips and travel 1,216,315 miles in 2021, which is eligible for reimbursement through the Department of Transportation State Operation Assistance (STOA) Program, and

WHEREAS, public transit bus operations in 2021 is projected to cost up to \$2,470,325, and is fully funded using Federal Transit, NYS DOT, and private resources and does not rely on a County contribution, and

WHEREAS, the term of the contract is January 1, 2021 through December 31, 2022 (N2B56304 43007, N2B35945 56003, N2B45895 57003, N2B17895 55001, and N2B17895 55000),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with The Arc Jefferson – St. Lawrence for the operation of the public transit system for St. Lawrence County, upon approval of the County Attorney

Summary of Efforts to Ensure a Complete Count Of Population in SLC for Census 2020

2018 **Local Update of Census Addresses (LUCA)**. Using services of an intern, developed maps and housing unit reports for 33 communities in SLC, 20 communities in Franklin County. January – June.

2018 – 19 **Participant Statistical Areas Program (PSAP)**. Worked with Census Bureau Geographic staff to ensure that town, village boundaries are accurate. Proposed changes to Census Tracts to ensure relative equivalence of population across Census Tracts, and to enable data collection and reporting for Adirondack Park area of the County.

2019 - 20 **SLC Complete Count Committee for the 2020 Census (CCC)**.

- Aug. 2019: Presentation made to BOL by Census staff
- Dec. 2019: Declared interest to NYS re Complete Count Outreach Grant
- Jan. 2020: Attended regional Convening meetings in Albany and Syracuse re: Census
- Feb. 2020: Developed, submitted application for Complete Count Outreach Grant
 - Recruited 16 persons to serve on SLC Complete Count Committee
- March 2020: Began to work on Complete Count activities, including recruiting additional personnel; distribution of Census posters and flyers; etc.

COVID SHUTDOWN UNTIL MAY

- May 2020: Begin tracking Self Response Rates weekly; provide reports to CCC
- June 2020: Continue distribution of Census-themed promotional materials
- July 2020: Continue distribution of Census-themed promotional materials at food distribution events
- August 2020: Continue distribution of Census-themed promotional materials.
 - Learn that NYS will award \$127,556 to SLC to promote Census
 - Develop fundable activities; prepare application; submit to NYS ESD
- September 2020: Continue distribution of Census-themed promotional materials at food distribution events, back-to-school distribution events
 - Implement activities funded through the ESD grant:
 - Wrapped 3 busses and one van operating through St. Lawrence Co. Public Transit
 - Placed full-page, full-color ads in North Country This Week and NCN Web site for 7 weeks
 - Distributed Census-themed tote bags, activity books, face masks
 - Placed advertisements on WPBS
 - Placed advertisements on radio stations in Canton, Gouverneur, Massena, Ogdensburg, Potsdam
 - Promoted the Census among visually-impaired population
 - Mailed Census reminder postcards to over 51,000 residential addresses in SLC

Partner agencies included: four local colleges; BOCES; SLC Chamber of Commerce; United Helpers; League of Women Voters; SLC CDP; ARC Jefferson – St. Lawrence; SLC Peoples Project; Town of Potsdam; North Country Association for the Visually Impaired; NC Library System; SLC DSS; St. Regis Mohawk Tribe; U.S. Census Bureau

VACANCY REVIEW SUMMARY

County Administrator's Office

November 3, 2020

12:30 p.m.

Summary: January 7th – November 3, 2020

Requests: 118
Approved: 102
Denied: 0
Request/Hold: 2
Withdrawn: 0

Summary: November 3rd

Request: 7
Approved: 7
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

Social Services:

Request: 4

Request: Fill, Social Welfare Examiner – Unit/TA/SNAP
Position No. 814000032, Immediately

Recommendation: Fill, Immediately

Request: Abolish Clerk, Create and Fill Account Clerk – Unit/Accounting
Position No. 100100043, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Account Clerk – Unit/Accounting
Position No. 100200033, 90 Days

Recommendation: Fill, 90 Days

Request: Create and Fill, Paralegal – Unit/Legal
Position No. 022000002, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 2

Request: Correction Officer
Position No. 603000041, Immediately

Recommendation: Fill, Immediately

Request: Abolish Civil Enforcement Officer, Create and Fill, Deputy
Position No. 605000050, Immediately

Recommendation: Fill, Immediately

Emergency Services:

Request: 1

Request: Supervisor of Dispatch Operations
Position No. 612300001, 60 Days

Recommendation: Fill, Immediately

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

- 1.7.20 John Burke and Larry Denesha
- 2.4.20 Kevin Acres and David Haggard
- 3.2.20 Dan Fay
- 4.7.20 James Reagen and Dave Forsythe
- 5.5.20 Larry Denesha and Nance Arquiett
- 6.2.20 Joe Lightfoot and Rick Perkins
- 7.7.20 Dan Fay and William Sheridan
- 8.4.20 Nicole Terminelli and John Burke
- 9.15.20 Tony Arquiett and James Reagen
- 10.6.20 Joe Lightfoot and Rita Curran
- 11.3.20 Kevin Acres and Rick Perkins

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Correction Officer

Subunit (If Applicable): Correctional Facility

Date Submitted: 10/16/20

Reason Vacated: Resignation

Position Number: 603000041

Date Vacated: 10/16/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 01/17/04

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$55,882

Revenue Generating: No 0 %

Benefits: Yes \$27,779

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$42,628

Budget Mod Attached, If Required?

Grade: 0

Net County Cost: \$83,661

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.

Employee terminated in accordance with New York State Civil Service Law, Section 73.

Department Head:

Brooks J. Bjornson

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Abolish & Create

Deputy Sheriff

Subunit (If Applicable): Civil Division

Date Submitted: 11/3/2020

Reason Vacated: New Position

Position Number:

Date Vacated: 01/03/2020

Position # Abolished: 601000001

Position Will Be: Full-time

Last Fill Date: 06/12/1995

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$55,882

Revenue Generating: No 0 %

Benefits: Yes \$27,779

Reimbursed by State
or Federal Funds: No 0 %

Base Salary: \$42,489

Budget Mod Attached, If Required?

Grade: Dep

Net County Cost: \$83,661

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.

Sheriff's Office is looking at abolishing a Civil Enforcement Officer position and create a Deputy Sheriff position. We currently have one Civil Officer and one Deputy Sheriff performing the same task and this is another step in converting the Civil Office to fully sworn Police Officers . We are requesting the above change for several reasons. Efficiency and flexibility for road patrol operations. I.E., anticipated criminal summons increases, service of criminal warrant and performing duties of a civil officer. With increasing drug and opioid abuse crimes in our county it is becoming dangerous for the civil enforcement officer to perform their duties in a safe manner. With the new position, this would allow the officer to be armed for their protection and the increased protection of the public. Lastly, the new position would allow the officer not only to perform civil division work but also be able to handle emergent criminal assignments until the road patrol arrives on scene. Plan is to hire from within the Criminal Division and then backfill the position this Deputy vacates. Immediate hiring is key in order to get the new candidate into the Academy that begins on January 11, 2021.

Department Head: *Brooks J. Bjornson*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Emergency Services



Type: Fill

Supervisor of Dispatcher Operations

Subunit (If Applicable):

Date Submitted: 10/21/20

Reason Vacated: Retirement

Position Number: 612300001

Date Vacated: 12/26/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 7/31/13

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$56,854

Revenue Generating: No 0 %

Benefits: Yes \$28,262

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$48,326

Budget Mod Attached, If Required?

Grade: II

Net County Cost: \$85,116

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.

Jim Chestnut's official last day is 12/26/20. We would like to advertise and conduct interviews by year end. There is no current list or test scheduled at this time.

Filling of this position is critical. This individual is responsible for all Spillman issues, CAD mapping, GIS, and all dispatch operations. If not filled, these items will not be taken care of as there is not adequate staffing or currently anyone in the department with this training.

Department Head: *Math Dore*

Approved?

Yes No

County Administrator:

Resolution #: