

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

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

**FINANCE COMMITTEE AGENDA**  
**KEVIN ACRES, CHAIR**  
**MONDAY, NOVEMBER 22, 2021**  
**\*\*\*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 25**

**3. SOLID WASTE – DON CHAMBERS**

- A. Authorizing the Chair to Sign a Contract with Barton and Loguidice, D.P.C. for Professional Engineering Services for the Design of a Recycling Transfer Facility at the Ogdensburg Transfer Station and Modifying the 2021 Budget for Solid Waste (Res)

**4. HIGHWAY – DON CHAMBERS**

- A. Authorizing the Chair to Sign a Contract with Barton and Loguidice, D.P.C. for Consulting Services for McCarthy Road Bridge over West Branch of St. Regis River, BIN 3358370 and Modifying the 2021 Budget for the Department of Highways (Res)  
B. Modifying the 2021 Budget for the Department of Highways for Overtime, Machinery and Equipment Rental, Bridge Supplies, and Paving Material (Res)  
C. Depot Street Bridge Reopening (Discussion)

**5. TREASURER – RENEE COLE**

- A. Charging Tax Items (Res)  
B. Adopting the Mortgage Tax Report (Res)  
C. Modifying the 2021 Budget for the Treasurer's Office for Taxes on County Reforestation Parcels (Res)  
D. Establishing a Departmental Cash Drawer for the Treasurer's Office for Collection of County Real Property Taxes in the City of Ogdensburg (Res)  
E. City of Ogdensburg Location for Tax Collection (Discussion)

**6. COUNTY ATTORNEY – STEVE BUTTON**

- A. Authorizing the Chair to Sign a Contract with Legalfiles Software, Inc. for Case Management Software Related to the Legal Representation of the Department of Social Services and Modifying the 2021 Budget for Social Services (Res)

7. **REAL PROPERTY – BRUCE GREEN**
  - A. Elections, Real Property and Community College Apportionments for the Year 2022 (Res)
  - B. Tax Bills for Residents of the City of Ogdensburg (Info)
8. **PLANNING – JASON PFOTENHAUER**
  - A. Authorizing the Chair to Sign a Contract with New York State Department of Transportation for Accelerated Transit Capital Funds and Modifying the 2021 Budget for the Planning Office (Res)
9. **COUNTY CLERK – SANDY SANTAMOOR**
  - A. Modifying the 2021 Budget for the County Clerk’s Office for a License Plate Cutter for the Department of Motor Vehicles (Res)
10. **VACANCY REVIEW COMMITTEE – RUTH DOYLE**
  - A. Solid Waste
    1. Fill, Site Crew Leader, Position No. 332300003
  - B. Highway
    1. Fill, Assistant Civil Engineer, Position No. 313100004
11. **2022 TENTATIVE BUDGET REVIEW**
  - A. Board of Legislators
  - B. County Attorney
  - C. Highway
  - D. Treasurer
  - E. Real Property
  - F. Solid Waste
  - G. Finalize the 2022 Tentative Budget (*Note: A motion would be necessary to move the 2022 Tentative Budget from the Finance Committee to the Board of Legislators.*)
12. **COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE**
  - A. Modifying the 2021 Budget for Property Maintenance Needs and Energy Costs Due to the COVID-19 Response (Res)
  - B. Modifying the 2021 Budget for the County Administrator’s Office to purchase a multifunction copier in the Central Printing (Res)
  - C. Modifying the 2021 Budget for the County Administrator’s Office for Costs Associated with Community College Tuition (Res)
13. **COMMITTEE REPORTS**
  - A. Cornell Cooperative Extension Board (Denesha)
  - B. Fish and Wildlife Management Board, Region 6 (Curran)
  - C. Fisheries Advisory Board (Terminelli)
  - D. Gouverneur Fair Board (Smithers)

- E. Highway/Solid Waste Committee (Smithers)
- F. Industrial Development Agency (Reagen)
- G. Recreational and Trails Advisory Board (Arquiatt/Perkins)
- H. St. Lawrence River Valley Redevelopment Agency (RVRDA) (Forsythe)
- I. St. Lawrence County Chamber of Commerce (Haggard)
- J. Soil & Water Conservation District Board of Directors (Acres/Burke)

**14. OLD AND NEW BUSINESS**

**\*\*\*Note:** *Please allow a few minutes for the electronic transition to executive session\*\*\**

**15. EXECUTIVE SESSION**

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

**\*\*\*Note:** *Please allow a few minutes for the electronic transition to open session\*\*\**

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

December 6, 2021

Finance Committee: 11-22-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BARTON AND LOGUIDICE, D.P.C. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF A RECYCLING TRANSFER FACILITY AT THE OGDENSBURG TRANSFER STATION AND MODIFYING THE 2021 BUDGET FOR SOLID WASTE**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, recently the Development Authority of the North Country (DANC) has advised the County that their efforts to provide a solution to recycling at a transfer facility located in Harrisville, New York, is not viable for the long term, and

**WHEREAS**, per New York State Department of Environmental Conservation (NYSDEC) regulations, counties are required to provide recycling services, and

**WHEREAS**, DANC is considering how to assist and may provide a compactor, scales and two (2) transport trailers from the Harrisville site to be utilized in St. Lawrence County at a modest cost to the County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract for professional engineering services for the design of a recycling transfer facility at the Ogdensburg Transfer Station, upon approval of the County Attorney, with:

Engineering Firm: Barton & Loguidice, D.P.C.

Contract Title: Ogdensburg Transfer Station Recycling Transfer Facility  
Engineering & Design

Engineering Fee: Not to Exceed \$68,400

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2021 Budget of the Solid Waste, as follows:

**INCREASE APPROPRIATIONS:**

WT081604 43007	W TRS Other Fees and Services	\$68,400
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**DECREASE APPROPRIATIONS:**

WA017104 49700	W ADMIN Contingency Account	\$68,400
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December 6, 2021

Finance Committee: 11-22-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BARTON AND LOGUIDICE, D.P.C. FOR CONSULTING SERVICES FOR MCCARTHY ROAD BRIDGE OVER WEST BRANCH OF ST. REGIS RIVER, BIN 3358370 AND MODIFYING THE 2021 BUDGET FOR THE DEPARTMENT OF HIGHWAYS**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, the Board of Legislators approves and funds Capital Bridge Projects on an annual basis as well as mid-year amendments when additional funds become available, and

**WHEREAS**, the Department of Highways solicited qualifications for consultant services for specialized engineering services involving scour remediation, and

**WHEREAS**, the best qualified consultant for this project has been determined,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorized the Chair to sign a contract for consulting services for McCarthy Road Bridge over West Branch of St. Regis River, BIN 3358370, upon approval of the County Attorney, with:

Consultant: Barton and Loguidice, D.P.C.  
Contract Title: McCarthy Road Bridge over West Branch of St. Regis River  
BIN 3358370, Town of Stockholm  
Engineering Fee: Not to Exceed \$8,000  
HM551104 430ED B31

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2021 Budget for the Department of Highways, as follows:

**INCREASE APPROPRIATIONS:**

HM551104 430ED B31 H B31 Engineering & Design Services \$8,000

**DECREASE APPROPRIATIONS:**

HM151124 454PM H1 H H1 Paving Materials \$8,000

December 6, 2021

Finance Committee: 11-22-2021

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

**MODIFYING THE 2021 BUDGET FOR THE DEPARTMENT OF HIGHWAYS  
FOR OVERTIME, MACHINERY AND EQUIPMENT RENTAL, BRIDGE SUPPLIES,  
AND PAVING MATERIALS**

By Mr. Acres, Chair, Finance Committee

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

**WHEREAS**, the Highway Department wants to amend the budget to more closely reflect actual operations for 2021,

**WHEREAS**, the Department also wishes to preorder materials to replace the Dutton Road Bridge and McCarthy Road Bridge and for the rehabilitation of County Route 62 bridge-style large culvert,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget of the Department of Highways for overtime, machinery and equipment rental, bridge supplies, and paving materials, as follows:

**INCREASE APPROPRIATIONS:**

HM351101 18000	H MR Overtime	\$20,000
HM551124 40600 B1	H B1 Machinery Rental	60,000
HM551124 454BS B1	H B1 Miscellaneous Bridge Supplies	50,000
HM551104 454BS B31	H B31 Miscellaneous Bridge Supplies	250,000
HM351104 454PM	H MR Paving Materials	10,000
HE050204 40600	H EGR Machinery Rental	13,000
HG051484 40600	H HSOG Machinery Rental	30,000
HG051484 42100	H HSOG Equipment Rental	10,000
HG051484 454HS	H HSOG Highway Supplies & Expense	<u>20,000</u>
		\$463,000

**DECREASE APPROPRIATIONS:**

HM351101 13000	H MR Technical	\$20,000
HM551104 40600	H MB Machinery Rental	80,000
HM151124 454PM H1	H H1 Paving Materials	310,000
HC051424 40600	H CSR Machinery Rental	<u>23,000</u>
		\$433,000

**INCREASE REVENUE:**

HG027705 5500G	H HSOG Services Other Government	\$30,000
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December 6, 2021

Finance Committee: 11-22-2021

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

**CHARGING TAX ITEMS**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, due to tax refunds, cancellations of taxes, and other assessment errors, and omitted tax payments received, there are various tax items that cannot be collected or payments that result in town credits,

**NOW, THEREFORE, BE IT RESOLVED** that the Treasurer is authorized to charge tax items and omitted tax paid, as follows:

2021 Correction of Errors  
Charges & Credits to Towns & Districts

CANTON TOWN	\$1,400.05	
		<b>\$1,400.05</b>
CLIFTON TOWN	\$2.00	
		<b>\$2.00</b>
FINE HIGHWAY	\$1,095.79	
FINE TOWN	\$865.16	
		<b>\$1,960.95</b>
GOUVERNEUR FIRE - FH001	\$7.32	
GOUVERNEUR TOWN	\$1,494.67	
		<b>\$1,501.99</b>
HERMON TOWN	\$38.43	
		<b>\$38.43</b>
LISBON TOWN	\$508.67	
		<b>\$508.67</b>
MACOMB HIGHWAY	\$118.83	
MACOMB TOWN	\$77.76	
		<b>\$196.59</b>
MADRID HIGHWAY	-\$96.36	
MADRID TOWN	-\$51.88	
		<b>-\$148.24</b>
MASSENA FIRE - FH002	\$7.12	
MASSENA TOWN	\$3,704.90	
		<b>\$3,712.02</b>

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MORRISTOWN TOWN	\$2.00	
		<b>\$2.00</b>
NORFOLK FIRE FD028	\$561.51	
NORFOLK LIGHT LT022	\$41.10	
NORFOLK PUBLIC LIBRARY	\$300.08	
NORFOLK TOWN	\$2,777.79	
		<b>\$3,680.48</b>
OSWEGATCHIE TOWN	\$401.13	
		<b>\$401.13</b>
PARISHVILLE HIGHWAY	\$46.35	
PARISHVILLE TOWN	\$37.42	
		<b>\$83.77</b>
PIERREPONT TOWN	\$50.48	
		<b>\$50.48</b>
POTSDAM FIRE FD034	\$375.65	
POTSDAM TOWN	\$4,074.61	
		<b>\$4,450.26</b>
STOCKHOLM TOWN	\$46.45	
		<b>\$46.45</b>
WADDINGTON TOWN	\$198.22	
		<b>\$198.22</b>
<b>Total Chargebacks</b>	<b>\$14,722.25</b>	<b>\$14,722.25</b>



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Finance Committee: 11-22-2021

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

**ADOPTING THE MORTGAGE TAX REPORT**

By Mr. Acres, Chair, Finance Committee

**BE IT RESOLVED** that the Mortgage Tax Report as submitted by the County Clerk and the County Treasurer is hereby accepted and the County Treasurer is authorized and directed to issue the amounts as set forth in the report to the various tax districts in this County.

<u>Town/Village</u>	<u>Amount</u>
Brasher	\$13,780.49
Canton	
Village of Canton	17,611.38
Village of Rensselaer	763.21
Town of Canton	61,982.74
Clare	816.91
Clifton	11,179.93
Colton	21,758.15
Dekalb:	
Village of Richville	292.31
Town of Dekalb	7,797.39
DePeyster	1,179.61
Edwards	3,075.30
Fine	22,563.85
Fowler	20,996.06
Gouverneur:	
Village of Gouverneur	33,480.07
Town of Gouverneur	93,002.79
Hammond:	
Village of Hammond	391.10
Town of Hammond	17,552.70
Hermon	10,222.02
Hopkinton	12,294.19
Lawrence	10,639.35
Lisbon	22,001.36
Louisville:	
Village of West Massena	2,859.82
Town of Louisville	31,037.54
Macomb	7,893.64
Madrid	6,413.90
Massena:	
Village of Massena	20,435.64
Town of Massena	44,675.43

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Morristown	26,417.42
Norfolk:	
Village of Norwood	157.45
Village of Massena	2.87
Town of Norfolk	23,311.62
Ogdensburg	44,719.46
Oswegatchie:	
Village of Heuvelton	1,701.68
Town of Oswegatchie	31,012.13
Parishville	13,522.81
Piercefield	2,234.59
Pierrepoint	36,041.63
Pitcairn	9,142.88
Potsdam:	
Village of Potsdam	20,669.18
Village of Norwood	4,597.96
Town of Potsdam	82,849.35
Rossie	6,638.87
Russell	6,473.62
Stockholm	21,727.62
Waddington:	
Village of Waddington	5,424.86
Town of Waddington	<u>21,197.38</u>
Totals	\$854,540.26

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Finance Committee: 11-22-2021

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

**MODIFYING THE 2021 BUDGET FOR THE TREASURER'S OFFICE FOR  
TAXES ON COUNTY REFORESTATION PROPERTIES**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, St. Lawrence County owns several reforestation properties that are utilized for the production of timber and forest products, recreation, and watershed protection, and

**WHEREAS**, the County is responsible for remitting taxes to the tax districts (towns and school districts) in which these properties are located, and

**WHEREAS**, the 2021 taxes for these parcels have exceeded the 2021 budgeted appropriation and a budget modification is necessary,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Treasurer's Office for taxes on County reforestation properties, as follows:

**INCREASE APPROPRIATIONS:**

T3019504 49800	T Taxes on County Reforestation	\$6,283
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**DECREASE APPROPRIATIONS:**

T3013254 43007	T Other Fees & Services	\$6,283
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Finance Committee: 11-22-2021

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

**ESTABLISHING A DEPARTMENTAL CASH DRAWER FOR THE TREASURER'S  
OFFICE FOR COLLECTION OF COUNTY REAL PROPERTY TAXES  
IN THE CITY OF OGDENSBURG**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, several County Departments utilize petty cash accounts and/or cash drawers in their daily operations,

**WHEREAS**, Resolution No. 12-2021 authorized establishing petty cash accounts and departmental cash drawers for 2021, and

**WHEREAS**, the Treasurer's Office is opening a part-time office in the City of Ogdensburg to collect County Real Property Taxes, and will need a departmental cash drawer in the amount of \$250 (01TG0215 501T0),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to establish a departmental cash drawer for the Treasurer's Office for collection of County Real Property Taxes in the City of Ogdensburg.

December 6, 2021

Finance Committee: 11-22-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH LEGALFILES SOFTWARE, INC. FOR CASE MANAGEMENT SOFTWARE RELATED TO THE LEGAL REPRESENTATION OF THE DEPARTMENT OF SOCIAL SERVICES AND MODIFYING THE 2021 BUDGET FOR SOCIAL SERVICES**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, on April 5, 2021, the Board of Legislators voted to consolidate the functions of the Department of Social Services Legal Unit, created under Social Services Law § 66, with the Office of the County Attorney, and

**WHEREAS**, on May 3, 2021, the Legal Office in Social Services transitioned to oversight provided by the Office of the County Attorney and the attorneys representing the Department of Social Services in court proceedings became Assistant County Attorneys, and

**WHEREAS**, the Office of the County Attorney now provides operational and legal support to the Department of Social Services and is responsible for providing various support and primary prosecution functions on matters under the Family Court Act and the Social Services Law, and

**WHEREAS**, the two primary functions of the legal unit revolve around child support proceedings brought under Article 4 of the Family Court Act and neglect and abuse proceedings brought under Article 10 of the Family Court Act, and

**WHEREAS**, upon assumption of supervision on May 3<sup>rd</sup> it was determined that there were approximately 375 active Article 10 files and approximately 1,194 active Article 4 files, and

**WHEREAS**, with respect to the Article 10 files, it was determined that the legal office was delinquent in certain filings, with eighteen (18) Termination of Parental Rights (TPR) petitions under order of the Court to be completed but had not been, and an additional close to one hundred and eighty (180) court directed orders remaining to be reviewed and filed, more than half of which were late, and

**WHEREAS**, since May 3<sup>rd</sup>, the Office of the County Attorney has become current with respect to all of its obligations and can now claim no delinquencies with respect to the Article 10 matters, and

**WHEREAS**, given the volume of work necessary to effectively represent the Department of Social Services in the New York State Family Court and in order to avoid falling into a state of delinquency in the future, acquisition of a dedicated case management system is recommended, and

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**WHEREAS**, the Office of the County Attorney, the Department of Social Services and the Information Technology Office undertook a process of evaluating case management systems primarily designed around municipal operations, and

**WHEREAS**, the Office of the County Attorney solicited three (3) proposals and engaged in three (3) different presentations with different vendors, and as a result of the review of the solicited proposals, the LegalFiles Software, Inc. was selected as the preferred case management software and support vendor, and

**WHEREAS**, the costs associated with the acquisition and support of the LegalFiles Software, Inc. case management software are expected to be borne by the Department of Social Services and subject to partial reimbursement from the State of New York,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Legalfiles Software, Inc. for case management software related to the legal representation of the Department of Social Services, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2021 Budget for Social Services, as follows:

**INCREASE APPROPRIATIONS:**

DAS60104 42004	D SG Computer Software	\$36,414
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**DECREASE APPROPRIATIONS:**

DMM61004 46500	D Medicaid to State	\$21,139
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**INCREASE REVENUE:**

DA036105 56000	D SA General Administration	\$1,019
DA046105 57000	D FA General Administration	3,118
DAS36105 560CW	D SA Child Welfare Funding	<u>11,138</u>
		\$15,275

December 6, 2021

Finance Committee: 11-22-2021

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

**ELECTIONS, REAL PROPERTY, AND COMMUNITY COLLEGE  
APPORTIONMENTS FOR THE YEAR 2022**

By Mr. Acres, Chair, Finance Committee

**BE IT RESOLVED** that the following apportionments of Elections, Real Property, and Community College charges for the year 2022 be applied to the following municipalities of St. Lawrence County:

Municipality:	Election Charges:	Real Property Charges:	Community College Charges:
Brasher	\$27,035.70	\$16,341.55	\$46,487.26
Canton	\$96,518.49	\$20,431.75	\$23,054.90
Clare	\$10,565.19	\$2,358.41	\$0.00
Clifton	\$40,245.44	\$6,308.46	\$12,564.67
Colton	\$62,554.95	\$13,549.27	\$7,261.00
Dekalb	\$27,635.15	\$8,821.87	\$9,238.34
Depeyster	\$13,282.43	\$5,286.65	\$4,461.00
Edwards	\$15,711.22	\$6,091.54	\$8,849.00
Fine	\$31,945.32	\$17,963.03	\$10,228.01
Fowler	\$28,700.64	\$13,604.54	\$21,801.34
Gouverneur	\$47,719.86	\$23,468.80	\$56,808.83
Hammond	\$39,187.09	\$10,186.97	\$36,616.67
Hermon	\$19,405.96	\$8,589.62	\$14,664.69
Hopkinton	\$23,605.70	\$8,993.62	\$11,803.70
Lawrence	\$16,125.63	\$9,349.27	\$23,858.93
Lisbon	\$46,680.63	\$14,769.62	\$15,541.01
Louisville	\$40,869.97	\$12,064.69	\$72,913.29
Macomb	\$20,740.63	\$7,344.38	\$6,239.60
Madrid	\$19,065.71	\$7,925.92	\$4,539.67
Massena	\$118,278.46	\$21,317.21	\$104,956.91
Morristown	\$35,270.28	\$16,311.16	\$22,257.33
Norfolk	\$40,625.69	\$14,348.38	\$39,883.22
Oswegatchie	\$50,140.78	\$19,149.67	\$13,820.99
Parishville	\$35,597.54	\$11,025.65	\$21,317.57
Piercefield	\$24,810.19	\$8,025.44	\$6,293.33
Pierrepoint	\$37,096.70	\$11,592.80	\$13,226.53
Pitcairn	\$15,447.05	\$6,656.63	\$11,365.33
Potsdam	\$134,891.36	\$9,457.72	\$73,661.87
Rossie	\$13,576.17	\$6,161.77	\$11,816.03
Russell	\$19,110.74	\$10,126.99	\$3,267.33
Stockholm	\$38,031.86	\$20,560.16	\$39,419.00
Waddington	\$31,155.83	\$11,159.29	\$25,363.83
Ogdensburg	\$66,822.46	\$12,420.75	\$63,287.34
TOTALS	\$1,288,450.82	\$391,763.58	\$836,868.52

December 6, 2021

Finance Committee: 11-22-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR ACCELERATED TRANSIT CAPITAL FUNDS AND MODIFYING THE 2021 BUDGET FOR THE PLANNING OFFICE**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, the New York State Department of Transportation (NYS DOT) awarded St. Lawrence County \$74,990 in Accelerated Transit Capital (ATC) Program Funds, and

**WHEREAS**, eligible projects include rehabilitating, restoring, and modernizing public transit assets that have a minimum service life of ten (10) years, and

**WHEREAS**, the NYS DOT requires grantees to execute grant agreements within thirty (30) days of receiving an award notification,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with New York State Department of Transportation for Accelerated Transit Capital Funds, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2021 Budget for the Planning Office, as follows:

**INCREASE APPROPRIATIONS:**

N2B56302 25000	N Technical Equipment	\$74,990
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**INCREASE REVENUE:**

N2B35945 56002	N SA Capital Funds for Bus	\$74,990
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**BE IT FURTHER RESOLVED** that any remaining funds be rolled over to future budgets until fully expended.



December 6, 2021

Finance Committee: 11-22-2021

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

**MODIFYING THE 2021 BUDGET FOR THE COUNTY CLERK'S OFFICE FOR A  
LICENSE PLATE CUTTER FOR THE DEPARTMENT OF MOTOR VEHICLES**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, the County Clerk's Office is in need of a license plate cutter for the Department of Motor Vehicles, and

**WHEREAS**, the County Clerk's Office is able to utilize additional revenue from the down-state dealer registration processing to cover the cost of the license plate cutter,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Clerk's Office for a license plate cutter for the Department of Motor Vehicles, as follows:

**INCREASE APPROPRIATIONS:**

K1614104 42000	Down-State Dealer Office Supplies	\$9,000
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**INCREASE REVENUE:**

K1612555 55000	Down-State Dealer Revenue	\$9,000
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# St. Lawrence County Vacancy Authorization Form

## Solid Waste



Type: Fill

Site Crew Leader

Subunit (If Applicable):

Date Submitted: 10/20/2021

Reason Vacated: Other

Position Number: 332300003

Date Vacated: 10/29/2021 COB

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/30/2012

Hours Per Week: 40

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$58,311

Revenue Generating: No 0 %

Benefits: Yes \$28,077

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$40,123

Budget Mod Attached, If Required?

Grade: SWD3

**Net County Cost: \$86,388**

### 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 intended to primarily work at the Star Lake Transfer Station, but may rotate to other sites as needed. Responsibilities include operating the scale, cash register and communicating with the public. Other duties of this position include the operation of various equipment, such as a crane, loader and clearing snow during the winter months. Also, the Department is frequently short-staffed due to military and medical leaves. Failure to fill this vacant position would severely impede the ability to provide adequate customer service at the four (4) Solid Waste transfer stations.

Department Head: *Donald R. Chastain*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Highway



Type: Fill

Assistant Civil Engineer

Subunit (If Applicable):

Date Submitted: 10/19/2021

Reason Vacated: Resignation

Position Number: 313100004

Date Vacated: 10/22/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 5/10/2010

Hours Per Week: 40

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$58,373

Revenue Generating: No 0 %

Benefits: Yes \$28,107

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

**Net County Cost: \$86,480**

### 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 Assistant Civil Engineer position develops informational material including plans, specifications, reports and cost estimates for use in completing applications for State and Federal funds for highway and safety programs; makes field tests of materials; operates surveying instruments; acts as chief of a survey party in engineering surveys; makes necessary computations for field parties; inspects general construction projects for compliance with plans and specifications; drafts topographical, detail plan, and cross section maps and charts; computes rough estimates on studies of proposed facilities; computes estimates of quantities of materials and work progress for contractors' payments; performs general engineering office work; sets final grades and lines for construction of approved projects.

Department Head:

*Donald R. Chabon*

Approved?

Yes  No

County Administrator:

Resolution #:

December 6, 2021

Finance Committee: 11-22-2021

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

**MODIFYING THE 2021 BUDGET FOR PROPERTY MAINTENANCE NEEDS AND ENERGY COSTS DUE TO THE COVID-19 RESPONSE**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, a variety of building materials, deep-cleaning disinfectant services, and other COVID-19 related supplies were needed by various County Departments to protect staff during the on-going COVID-19 Response, and

**WHEREAS**, consolidating these purchases in one department has allowed for an accounting of these purchases for potential FEMA reimbursement, and

**WHEREAS**, energy costs have grown at an increased rate since mid-year, specifically, the market rate for electricity supply, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for property maintenance needs, and energy costs due to the COVID-19 Response, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$136,290
BG016204 40900	BLDG Building Supplies & Expenses	10,000
BG016204 42200	BLDG I/D Equip Repair & Maintenance	<u>8,000</u>
		\$154,290

**INCREASE APPROPRIATIONS:**

BG016204 40800	BLDG Building & Property Maintenance	\$51,924
BG016204 40800 COVID	COVID Bldg. & Prop. Maintenance	49,093
BG016204 40900 COVID	COVID Bldg. Supplies & Expenses	14,021
BG016204 41600	BLDG Electricity	46,486
BG016204 41600 HSC	BLDG Electricity	7,766
BGJ16204 41600	JAIL BLDG Electricity	<u>20,000</u>
		\$189,290

**INCREASE REVENUE:**

BS027705 55000	Rebates & Recycling	\$35,000
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December 6, 2021

Finance Committee: 11-22-2021

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

**MODIFYING THE 2021 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE  
TO PURCHASE A MULTIFUNCTION COPIER IN THE CENTRAL PRINTING**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, the Central Print Shop services all County departments for requests with color printing, large print jobs, and other specialized printing services, and

**WHEREAS**, the color multifunction copier currently in use was purchased in 2011 and is reaching end of serviceable life, and

**WHEREAS**, funds were appropriated in targeted contingency in the 2021 Budget to replace the color multifunctional copier in the Central Print Shop,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the County Administrator's Office to purchase a multifunction copier in the Central Printing, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$22,000
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**INCREASE APPROPRIATIONS:**

BP016702 22000	B CP Office Equipment	\$22,000
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December 6, 2021

Finance Committee: 11-22-2021

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

**MODIFYING THE 2021 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE  
FOR COSTS ASSOCIATED WITH COMMUNITY COLLEGE TUITION**

By Mr. Acres, Chair, Finance Committee

**WHEREAS**, pursuant to the provisions of subdivision four of section 6305 of the Education Law, counties that do not have a community college are required to pay for partial tuition for its residents which is charged back to the perspective towns and villages, and

**WHEREAS**, the 2021 Budget appropriated \$650,000 for payments to Community Colleges, and

**WHEREAS**, the outstanding bills and any other that arrive throughout the end of 2021 require this request for a transfer of funds to cover the cost of appropriations,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the County Administrator's Office for costs associated with community college tuition, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$300,000
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**INCREASE APPROPRIATIONS:**

B1E24904 46502	B EDUC Community Colleges Tuition	\$300,000
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