

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
FAX (315) 379-2463

RUTH A. DOYLE
County Administrator

JOSEPH LIGHTFOOT
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MR. LARRY DENESHA, CHAIR
MONDAY, DECEMBER 14, 2020
*****BOARD ROOM AND LIVE VIA YOUTUBE*****
*****IMMEDIATELY FOLLOWING SERVICES COMMITTEE *****

****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** – November 9
- 3. PLANNING – JASON PFOTENHAUER**
 - A. Authorizing the Chair to Sign a Contract with New York State Department of Transportation for the Purchase of Buses and Modifying the 2021 Budget for the Planning Office (Res)
 - B. Lead Grant Update (Discussion)
- 4. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Maintenance Contract with Business Electronics for Voice Recorders Located at the Backup 911 PSAP in Massena (Res)
 - B. Towers Update (Discussion)
- 5. SHERIFF – BROOKS BIGWARFE**

(Note: The following resolution will go to the December 21st Special Board Meeting)

 - A. Adoption of an Implementation Plan per Executive Order No. 203 of Governor Andrew M. Cuomo, New York State Police Reform and Reinvention Collaborative (Res)
- 6. COUNTY CLERK – SANDY SANTAMoor**
 - A. Modifying the 2020 Budget for the Office of the County Clerk for Overtime Costs for the Department of Motor Vehicles (Res)

7. HUMAN RESOURCES – JONNIE DOROTHY

- A. Authorizing the Chair to Sign a Contract with “Trusted Employees” for Background Screening (Res)
- B. Health Insurance Related to COVID-19 (Discussion)

8. VACANCY REVIEW COMMITTEE

- A. Sheriff
 - 1. Fill Deputy Sheriff (605000037)
 - 2. Fill Correction Officer (603000034)
 - 3. Fill Correction Officer (603000067)
- B. Governmental Services
 - 1. Fill Electrical Maintenance Worker (328100002)

9. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

10. 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)

11. OLD/NEW BUSINESS

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

12. EXECUTIVE SESSION

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

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

13. ADJOURNMENT – If there is no further business.

January 4, 2021

Operations Committee: 12-14-2020

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF BUSES AND MODIFYING THE 2021 BUDGET FOR THE PLANNING OFFICE

By Mr. Denesha, Chair, Services Committee

WHEREAS, St. Lawrence County submitted a 2018 Modernization and Enhancement Program (MEP) application to upgrade and modernize its public transportation equipment and services, and

WHEREAS, the New York State Department of Transportation awarded the County \$1.5 million to purchase up to ten, 28-passenger buses with no local match required,

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 the purchase of buses, upon approval of the County Attorney, and

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

INCREASE APPROPRIATIONS:

N2B56302 23000	N Automotive Equipment	\$1,500,000
----------------	------------------------	-------------

INCREASE REVENUE:

N2B35945 56002	N SA Capital Funds for Bus	\$1,500,000
----------------	----------------------------	-------------

BE IT FURTHER RESOLVED that the Board of Legislators authorizes, at no cost to the County, the order of ten, 28-passenger buses off the State contract, and

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

January 4, 2021

Operations Committee: 12-14-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A MAINTENANCE CONTRACT
WITH BUSINESS ELECTRONICS FOR VOICE RECORDERS LOCATED
AT THE BACKUP 911 PSAP IN MASSENA**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Emergency Services purchased Audiology Recording Equipment for the backup 911 PSAP located in Massena with a grant from the NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications, and

WHEREAS, a new 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 \$3,530 (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 located at the Backup 911 PSAP in Massena, upon approval of the County Attorney.

January 4, 2021

Operations Committee: 12-14-2020

RESOLUTION NO. _____

**ADOPTION OF AN IMPLEMENTATION PLAN PER EXECUTIVE ORDER NO. 203
OF GOVERNOR ANDREW M. CUOMO, NEW YORK STATE POLICE REFORM
AND REINVENTION COLLABORATIVE**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Executive Order No. 203, New York State Police Reform and Reinvention Collaborative, requires all police agencies perform a comprehensive review of deployments, policies, procedures, and practices, and develop an improvement plan, and

WHEREAS, on July 13, 2020, the Sheriff presented to the St. Lawrence County Board of Legislators an overview of the steps proposed to be taken by the Sheriff's Office to comply with Executive Order No. 203, and

WHEREAS, a Stakeholder group, as defined by Executive Order No. 203, was sought and convened on October 13, 2020 to discuss and consider evidence based policing strategies including but not limited to, use of force policies, procedural justice; any studies addressing systemic racial bias or racial justice in policing; implicit bias awareness training; de-escalation training and practices; law enforcement assisted diversion programs; restorative justice practices; community-based outreach and conflict resolution; problem-oriented policing; hot spots policing; focused deterrence; crime prevention through environmental design; violence prevention and reduction interventions; model policies and guidelines promulgated by the New York State Municipal Police Training Council; and standards promulgated by the New York State Law Enforcement Accreditation Program, and

WHEREAS, a Public Forum was held on October 21, 2020, including the Stakeholders, to allow for public input on the evidence based policing strategies, and

WHEREAS, on November 9, 2020, the Sheriff presented the proposed Implementation Plan to the St. Lawrence County Operations Committee, and

WHEREAS, an additional public hearing will be held on December 21, 2020, for further public input, and

WHEREAS, the St. Lawrence County Sheriff's Office would like to ensure that all of its citizens are treated equally, fairly, and justly before the law, and with greater transparency, and

WHEREAS, after considering the input offered from the Stakeholders and the public, the Implementation Plan includes equipping the Sheriff's Deputies with Body Cameras, improving de-briefing of Deputies after critical incidents, provide additional training in areas of mental health and de-escalation, annual review of all policy and procedures to ensure highest standards and accreditation, increase community interaction with Regional "Town Hall" Meetings, as well as providing positive information to the public through social media, and training for our Public Relations Deputy,

January 4, 2021

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators adopts an Implementation Plan per Executive Order No. 203 of Governor Andrew M. Cuomo, New York State Police Reform and Reinvention Collaborative, and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Andrew Cuomo, Senator Patricia Ritchie, Senator Elizabeth Little, Senator Joseph Griffo, Assemblyman Mark Walczyk, Assemblyman Billy Jones, Assemblyman Robert Smullen, Assemblyman Ken Blankenbush, and New York State Budget Director Robert Mujica.

January 4, 2021

Operations Committee: 12-14-2020

RESOLUTION NO. _____

MODIFYING THE 2020 BUDGET FOR THE OFFICE OF THE COUNTY CLERK FOR OVERTIME COSTS FOR THE DEPARTMENT OF MOTOR VEHICLES

By Mr. Denesha, Chair, Operations Committee

WHEREAS, a budgetary measure identified twenty-five percent (25%) or \$22,500 for overtime expenses and located those funds in the contingency account, and

WHEREAS, the County Clerk's Office will exceed the identified percentage of appropriations that were included for the 2020 Budget for overtime costs, and

WHEREAS, it is necessary to transfer the balance from targeted contingency,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for the Office of the County Clerk for overtime expenses for the Department of Motor Vehicles, as follows:

INCREASE APPROPRIATIONS:

K1614101 18000	DMV Overtime	\$52,500
----------------	--------------	----------

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$52,500
----------------	----------------------------	----------

January 4, 2021

Operations Committee: 12-14-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
“TRUSTED EMPLOYEES” FOR BACKGROUND SCREENING**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, New York State Civil Service Law requires municipal civil service agencies to perform application reviews, which includes verification of education, experience and licensure/certification, before an appointment can be made, and

WHEREAS, St. Lawrence County Civil Service has relied upon appointing authorities to verify such credentials in the past and would like to centralize and standardize this practice within the Human Resources Department, and

WHEREAS, St. Lawrence County would like to contract with TrustedEmployees.com, a background screening company, to provide background screening on new hires to ensure verification of applicants credentials, and

WHEREAS, background screenings may include the following checks: Multi-state criminal search, OFAC/global terrorist search, most wanted search (DEA, FBI & others), fifty (50) state sex offender registry, two (2) state federal court search, two (2) state/county court criminal search, employment verification, education verification, sanctions search (OIG {LEIE}, OMIG, GSA-SAM, EPLS), known aliases, 10-15 year address history listing, and social security number verification, and

WHEREAS, the cost of the service is \$69.95 plus applicable fees per report which includes all the above listed checks with the ability to customize reports based on department needs, and

WHEREAS, St. Lawrence County has been averaging 130 new hires per year, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with TrustedEmployees.com for background screening, and

NOW, THEREFORE, BE IT RESOLVED that the terms will be January 1, 2021 through December 1, 2021 with annual renewals for up to three (3) years, ending December 31, 2024.

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Deputy Sheriff

Subunit (If Applicable): Criminal Division

Date Submitted: November 10, 2020

Reason Vacated: Lateral Move

Position Number: 605000037

Date Vacated: 12/8/2020

Position # Abolished:

Position Will Be: Full-time

Last Fill Date: 1/7/2002

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$60,228

Revenue Generating: No 0 %

Benefits: Yes \$29,939

Reimbursed by State
or Federal Funds: No 0 %

Base Salary: \$42,489

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$90,167

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 assigning a Deputy Sheriff (road patrol) position to Civil and filling the Criminal position. If this position is not filled, the safety of the citizens of St. Lawrence County are at a greater risk and there is potential for increased overtime costs.

Academy begins January 11, 2021 and it is important that this position be filled timely so the candidate can enter Academy at this time.

Department Head:

Brooks J. Benjamin

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriffs Office



Type: Fill

Correction Officer

Subunit (If Applicable): Correctional Facility

Date Submitted: 12/07/20

Reason Vacated: Resignation

Position Number: 603000034

Date Vacated: 12/04/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 12/05/17

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$46,031

Revenue Generating: No 0 %

Benefits: Yes \$22,882

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$42,628

Budget Mod Attached, If Required?

Grade: 0

Net County Cost: \$68,913

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.

Department Head:

Brooks J. Gjirafa

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriffs Office



Type: Fill

Correction Officer

Subunit (If Applicable): Correctional Facility

Date Submitted: 12/07/20

Reason Vacated: Termination

Position Number: 603000067

Date Vacated: 12/14/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 01/02/18

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$46,031

Revenue Generating: No 0 %

Benefits: No Health Insurance \$10,928

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$42,628

Budget Mod Attached, If Required?

Grade: 0

Net County Cost: \$56,959

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.

Department Head: *Brooks J. Bjornke*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

GOVERNMENTAL SERVICES



Type: Fill

Building Electrical Maintenance Worker

Subunit (If Applicable): Buildings & Grounds

Date Submitted: 11/3/2020

Reason Vacated: Retirement

Position Number: 328100002

Date Vacated: 1/29/2021

Position # Abolished:

Position Will Be: Full-time

Last Fill Date: 12/2/2017

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$45,847

Revenue Generating: No 0 %

Benefits: Yes \$22,791

Reimbursed by State or Federal Funds: Yes 23 %

Base Salary: \$42,500

Budget Mod Attached, If Required?

Grade: 22

Net County Cost: \$52,851

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 electrical and general building maintenance, repairs, and renovations. Due to the retirement of a Building Electrical Maintenance Worker on 1/29/2021, as well as current and anticipated County remodeling and electrical projects, any reduction in resources would mean our buildings would not be maintained to the standards required and our ability to complete present and future capital projects would be greatly hindered.

We are presently involved in a major light project through a NYSERDA Energy Grant, with a mandatory deadline of June 30, 2021, to complete the installation of 600 lighting fixtures at the H.B. Smith Building.

Department Head: Dale R. Grant

Approved?

Yes No

County Administrator:

Resolution #: