

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

DAVID FORSYTHE
Chair, Board of Legislators

FINANCE COMMITTEE AGENDA
MR. JOHN GENNETT, CHAIR
MONDAY, NOVEMBER 27, 2023
BOARD ROOM AND LIVE VIA YOUTUBE
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – October 30
- 3. TREASURER – RENEE COLE**
 - A. Charging Tax Items & Omitted Tax Paid (Res)
 - B. Adopting Mortgage Tax Report (Res)
- 4. HIGHWAY – DON CHAMBERS**
 - A. Approving Supplemental Agreement #1 With Barton and Loguidice, D.P.C., for Construction Inspection (CI) Services for Lazy River Road over Grasse River, BIN 3341820, PIN 775332 (Res)
 - B. Authorizing the Chair to Sign a Contract with Karol L. Houle-Marolf for Cleaning Services at the Department of Highways Lisbon Outpost (Res)
 - C. Authorizing the Chair to Sign a Contract with Meola Enterprise for Cleaning Services at the Department of Highways Potsdam and Russell Outposts (Res)
 - D. Approving Supplemental Agreement #3 with Stantec Consulting Services, Inc. for Construction Inspection (CI) Services for the 2022 Bridge NY Project, County Route 35 (Slab City) Bridge over Trout Brook, BIN 3341700, PIN 775394 (Res)
 - E. Authorizing the Chair to Sign an Agreement with C & S Engineering, Inc., for Preliminary Plans and Cost Estimates (Res)
 - F. Future Bridge NY Projects (Discussion)
- 5. SOLID WASTE – DON CHAMBERS**
 - A. Authorizing the Chair to Sign a Contract with Barton and Loguidice, D.P.C., for Bidding, Construction, and Inspection Services for the Gouverneur Transfer Station Improvement Project and Modifying the 2024 Budget for Solid Waste (Res)
- 6. REAL PROPERTY – BRUCE GREEN**
 - A. Elections, Real Property & Community College Apportionments for the Year 2024 (Res)
 - B. Modifying the 2023 Budget for the Real Property Tax Office for Interdepartmental Copying Equipment and Other Fees & Services (Res)
 - C. Ogdensburg Transition to County Tax Collection Schedule for 2024 (Discussion)

7. COUNTY ATTORNEY – STEVE BUTTON

- A. Adopting Proposed Local Law No. B (No. __) for the Year 2023, “Setting Policy on Acquisition and Sale of Tax Delinquent Property in St. Lawrence County” (Res)
- B. Adopting Proposed Local Law C (No. __) for the Year 2023, Amending Local Law 3 for the Year 1993, “Amending Local Law No. 2 for the Year 1956,” “the St. Lawrence County Installment Payment of Town, City, County, and School Real Property Tax Law” (Res)

8. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Highway
 - 1. Fill a Heavy Equipment Operator, Position No. 310100023, in Highway.
- B. Solid Waste
 - 1. Fill a Heavy Equipment Operator, Position No. 309800008, in Solid Waste.

9. 2023 TENTATIVE BUDGET REVIEW

- A. Department Reviews: Board of Legislators, County Attorney, Highway, Treasurer, Real Property, and Solid Waste
- B. Finalize the 2024 Tentative Budget (*Note: A motion would be necessary to move the 2024 Tentative Budget from the Finance Committee to the Board of Legislators.*)

10. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE – RUTH DOYLE

- A. Information and Update (Discussion)
- B. Review of the American Rescue Plan Act (ARPA) Appropriation to the SLC IDA and Amending the Funding Categories for Economic Development and Tourism (Res)

11. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

- A. Authorizing the Chair to Sign a Contract with the New York State Unified Court System to Provide Cleaning and Minor Repair Services for Court Facilities at the County Complex (Res)
- B. Modifying the 2022 Budget for the County Administrator’s Office for Costs Associated with Community College Tuition (Res)
- C. Establishing a Date and Time for the Organizational Board Meeting (Res)
- D. Adopting Local Law D, (No. ____) for the Year 2023 “Tax Cap Override For FY 2024” (Res)

12. OLD AND NEW BUSINESS

Probation:

- A. Authorizing the Chair to Sign a Contract with Casella Waste Services for Refuse Services at Harrowgate Commons in Massena, New York for the District Offices (Res)
- B. Authorizing the Chair to Sign a Contract With Karole L. Houle-Marolf for Cleaning Services at District Offices Located at Harrowgate Commons in Massena, New York (Res)
- C. Authorizing the Chair to Sign a Contract with Meola Enterprise for Cleaning Services at District Offices Located at 99 West Main Street, Gouverneur, New York (Res)

Social Services:

- D. Authorizing the Chair to Sign a Contract with Step-By-Step, Inc. for the Operation of a Warming Center and Modifying the 2023 Budget for the Department of Social Services (Res)

13. COMMITTEE REPORTS

- A. Cornell Cooperative Extension Board (Denesha)
- B. Fish and Wildlife Management Board, Region 6 (Sheridan)
- 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 (Perkins/Webster)
- H. St. Lawrence River Valley Redevelopment Agency (RVRDA) (Forsythe)
- I. St. Lawrence County Chamber of Commerce (Webster)
- J. Soil & Water Conservation District Board of Directors (Burke/Haggard)

14. EXECUTIVE SESSION

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

15. ADJOURNMENT – If there is no further business.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

CHARGING TAX ITEMS & OMITTED TAX PAID

By Mr. Gennett, 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 Board of Legislators authorizes the Treasurer to charge tax items & omitted tax paid, as follows:

2023 Correction of Errors
Charges & Credits to Towns & Districts

Canton Town	\$1,277.72	
Morley Fire - FD003	\$334.45	
Morley Light	\$106.42	
		\$1,718.59
Clifton Highway	\$18.36	
W Clifton Ambulance	\$2.80	
Star Lake Fire - FD006	\$38.13	
Star Lake Water	\$540.00	
Clifton Town	\$23.33	
		\$622.62
Gouverneur Town	\$769.50	
		\$769.50
Lisbon Town	\$400.54	
		\$400.54
Massena Town	\$3,726.09	
		\$3,726.09
Morristown Fire - FD027	\$198.86	
Morristown Town	\$562.18	
		\$761.04
Norfolk Town	\$726.82	
		\$726.82

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Oswegatchie Town	\$379.20	
		\$379.20
Pierrepoint Highway	\$115.72	
Pierrepoint Town	\$106.47	
Pierrepoint Fire - FD032	\$27.96	
		\$250.15
Potsdam Town	\$2,252.57	
		\$2,252.57
Russell Highway	\$156.89	
Russell Public Library	\$7.81	
Russell Highway	\$55.39	
		\$220.09
Stockholm Town	\$46.02	
		\$46.02
Waddington Town	\$165.62	
		\$165.62
Total Chargebacks	\$12,038.85	\$12,038.85

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

ADOPTING MORTGAGE TAX REPORT

By Mr. Gennett, Chair, Finance Committee

NOW, THEREFORE, BE IT FURTHER 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, as follows:

<u>Town/Village</u>	<u>Amount</u>
Brasher	\$8,619.81
Canton:	
Village of Canton	7,913.87
Village of Rensselaer	339.44
Town of Canton	27,935.68
Clare	586.86
Clifton	2,734.98
Colton	17,098.68
Dekalb:	
Village of Richville	151.03
Town of Dekalb	4,135.24
DePeyster	2,129.10
Edwards	1,902.55
Fine	5,906.49
Fowler	9,448.48
Gouverneur:	
Village of Gouverneur	4,971.61
Town of Gouverneur	14,323.34
Hammond:	
Village of Hammond	153.02
Town of Hammond	7,016.68
Hermon	4,028.68
Hopkinton	4,058.72
Lawrence	5,224.29
Lisbon	15,908.52
Louisville:	
Village of West Massena	1,724.38
Town of Louisville	18,813.81
Macomb	3,609.82
Madrid	10,932.83
Massena:	
Village of Massena	15,847.67
Town of Massena	34,272.16
Town of Morristown	19,694.48

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Norfolk:	
Village of Norwood	120.77
Village of Massena	20.14
Town of Norfolk	17,542.60
Ogdensburg	29,808.59
Oswegatchie:	
Village of Heuvelton	1,303.46
Town of Oswegatchie	24,630.65
Parishville	4,878.95
Piercefield	2,054.10
Pierrepont	17,109.73
Pitcairn	3,516.15
Potsdam:	
Village of Potsdam	11,041.06
Village of Norwood	2,467.61
Town of Potsdam	44,531.83
Rossie	2,868.41
Russell	6,816.58
Stockholm	23,976.76
Waddington:	
Village of Waddington	2,984.79
Town of Waddington	<u>11,507.49</u>
Totals:	\$456,661.89

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**APPROVING SUPPLEMENTAL AGREEMENT #1 WITH BARTON AND LOGUIDICE,
D.P.C., FOR CONSTRUCTION INSPECTION (CI) SERVICES FOR LAZY RIVER
ROAD OVER GRASSE RIVER, BIN 3341820, PIN 775332**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Resolution No. 221-2021 authorized the Chair to sign a contract with Barton and Loguidice, D.P.C., for consulting services for the Lazy River Road over Grasse River Project (the “Project”), and

WHEREAS, the Board of Legislators approves and funds Capital Bridge Projects on an annual basis, and

WHEREAS, Barton and Loguidice, D.P.C., is currently providing consulting services for this Project and is qualified to provide construction inspection services with fresh water mussel relocation, and

WHEREAS, with concurrence from the NYS DOT, a supplemental agreement is required to provide construction inspection services for this Project,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves Supplemental Agreement #1 for Construction Inspection (CI) Services for :

Consultant:	Barton and Loguidice, D.P.C.
Contract Title:	Lazy River Road over Grasse River BIN: 3341820 PIN: 775332, Town of Russell
Construction	\$381,500
Inspection Fee:	HM651204 465CO 2101

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to execute all necessary contracts related to this project, upon approval of the County Attorney.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
KAROL L. HOULE-MAROLF FOR CLEANING SERVICES AT THE
DEPARTMENT OF HIGHWAYS LISBON OUTPOST**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Department of Highways is in need of professional cleaning services for its Lisbon Outpost located at 554 County Route 28A, Lisbon (HR051304 40800 LOP), and

WHEREAS, the County requested quotes/solicited proposals from qualified cleaning services in accordance with the procurement procedures of the County, and

WHEREAS, Karol L. Houle-Marolf was the lowest bid in the amount of \$74.30 per week for a one (1) year contract beginning on the award date,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Karol L. Houle-Marolf for cleaning services at the Department of Highways Lisbon Outpost, upon approval of the County Attorney.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
MEOLA ENTERPRISE FOR CLEANING SERVICES AT THE
DEPARTMENT OF HIGHWAYS POTSDAM AND RUSSELL OUTPOSTS**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Department of Highways is in need of professional cleaning services for its Potsdam Outpost located at 7074 US Highway 11, Potsdam and Russell Outpost located at 3896 County Route 24, Russell (HR051304 40800 POP and HR051304 40800 ROP), and

WHEREAS, the County requested quotes from qualified cleaning services in accordance with the procurement procedures of the County, and

WHEREAS, Meola Enterprise was the lowest bid in the amount of \$70.50 per week for the Potsdam Outpost and \$57.50 for the Russell Outpost for a one (1) year contract beginning on the award date,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Meola Enterprise for cleaning services at the Department of Highways Potsdam and Russell Outposts, upon approval of the County Attorney.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

APPROVING SUPPLEMENTAL AGREEMENT #3 WITH STANTEC CONSULTING SERVICES, INC. FOR CONSTRUCTION INSPECTION (CI) SERVICES FOR THE 2022 BRIDGE NY PROJECT, COUNTY ROUTE 35 (SLAB CITY) BRIDGE OVER TROUT BROOK, BIN 3341700, PIN 775394

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Board of Legislators approves and funds Capital Bridge Projects on an annual basis, and

WHEREAS, Resolution No. 319-2023 authorized the Chair to sign contracts for the 2022 Bridge NY Project for County Route 35 Bridge over Trout Brook, and

WHEREAS, a Supplemental Agreement is now required for CI Services for the Bridge NY Project,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators does hereby approve Supplemental Agreement # 3 for Construction Inspection (CI) Services for:

Consultant: Stantec Consulting Services, Inc.

Contract Title: St. Lawrence County Bridge NY Project
BIN: 3341700
PIN: 775394

Construction Not to exceed \$358,000
Inspection Fee: HM651204 465CO 2035

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to execute all necessary contracts related to this project, upon approval of the County Attorney.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH C & S
ENGINEERING, INC., FOR PRELIMINARY PLANS AND COST ESTIMATES**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the center for maintenance and administration operations for the Department of Highways is currently located on Park Street in the Village of Canton, and

WHEREAS, the facilities at Park Street are in need of review and consideration of future recommendations, and

WHEREAS, the new Highway outpost facilities in Russell, Lisbon, and Potsdam are near completion and are projected to come in under budget which provides the opportunity to determine if relocating the maintenance operations and administration function would be appropriate at this time,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with C & S Engineering, Inc., for preliminary plans and cost estimates, for an amount not to exceed \$12,500 (HM651974 430ED POM).

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BARTON AND LOGUIDICE, D.P.C., FOR BIDDING, CONSTRUCTION, AND INSPECTION SERVICES FOR THE GOUVERNEUR TRANSFER STATION IMPROVEMENT PROJECT AND MODIFYING THE 2024 BUDGET FOR SOLID WASTE

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Gouverneur Transfer Station needs rehabilitation to the scales, and the Prentice framework support needs to be replaced due to structural deterioration, and

WHEREAS, Barton and Loguidice, D.P.C., has prepared a supplemental proposal to provide bidding assistance, construction administration and general engineering services associated with the construction of the Gouverneur Transfer Station Improvement Project for a fee not to exceed \$40,900,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Barton and Loguidice, D.P.C. for bidding, construction and inspection services for the Gouverneur Transfer Station Improvement Project, upon approval by the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for Solid Waste as follows:

DECREASE RETAINED EARNINGS:

05TG0909 50300	Retained Earnings	\$440,900
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INCREASE APPROPRIATED FUND BALANCE:

05TG0599 50300	EL Fund Balance, Appropriated	\$440,900
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INCREASE APPROPRIATIONS:

WT081604 465CO	W TRS Subcontractors	\$400,000
WT081604 430ED	W TRS Engineering Design	<u>40,900</u>
		\$440,900

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**ELECTIONS, REAL PROPERTY & COMMUNITY COLLEGE APPORTIONMENTS
FOR THE YEAR 2024**

By Mr. Gennett, Chair, Finance Committee

BE IT RESOLVED that the following apportionments of Elections, Real Property and Community College charges for the year 2024 be applied to the following municipalities of St. Lawrence County:

<u>MUNICIPALITY</u>	<u>ELECTION CHARGES</u>	<u>REAL PROPERTY CHARGES</u>	<u>COMMUNITY COLLEGE CHARGES</u>
BRASHER	\$29,161.30	\$15,636.35	\$35,797.86
CANTON	\$92,669.24	\$22,442.82	\$51,930.31
CLARE	\$11,273.65	\$2,459.46	\$0.00
CLIFTON	\$44,141.92	\$2,688.85	\$8,810.66
COLTON	\$64,963.53	\$11,120.54	\$3,744.00
DEKALB	\$27,475.42	\$9,501.02	\$18,961.66
DEPEYSTER	\$12,238.01	\$5,968.73	\$0.00
EDWARDS	\$16,853.47	\$9,581.27	\$37,564.65
FINE	\$30,748.95	\$10,940.54	\$9,343.00
FOWLER	\$34,020.65	\$15,390.71	\$15,356.33
GOUVERNEUR	\$46,485.11	\$20,298.63	\$60,624.97
HAMMOND	\$42,940.84	\$11,738.24	\$25,757.33
HERMON	\$19,908.75	\$10,380.11	\$14,424.99
HOPKINTON	\$24,337.41	\$9,796.76	\$15,440.49
LAWRENCE	\$16,990.83	\$7,789.34	\$43,606.15
LISBON	\$45,811.80	\$16,111.03	\$15,901.00
LOUISVILLE	\$40,164.42	\$11,444.30	\$61,042.67
MACOMB	\$21,571.36	\$8,266.31	\$12,412.16
MADRID	\$18,830.12	\$8,376.67	\$4,480.00
MASSENA	\$114,234.30	\$11,199.33	\$117,527.75
MORRISTOWN	\$39,907.43	\$13,546.24	\$42,179.89
NORFOLK	\$40,027.76	\$15,489.67	\$56,037.15
OSWEGATCHIE	\$47,520.20	\$15,997.55	\$45,494.01
PARISHVILLE	\$37,276.78	\$11,926.00	\$17,763.65
PIERCEFIELD	\$26,646.95	\$5,036.32	\$6,236.66
PIERREPONT	\$38,309.80	\$13,085.15	\$15,374.99
PITCAIRN	\$15,646.31	\$7,529.07	\$12,316.33
POTSDAM	\$133,648.58	\$9,547.65	\$81,664.63
ROSSIE	\$13,413.86	\$4,476.32	\$14,113.00
RUSSELL	\$19,475.00	\$11,566.67	\$7,112.00
STOCKHOLM	\$39,090.39	\$21,714.99	\$44,362.65
WADDINGTON	\$34,013.07	\$13,800.33	\$14,149.81
OGDENSBURG	\$65,571.36	\$12,828.35	\$59,717.65
TOTALS	\$1,305,368.57	\$377,675.32	\$969,248.40

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR THE REAL PROPERTY TAX OFFICE FOR INTERDEPARTMENTAL COPYING EQUIPMENT AND OTHER FEES & SERVICES

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Real Property will exceed the budget in the I/D Copying Equipment and Other Fees & Services Accounts for 2023, and

WHEREAS, there are remaining funds in other accounts in the Real Property Tax Office Budget to cover these overages,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Real Property Tax Office for I/D Copying Equipment and Other Fees & Services, as follows:

INCREASE REVENUE:

R1022105 550SDG	Imagemate Online Fees	\$2,100
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INCREASE APPROPRIATIONS:

R1013554 42101	R I/D Copying Equipment	\$1,100
R1013554 43007	R Other Fees & Services	<u>1,000</u>
		\$2,100

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**ADOPTING PROPOSED LOCAL LAW NO. B (NO. __) FOR THE YEAR 2023,
“SETTING POLICY ON ACQUISITION AND SALE OF TAX DELINQUENT
PROPERTY IN ST. LAWRENCE COUNTY”**

By Mr. Gennett, Chair, Finance Committee

BE IT ENACTED by the Board of Legislators of the County of St. Lawrence as follows:

Section 1. This local law shall supersede and repeal all prior local laws regarding the real property tax foreclosure proceeding.

Section 2. Pursuant to Article 11 of the Real Property Tax Law, The St. Lawrence County Board of Legislators hereby exercises the following options for the collection of delinquent taxes in St. Lawrence County.

Section 3. A minimum fee of \$150 shall be charged to each parcel with delinquent taxes on June 1 of the year following the tax bill. This fee shall be used to cover the costs involved in tax foreclosure – primarily abstracting and legal fees.

Section 4. The Tax Enforcement Officer is hereby empowered to take installment payments of delinquent taxes. Said installment payments shall have a payment term of 24 months with payments due every three (3) months. The Tax Enforcement Officer shall add \$2 to all delinquent tax bills to cover the cost of notifying the taxpayer of this right. All Installment Agreements shall be entered into on or before September 30 of the year in which the tax becomes a lien. The Tax Enforcement Officer shall collect twenty-five percent (25%) of the tax due at the time the tax payer signs the Installment Payment Agreement. The remaining seven (7) installments are payable every quarter, with the first one due on December 1, following the Installment Agreement.

Section 5. The Tax Enforcement Officer, the County Treasurer, is hereby authorized to accept a deed in lieu of enforcement of collection of delinquent taxes under Article 11.

Section 6. All property acquired by the County pursuant to Article 11, shall be sold in one of the following manners: a.) at a public auction held on the second Saturday in September of the auction year, b.) at a properly advertised private sale subject to approval by the St. Lawrence County Board of Legislators, or c.) at such date and in such manner as established by a validly issued Administrative Order, a validly issued Executive Order, subsequent superseding State Statute, or valid order of a Court with jurisdiction over the matter. Such sales may also be held online if deemed necessary by the County Treasurer.

Section 7. The County sells only its lien and interest, does not warrant title, and will convey only by quitclaim deed. No abstracts will be provided.

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Section 8. Any fees associated with the auction and conveyance of properties sold at public auction, to include auctioneer fees, buyer's premium, advertising fees, and recording fees will be the responsibility of the bidder.

Section 9. At a public auction, the highest bidder must tender twenty percent (20%) of the bid or a fifty dollar (\$50.00) deposit, whichever is greater. In addition, the highest bidder is responsible for any buyer's premium, auctioneer fees, and possible advertising fees payable by certified check, money order, cash or credit card. The balance is due within thirty (30) days, also payable by certified check, money order or cash. Confirmation of the sale by the St. Lawrence County Board of Legislators is unnecessary for Article 11 properties sold at public auction. The County must sell to the highest bidder unless the highest bidder defaults. Upon default of the highest bidder, the deposit will be forfeited, and the County reserves the right to accept the bid of the second highest bidder.

Section 10. The former owner, and any other person who may be acting as an agent of the former owner, whether disclosed or undisclosed, is strictly prohibited from bidding at the auction.

Section 11. Any bidder who owns property in St. Lawrence County and is delinquent in their taxes shall be prohibited from bidding at the auction. The term delinquent is defined as prior year tax delinquency. No other person who may be acting as an agent of this bidder shall be allowed to bid at the auction.

Section 12. For properties with actual or suspected environmental contamination, application may be made to the Court in an effort to gain "Temporary Incidence of Ownership", granting St. Lawrence County the legal authority to enter such property and conduct an environmental investigation to determine the nature and extent of any environmental contamination which may exist at the property and the cost for addressing such contamination.

Section 13. The costs to St. Lawrence County associated with addressing actual or suspected environmental contamination of a property, including investigative, cleanup and legal costs, may be charged to the assessed owner and included on the tax assessment roll.

Section 14. This local law shall take effect immediately upon filing with the Secretary of State.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**ADOPTING PROPOSED LOCAL LAW C (NO. _) FOR THE YEAR 2023,
AMENDING LOCAL LAW 3 FOR THE YEAR 1993, “AMENDING LOCAL LAW NO. 2
FOR THE YEAR 1956,” “THE ST. LAWRENCE COUNTY INSTALLMENT PAYMENT
OF TOWN, CITY, COUNTY, AND SCHOOL REAL PROPERTY TAX LAW”**

By Mr. Gennett, Chair, Finance Committee

BE IT ENACTED by the Board of Legislators of the County of St. Lawrence as follows:

Section 1. This local law shall supersede and repeal all prior local laws regarding the installment payment of Town, County, and School Real Property Tax Law.

Section 2. PURPOSE

The purpose of this local law is to designate the St. Lawrence County Treasurer’s Office as the St. Lawrence County Real Property Tax Collection Agency and to permit, by option of local School Boards, Town Boards, and City Councils, the installment payment of January Town and County Tax Levies, January City and County Tax Levies and September School Tax Levies. This local law is being adopted pursuant to Title 4-A of Article 9 of the Real Property Tax Law (RPTL, 972-976) and related provisions in Article 13 (RPTL, 1336-1342) which authorizes Counties, Towns, City, and School Districts (other than City School Districts) to establish a coordinated system for the collection of County, Town, City, and School District Taxes in installments.

Section 3. ADMINISTRATION

Upon the enactment of this local law by the County Legislature, the Towns, City, and School Districts of St. Lawrence County may decide, by a majority vote of the Town Board, City Council, or Board of Education, to permit the installment payment of current taxes. The decision to permit the installment payment of taxes requires the local Town/City/School District Tax Collector must collect and receipt for taxes on the same system the County Treasurer uses. Local Tax Collectors must use the County’s computer billing and accounting system. In a Town, City, or School District which has decided to permit installment payment of taxes, each taxpayer may either pay the taxes in full, avoiding the associated charges, or elect to pay taxes in installments, which is accomplished simply by paying the amount designated as “First Installment” on the tax bill. No interest is charged on the installment payments (since the cost associated with the delayed receipt of the tax payments are absorbed into the Service Charge, which in the next Section of this local law, unless the payment is not made on time, in which case the standard rate of interest applies (as defined in Real Property Tax Law).

January Town/County/City Tax Bill: The First Installment is due on or before January 31. Failure to make this payment on time disqualifies Taxpayer from Installment Payment system. The amount to be paid on first Installment must be at least one-third the January Tax Bill plus Service Charge. The second Installment is due on or before March 31. The amount to be paid

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on the second Installment must be at least one-third the January Tax Bill plus Service Charge. The third and final Installment is due on or before May 31.

September School Tax Bill: The first Installment is due on or before September 30. Failure to make this payment on time disqualifies Tax Payer from Installment Payment System. The amount to be paid on the first Installment must be at least one-third the September Tax Bill plus Service Charge. The second Installment is due on or before October 31. The amount to be paid on the second Installment must be at least one-third the September Tax Bill plus Service Charge. The third and final Installment is due on or before November 30.

Section 4. SERVICE CHARGE

A Service Charge of two percent (2%) is to be paid by those taxpayers electing to pay their January Tax Bill in installments. A Service Charge of one percent (1%) is to be paid by those taxpayers elective to pay their September School Tax Bill in installments. This Service Charge is to be County Revenue and is to be used to pay all costs associated with the development, implementation, and administration of Installment Payment of current year taxes.

Section 5. GENERAL POWERS OF THE COUNTY TREASURER

In addition to the powers granted to the County Treasurer in the local law, he/she is hereby authorized and empowered to:

- A. Make, adopt and amend rules and regulations appropriate to the carrying out of this local law and the purposes thereof:
- B. Annually review the Service Charge Fees and to make necessary increases/decreases in the Fees to cover all costs associated with the Installment Payment of taxes:
- C. Delegate his/her functions hereunder to the Deputy County Treasurer or any employee to employees of the Office of the County Treasurer.

Section 6. EFFECTIVE DATE

This local law shall take effect immediately upon its adoption. School Districts which decide to permit Installment Payment of current year School Taxes must so notify the County Treasurer by copy of the official Board of Education Resolution on or before August 1, preceding the September School Tax Levy. The decision to permit Installment payment of current year School Taxes will remain in force until revoked by a Board of Education Resolution, a copy of which must be given the County Treasurer on or before August 1, preceding the September School Tax Levy.

Town Boards and City Boards which decided to permit Installment Payment of current year Town/County or City/County Taxes must so notify the County Treasurer by copy of the official Town Board Resolution on or before October 1, preceding the January Town/County Tax Levy. The decision to permit Installment Payment of current year Town/County Taxes will remain in force until revoked by a Town Board Resolution, a copy of which must be given the County Treasurer on or before October 1, preceding the January Town/County or City/County Tax Levy.

St. Lawrence County Vacancy Authorization Form

Highway



Type: Fill Heavy Equipment Operator

Subunit (If Applicable): _____ Date Submitted: 10/26/2023

Reason Vacated: Retirement _____ Position Number: 310100023

Date Vacated: 11/29/23 _____ Position # Abolished: _____

Position Status: Fulltime Last Fill Date: 1/26/2019

Jurisdictional Class: Non-Competitive Appointee Will Be: Permanent

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$53,613 Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$27,579 Revenue Generating: No 0 %

Base Salary: \$47,856 Reimbursed by Local, State or Federal Funds: No 0 %

Base Hourly: \$23.01

Grade: 23

Net County Cost: \$81,192

*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.

This position is responsible for the operation of specialized heavy equipment used in snow and ice control, highway repair, construction and maintenance projects. Failure to fill this position will seriously impede the Department's ability to maintain safe and passable roads.

Department Head: *Donell R. Chaston*

Approved?
Yes No

County Administrator: _____

Resolution #: _____

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

HEO

MINIMUM QUALIFICATIONS: Two (2) years of experience in the operation of highway construction and maintenance equipment.

SPECIAL REQUIREMENT: Possession of a valid New York State operator's license appropriate for the vehicles operated.

St. Lawrence County Vacancy Authorization Form

Solid Waste



Type: Fill



Heavy Equipment Operator

Subunit (If Applicable):

Date Submitted: 10/31/2023

Reason Vacated: Promotion



Position Number: 309800008

Date Vacated: 10/28/2023

Position # Abolished:

Position Status: Fulltime



Last Fill Date: 1/15/19

Jurisdictional Class: Non-Competitive



Appointee Will Be: Permanent

Hrs Per Week: 40

Shift Length: 8



FTE: 1.00

Budget

Salary of Person Leaving: \$51,747

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$26,619

Revenue Generating: No 0 %

Base Salary: \$42,357

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

Base Hourly: \$20.36

Grade: SWD2

Net County Cost: \$78,366

*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 Solid Waste Department continues to experience vacancies due to military and medical leaves, leaving the Department short-staffed. This position is needed for compliance with New York State DEC regulation for leachate disposal and Solid Waste transportation.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: 291-2023

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Heavy Equipment Operator (SW)

MINIMUM QUALIFICATIONS: Two (2) years of experience in the operation of construction and maintenance equipment.

SPECIAL REQUIREMENT:

- Valid New York State Class A license.
- New York State Weigh Master's license obtained within six (6) months of appointment.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**REVIEW OF THE AMERICAN RESCUE PLAN ACT (ARPA) APPROPRIATION
TO THE SLC IDA AND AMENDING THE FUNDING CATEGORIES FOR
ECONOMIC DEVELOPMENT AND TOURISM**

By Mr. Gennett, Chair, Finance Committee
Co-Sponsored by Mr. Reagen, District 1; Mr. Hull, District 8;
Mr. Fay, District 9; and Mr. Burke, District 12

WHEREAS, Resolution No. 181-2022 was adopted on May 2, 2022, accepting the ARPA Committee recommendations for the American Rescue Plan Act (ARPA) Funds in the amount of \$20.9M, and

WHEREAS, funds were appropriated associated to support economic development and tourism to promote business recovery and development as well as shine a new light on the efforts made by businesses in the County to provide goods and services to the public, and

WHEREAS, of the funds appropriated, \$2.9M has been allocated to the St. Lawrence County Industrial Development Agency (SLC IDA) to ensure there are opportunities provided throughout the County, and

WHEREAS, the plan for use of the \$2.9M as prepared by the SLC IDA includes five targeted areas of funding including: workforce training and development (\$900,000); facility infrastructure improvements (\$1,000,000); small business and nonprofit assistance (\$300,000); travel tourism, hospitality promotion (\$350,000); and travel, tourism, and hospitality capacity building grants (\$350,000), and

WHEREAS, the plan for workforce development includes a subdivision of the following; new hire and existing worker training (\$600,000), heavy equipment operator training (\$150,000), healthcare skills development (\$125,000), and workforce talent pipeline development (\$25,000), and

WHEREAS, the SLC IDA has been administering these programs for the past year and has developed an understanding of the demand and need for each of the programs within the County, and

WHEREAS, additional non-ARPA funds are available or have been leveraged for the training programs, including the New and Existing Worker Training, Heavy Equipment Operator, and Healthcare Skills Development Programs, and

WHEREAS, these additional funds will enable the training programs to be undertaken in the same timeframe ARPA funds need to be allocated and will provide the same training and skill development as would be provided by the ARPA funds, and

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WHEREAS, as a result of its experience administering the ARPA Programs, and in light of other funding sources available, the SLC IDA is requesting the following modifications to the funding categories to best meet the current demand in the County for the ARPA economic development and tourism programs:

<u>Category:</u>	<u>Original:</u>	<u>Request to Modify:</u>	<u>New Total:</u>
Facility Infrastructure Improvements	\$1,000,000	\$450,000	\$1,450,000
Small Business and Nonprofit Assistance	\$300,000	(\$50,000)	\$250,000
New Hire and Existing Worker Training	\$600,000	(\$250,000)	\$350,000
Heavy Equipment Operator Training	\$150,000	(\$50,000)	\$100,000
Healthcare Skills Development	\$125,000	(\$100,000)	\$25,000

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the review of the American Rescue Plan Act (ARPA) Appropriation to the SLC IDA and amending the funding categories for economic development and tourism.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK STATE UNIFIED COURT SYSTEM TO PROVIDE CLEANING AND MINOR REPAIR SERVICES FOR COURT FACILITIES AT THE COUNTY COMPLEX

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County is required by law to provide and maintain adequate Court Facilities for use by trial courts of the State of New York, and

WHEREAS, the existing five-year contract with the New York State Unified Court System for cleaning and minor and emergency repair services in the Court Facilities in the County Complex expired on March 31, 2023, and

WHEREAS, a new agreement (2023-2028 St. Lawrence Court Facilities Contract No. C300525) shall be retroactively effective beginning April 1, 2023, for a maximum of five years through March 31, 2028, with the initial period of this five-year term to commence on April 1, 2023 and terminate on March 31, 2024 with a maximum dollar amount of \$463,324 (BG030895 560CF) for the initial period,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Unified Court System to provide cleaning and minor repair services for Court Facilities at the County Complex, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the contract will be for a term of five (5) years retroactive from April 1, 2023 to March 31, 2028.

December 4, 2023

Finance Committee: 11-27-2023

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE
FOR COSTS ASSOCIATED WITH COMMUNITY COLLEGE TUITION**

By Mr. Gennett, 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 2023 Budget appropriated \$850,000 for payments to Community Colleges, and

WHEREAS, the outstanding bills and any other that arrive throughout the end of 2023 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 2023 Budget for the County Administrator's Office for costs associated with community college tuition, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$200,000
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INCREASE APPROPRIATIONS:

B1E24904 46502	B EDUC Community Colleges Tuition	\$200,000
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December 4, 2023

Finance Committee: 11-27-2023

RESOLUTION NO. _____

**ESTABLISHING A DATE AND TIME FOR THE
ORGANIZATIONAL BOARD MEETING**

By Mr. Gennett, Chair, Finance Committee

BE IT RESOLVED that the Organizational Meeting of the St. Lawrence County Board of Legislators shall be held on Tuesday, January 2, 2024, at 6:00 p.m. in the St. Lawrence County Board of Legislators' Chambers, Court House, Canton, New York for the purpose of electing a Chair of the Board of Legislators and transacting any other business that may come before the Board.

December 4, 2023

Finance Committee: 11-27-2023

RESOLUTION NO. _____

**ADOPTING LOCAL LAW D, (NO. __) FOR THE YEAR 2023
"TAX CAP OVERRIDE FOR FY 2024"**

By Mr. Gennett, Chair, Finance Committee

BE IT ENACTED by the Board of Legislators that Pursuant to Chapter 97-2011 of the Laws of the State of New York and Section 3-c of the General Municipal Law Overriding Tax Levy Limit for Fiscal Year 2024 that:

Section 1. TITLE OF THE LOCAL LAW

This Local Law shall be entitled "Tax Cap Override for FY 2024." Overriding Tax Levy Limit for 2024.

Section 2. AUTHORIZATION

For fiscal year 2024, the County of St. Lawrence shall override the real property tax levy limit established by Chapter 97 of the Laws of 2011 of the State of New York and may adopt a budget requiring a tax levy that is greater than such tax levy limit.

Section 3. VOTE REQUIREMENT

This local law is adopted pursuant to subdivision 5 of the General Municipal Law § 3-C, which expressly authorizes the County Board of Legislators to override the tax levy limit by the adoption of a local law approved by vote of sixty percent (60%) of the Board.

Section 4. PURPOSE

The purpose of this local law is to permit the override of the limit on the amount of real property taxes that may be levied by the County of St. Lawrence, and to allow the County to adopt a county budget for the fiscal year 2024 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law § 3-C.

Section 5. DEFINITION

Tax Cap Override for FY 2024 The County Board of Legislators, County of St. Lawrence, is hereby authorized to adopt a budget for FY 2024 that requires a real property tax levy in excess of the amount otherwise proscribed in General Municipal Law § 3-C.

Section 6. SUPERSESSSION

Pursuant to the powers granted by the Municipal Home Rule, this Local Law supersedes all provisions of any other laws in the County of St. Lawrence, in so far as such statues are inconsistent with this Local Law and any other laws or regulations of the County of St. Lawrence

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are superseded to the extent necessary to give this Local Law full force and effect. All other provisions shall remain the same.

Section 7. SEVERABILITY

Each separate provision of this Local Law shall be deemed independent of all other provisions therein, and if any provisions shall be deemed or declared invalid, all other provisions hereof shall remain valid and enforceable.

Section 8. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing in the office of the Secretary of State, in accordance with Municipal Home Rule Law § 27.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
CASELLA WASTE SERVICES FOR REFUSE SERVICES AT HARROWGATE
COMMONS IN MASSENA, NEW YORK FOR DISTRICT OFFICES**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County leases space at Massena Harrowgate Commons in Massena for district offices of Probation, Department of Motor Vehicles, and Emergency Services, and

WHEREAS, to date, Casella Waste Services has provided excellent service to the Harrowgate Commons, and this service agreement will maintain the same service for 24 months following the date of the signed contract (XPT36404 43007; K1314104 43007; Q1M31404 43007), at a rate of \$121.71/monthly,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Casella Waste Services for refuse services at Harrowgate Commons in Massena, New York, for district offices, upon approval of the County Attorney.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH KAROLE L. HOULE-MAROLF FOR CLEANING SERVICES AT DISTRICT OFFICES LOCATED AT HARROWGATE COMMONS IN MASSENA, NEW YORK

By Mr. Gennett, Chair, Finance Committee

WHEREAS, since 2010 St. Lawrence County has leased property at Harrowgate Commons, Massena, for district offices of Probation, Department of Motor Vehicles, and the backup location for the dispatch center for Emergency Services (K1314104 43007; Q1M31404 43007 and XPT36404 43007), and

WHEREAS, the contact period is January 1, 2024, through December 31, 2024, and

WHEREAS, the lease specifies that “Lessee shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances therein, and shall, in the use and occupancy of the premises, conform to all laws, orders, and regulations of the federal, state, and municipal governments or any of their departments,” and “Lessee shall not unreasonably permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building,” and

WHEREAS, Karole L. Houle-Marolf will continue to provide cleaning services to the Harrowgate Commons at a rate of \$28 per hour,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Karole L. Houle-Marolf for cleaning services at district offices located at Harrowgate Commons, Massena, New York, upon approval of the County Attorney.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH MEOLA ENTERPRISE
FOR CLEANING SERVICES AT DISTRICT OFFICES LOCATED AT
99 WEST MAIN STREET, GOUVERNEUR, NEW YORK**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County leases space at 99 West Main Street in Gouverneur, for district offices, and

WHEREAS, the contact period is January 1, 2024, through December 31, 2024, and

WHEREAS, Meola Enterprise will provide cleaning services at the satellite offices in Gouverneur at a rate of \$32.50 per hour and \$10 for mileage,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Meola Enterprise for cleaning services at district offices located at 99 West Main Street, Gouverneur, New York, upon approval of the County Attorney.

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Finance Committee: 11-27-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH STEP-BY-STEP, INC.
FOR THE OPERATION OF A WARMING CENTER AND MODIFYING THE 2023
BUDGET FOR THE DEPARTMENT OF SOCIAL SERVICES**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the State of New York Office of Temporary and Disability Assistance (OTDA) has the responsibility to provide funding for emergency services under the Code Blue Initiative, and

WHEREAS, across New York State, a Code Blue alert must be called when temperatures are expected to fall below 32 degrees Fahrenheit with wind chills for at least two consecutive hours, and requirements of the Code Blue regulations are to provide shelter and assistance for homeless during inclement weather, and

WHEREAS, OTDA approved the St. Lawrence County Code Blue Initiative allocation of \$242,686 for the period of October 1, 2023 to September 30, 2024, and

WHEREAS, Social Services has identified a continued need for additional resources to support individuals facing homelessness and extreme weather conditions in the region, and

WHEREAS, the availability of warming centers is a critical component in protecting vulnerable populations from the impacts of weather exposure, and

WHEREAS, Step-by-Step, Inc. has demonstrated commitment to provide such essential services and has proposed to utilize the Lincoln School Apartment in Ogdensburg as a warming center,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to Sign a Contract with Step-By-Step, Inc. for the operations of a warming center, and

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

INCREASE REVENUE:

DAG36105 56000 CB	D Code Blue SA Revenue	\$192,686
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INCREASE APPROPRIATIONS:

DAG60104 43007 CB	D CB Other Fees and Services	\$192,686
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.