

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

FINANCE COMMITTEE AGENDA
KEVIN ACRES, CHAIR
MONDAY, DECEMBER 21, 2020
*****BOARD ROOM AND LIVE VIA YOUTUBE *****
*****5:30 P.M. *****

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 202.1 ARTICLE 7, SUSPENSION OF LAW ALLOWING THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – November 23**
- 3. COVID-19 UPDATE – Dr. Dana McGuire and Dr. Andrew Williams**
- 4. HIGHWAY – DON CHAMBERS**
 - A. Approving Supplemental Agreement #3 with Barton & Loguidice, D.P.C. for Additional Construction Inspection (CI) Services for St. Lawrence County Bridge Preservation Project, BINS 3340850, 3341310, 3341710 and 3341720, PIN 775378 (Res)
 - B. Approving Supplemental Agreement #1 with Barton and Loguidice, D.P.C. for Construction Inspection (CI) Services for Depot Street over Deer River Project, BIN 3220850, PIN 775386 (Res)
- 5. REAL PROPERTY – BRUCE GREEN**
 - A. Correcting and Refunding Erroneous Taxes (Res)
- 6. TREASURER – RENEE COLE**
 - A. Authorization of Petty Cash Accounts and Departmental Cash Drawers (Res)
 - B. Authorizing Blanket Bond in Lieu of Individual Sureties for County Officials and Employees (Res)
 - C. Bank Depositories and Investment of County Funds Policy (Res)
 - D. 2020 Update on the Performance of Investments (Discussion)
- 7. WORKFORCE DEVELOPMENT BOARD – BARB LASHUA**
 - A. Modifying the 2020 WIOA Budget for Temporary Assistance for Needy Families (TANF) (Res)

If you have a disability and need accommodations, please call the Board of Legislators Office at (315) 379-2276 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

8. LEGISLATOR LIGHTFOOT

- A. Committing to Honoring the Current Distribution Formula of Sales and Compensating Use Tax to the Towns and Villages in St. Lawrence County (Res)

9. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

- A. Adoption of Rules of Procedure (Res)
- B. Amending Resolution No. 27-2020, “Newspaper Designation Rotation Schedule” (Res)
- C. Newspaper Designation (Res)
- D. Authorizing the Chair to Sign Contracts (Res)
- E. Authorization to Request a Dog Quarantine (Res)
(Note: This resolution was tabled at the January Operational Board Meeting and will need a motion to remove it from the Table.)

10. VACANCY REVIEW COMMITTEE

- A. Highway
 - 1. Fill Motor Equipment Mechanic Helper (308000003)
- B. One Stop Career Center
 - 1. Fill Keyboard Specialist (003100094)
 - 2. Fill Principal Account Clerk (100300009)

11. 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 (Sheridan)
- F. Industrial Development Agency (Reagen)
- G. Recreational and Trails Advisory Board (Arquiett)
- 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)

12. OLD AND NEW BUSINESS

- A. Approving a Tentative Agreement Between the County of St. Lawrence and the City Of Ogdensburg In Relation to the Allocation and Distribution of Money Collected from the Sales And Compensating Use Taxes Imposed Pursuant To Articles 28 And 29 of the Tax Law for the Term of December 1, 2021 through November 30, 2030 (Res)

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

13. EXECUTIVE SESSION

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

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

14. ADJOURNMENT – If there is no further business.

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

**APPROVING SUPPLEMENTAL AGREEMENT #3 WITH BARTON & LOGUIDICE,
D.P.C. FOR ADDITIONAL CONSTRUCTION INSPECTION (CI) SERVICES FOR
ST. LAWRENCE COUNTY BRIDGE PRESERVATION PROJECT,
BINS 3340850, 3341310, 3341710 AND 3341720, PIN 775378**

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Board of Legislators approved and funded Capital Bridge Projects, and

WHEREAS, Resolution No. 436-2019 authorized the Chair to sign Supplemental Agreement #2 with Barton & Loguidice, D.P.C. for construction inspection services for the St. Lawrence County Bridge Preservation Project (the "Project"), and

WHEREAS, an additional supplemental agreement is now required due to additional hours for inspection required above the original contract estimate,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves Supplemental Agreement #3 for additional Construction Inspection (CI) services for St. Lawrence Bridge Preservation Project, as follows:

Consultant: Barton & Loguidice, D.P.C.

Contract Title: St. Lawrence County Bridge Preservation Project
BINS: 3340850, 3341310, 3341710 and 3341720
PIN: 775378

Additional
Construction

Inspection Fee: Not to exceed \$15,000
HM651204 465CO 1801

BE IT FURTHER RESOLVED that the Board of Legislators is authorizes the Chair to sign all necessary contracts, upon approval of the County Attorney.

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

**APPROVING SUPPLEMENTAL AGREEMENT #1 WITH BARTON AND LOGUIDICE,
D.P.C. FOR CONSTRUCTION INSPECTION (CI) SERVICES FOR
DEPOT STREET OVER DEER RIVER PROJECT,
BIN 3220850, PIN 775386**

By Mr. Acres, Chair, Finance Committee

WHEREAS, Resolution No. 224-2019 authorized the Chair to sign a contract with Barton and Loguidice, D.P.C. for consulting services for the Depot Street Bridge over Deer River Project (the "Project"), and

WHEREAS, the Board of Legislators approved and funded Capital Bridge Projects, and

WHEREAS, Barton and Loguidice, D.P.C. is currently providing consulting services for this Project and is qualified to provide construction inspection services, 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:	Depot Street Bridge over Deer River Project BIN: 3220850 PIN: 775386, Town of Brasher
Construction Inspection Fee:	\$139,000 HM651204 465CO 1903

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

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

CORRECTING AND REFUNDING ERRONEOUS TAXES

By Mr. Acres, Chair, Finance Committee

WHEREAS, Chapter 515 of the Laws of 1997 provides a local option for erroneously levied taxes in the amount of \$2,500 or less to be corrected or refunded upon application according to Section 554 and 556, respectively, of the Real Property Tax Law upon recommendation of the County Director of Real Property Tax Services and approval of the Chief Fiscal Officer of the County, and

WHEREAS, the County Treasurer and the Director of Real Property Tax Services recommend that this option be adopted in order to make these corrections and/or refunds to the taxpayer erroneously assessed in a more timely and efficient fashion,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes correcting and refunding erroneous taxes, and

BE IT FURTHER RESOLVED that the Board of Legislators adopts the provisions set forth in Chapter 515 of the Laws of 1997 allowing the County Treasurer to correct tax bills or issue a check for the refund where taxes have been paid upon the recommendation of the Director of Real Property Tax Services and the approval of the Chief Fiscal Officer for the calendar year 2021, and

BE IT FURTHER RESOLVED that on or before the 15th day of each month, the Real Property Director shall submit a report to the County Board of Legislators of the corrections or refunds processed by the Treasurer during the preceding month indicating the name of each recipient, the location of the property and the amount of the correction or refund.

January 4, 2021

Finance Committee: 12-16-2020

RESOLUTION NO. _____

**AUTHORIZATION OF PETTY CASH ACCOUNTS
AND DEPARTMENTAL CASH DRAWERS**

By Mr. Acres, Chair, Finance Committee

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

NOW, THEREFORE, BE IT RESOLVED that the following petty cash accounts and departmental cash drawers are established:

Petty Cash Accounts		Departmental Cash Drawers	
Public Health	\$250	Sheriff Civil Department	\$100
Probation	\$400	Mental Health	\$100
Sheriff	\$1,500	Chemical Dependency, Ogdensburg	\$50
Social Services	\$1,700	Chemical Dependency, Canton	\$100
Highway	\$150	Treasurer	\$250
Community Services	\$250	County Clerk	\$410
		County Clerk DMV, Canton	\$600
		County Clerk DMV, Massena	\$400
		County Clerk DMV, Ogdensburg	\$400
		County Clerk DMV, Gouverneur	\$300
		Real Property	\$100
		Solid Waste Transfer, Ogdensburg	\$450
		Solid Waste Transfer, Massena	\$450
		Solid Waste Transfer, Star Lake	\$450
		Solid Waste Transfer, Gouverneur	\$450
Total	\$4,250	Total	\$4,610

BE IT FURTHER RESOLVED that each Department will submit an annual reconciliation of each petty cash account and cash drawer to the Treasurer at the end of each year.

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

**AUTHORIZING BLANKET BOND IN LIEU OF INDIVIDUAL SURETIES
FOR COUNTY OFFICIALS AND EMPLOYEES**

By Mr. Acres, Chair, Finance Committee

WHEREAS, official undertakings are required for certain public officials, and

WHEREAS, the surety on such undertakings may be a fidelity or surety corporation, and

WHEREAS, the reasonable expense of procuring such surety shall be a charge against the State or political subdivision or municipal corporation, respectively, in and which the official or employee is elected, and

WHEREAS, the County of St. Lawrence wishes to provide such a surety for its elected officials and employees as follows:

- A. \$200,000/loss coverage for the Sheriff, the District Attorney, and all other employees required to be bonded;
- B. \$200,000/loss coverage for the County Clerk;
- C. \$900,000/loss coverage for the Treasurer;
- D. \$5,000 deductible on all of the above,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes a blanket bond in lieu of individual sureties for County officials and employees, and

BE IT FURTHER RESOLVED the amount will not exceed \$9,000.

January 4, 2021

Finance Committee: 12-16-2020

RESOLUTION NO. _____

BANK DEPOSITORIES AND INVESTMENT OF COUNTY FUNDS POLICY

By Mr. Acres, Chair, Finance Committee

NOW, THEREFORE, BE IT RESOLVED that in accordance with County Law and General Municipal Law the following banks be and hereby are designated as depositories for County funds received by the County Treasurer with permitted maximum deposits at any one time listed below:

<u>Depository Name</u>	<u>Maximum</u>
Community Bank N.A.	\$35,000,000*
Key Bank N.A.	\$60,000,000
Upstate National Bank	\$10,000,000
NBT	\$10,000,000
Citizens Bank	\$10,000,000
Municipal Investors Service Corporation	\$10,000,000
First Empire Securities	\$10,000,000
NYCLASS	\$30,000,000
Webster Bank	\$10,000,000
Tioga State Bank	\$10,000,000
TD Bank	\$10,000,000

***Amount increased from \$25,000,000**

BE IT FURTHER RESOLVED that the County Treasurer is authorized to deposit money in accordance with the St. Lawrence County Investment Policy, and this policy authorizes the Treasurer to deposit funds, not needed temporarily, in certificates of deposit, Money Market Accounts, United States Treasury Bills, repurchase agreements, and day-of-deposit to day-of-withdrawal savings account, at prevailing interest rates in any bank authorized for the deposit of County funds as per this resolution, and that the County Treasurer may use his/her discretion in selecting any allowable bank under NY General Municipal Law for investment purposes only, up to a limit of \$10,000,000 per bank unless otherwise noted in this policy, a report of such investments must be provided to the Board of Legislators at the subsequent Finance Committee meeting, and

BE IT FURTHER RESOLVED that the total deposits, excluding United States Treasury Bills, are not to exceed the amounts authorized by this resolution, and are to be secured as required by Article 10 of the General Municipal Law and as outlined by the County's Investment Policy.

INVESTMENT POLICY FOR ST. LAWRENCE COUNTY

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment by the County or on behalf of any other entity or individual.

January 4, 2021

II. OBJECTIVES

The primary objectives of the County's investment activities are, in priority order:

- * to conform with all applicable federal, state and other legal requirements;
- * to adequately safeguard principal;
- * to provide sufficient liquidity to meet all operating requirements;
- * to obtain a reasonable rate of return.
- * to make every effort to invest locally.

III. DELEGATION OF AUTHORITY

The County Legislature's responsibility for administration of the investment program is delegated to the County Treasurer, who shall maintain written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amount of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the St. Lawrence County Legislature to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the County to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the County for all moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within 5 days of deposit, or within the time period specified in law, whichever is shorter.

January 4, 2021

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The County Legislature, at its annual organizational meeting each January, shall designate the banks authorized for the deposit of moneys and the maximum amount, which can be deposited at each bank. Additionally, the County Treasurer may select any bank allowable under New York General Municipal Law for investment purposes only, up to a limit of \$10,000,000 per bank, unless otherwise noticed in this policy. Should the Treasurer invest in any bank not already designated at the annual organizational meeting, yet allowable under New York Municipal Law, the Treasurer must provide a report to the Board of Legislators at the monthly Finance Committee following any such investment.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, all deposits of St. Lawrence County, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of eligible securities with an aggregate market value as provided by General Municipal Law, equal to aggregate amount of deposits.

2. By an eligible irrevocable letter of credit issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEGUARDING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository or a third party bank or trust company subject to security and custodial agreements.

January 4, 2021

The security agreement shall provide that eligible securities are being pledged to secure County deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection or such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the County to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the County, such securities shall be delivered in a form suitable for transfer or with an assignment to the County or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the County, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the County a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, the County Legislature authorizes the County Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- * Special time deposit accounts
- * Certificates of deposits
- * Obligations of the United States of America
- * Obligations guaranteed by agencies of the United States
- * Obligations of the State of New York
- * Obligations issued by a municipality, school district or district corporation in New York State, other than the County
- * Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general state statutes governing such entities or whose specific enabling legislation authorizes such investments
- * Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r;

All investment obligations shall be payable or redeemable at the option of the County within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the County within two years of the date of purchase. When applying this requirement to repurchase agreements, the repurchase date and not the maturity of the underlying maturity, shall govern.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The County shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government

January 4, 2021

conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the County. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for or place orders for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Articles 5G and 3A of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.
4. By utilizing an ongoing investment program with an authorized investment adviser provided that all investments are directed by authorized personnel of the County, all trading partners are authorized by the designated Bank and the investment advisory agreement is approved by the Treasurer.

All purchased obligations, unless registered or inscribed in the name of the County, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Treasurer by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the County, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the County a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- * All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- * Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

January 4, 2021

- * Obligations shall be limited to obligations of the United States or guaranteed by agencies of the United States.
- * No substitution of securities will be allowed unless the substitute securities are delivered to an independent custodian for the account of the County before the previously purchased securities are released.
- * The custodian shall be a party other than the trading partner.

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

**MODIFYING THE 2020 WIOA BUDGET FOR TEMPORARY ASSISTANCE
FOR NEEDY FAMILIES (TANF)**

By Mr. Acres, Chair, Finance Committee

WHEREAS, the St. Lawrence County Workforce Development Board (WDB) passed Resolution 20-E20-12 which established the 2020 TANF Budget for \$388,987, and

WHEREAS, the Temporary Assistance for Needy Families (TANF) funds of \$386,495 were made available on July 9, 2020, and

WHEREAS, the funding was available for expenses incurred for the Summer Youth Employment Program (SYEP) from May 1, 2020 to September 30, 2020 with no extensions, and

WHEREAS, the COVID-19 impacts on communities and businesses caused a reduction in potential worksites and participants compared to prior years, and

WHEREAS, the transition from enrolling all of the eligible youth participants on the County payroll to hiring a payroll service for the majority of youth limited the number of participants that could be served as only fifteen percent (15%) of TANF funding could be spent on administrative functions, and

WHEREAS, total expenditures for the 2020 TANF SYEP totaled \$266,818 and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2020 WIOA Budget for Temporary Assistance for Needy Families (TANF), as follows:

DECREASE APPROPRIATIONS:

UY062901 12000	UB8ADM Supervisory/Administrative	\$7,305
UY062901 14000	UB8ADM Clerical	9,038
UY062924 461SC	Subcontracts	29,782
UY062924 461PW	UB8DT Part Wage	107,789
UY062928 83000	UB8DT Social Security	10,490
UY062928 84000	UB8DT Worker Comp	642
		<u>\$165,046</u>

INCREASE APPROPRIATIONS:

UY062904 430FE	Fees for Service	\$16,343
UY062911 11000	Direct Service Worker	2,977
UY062911 12000	Supervisory/Administrative	10,504
UY062911 14000	Clerical	747
UY062911 19501	Longevity	224
UY062911 19550	Health Insurance Buyout	183

January 4, 2021

UY062914 430WI	WIB Expenses	4,200
UY062914 430FE	Fee for Service	1,556
UY062918 81000	Retirement	701
UY062918 83000	Social Security	942
UY062918 84000	Worker Comp	80
UY062918 84500	Life Insurance	28
UY062918 86000	Medical Insurance	4,105
UY062918 86500	Dental Insurance	218
UY062918 89000	Vision	<u>69</u>
		\$42,877

DECREASE REVENUE:

UY047905 57000	Summer TANF Revenue	\$122,169
----------------	---------------------	-----------

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

**COMMITTING TO HONORING THE CURRENT DISTRIBUTION FORMULA OF
SALES AND COMPENSATING USE TAX TO THE TOWNS AND VILLAGES
IN ST. LAWRENCE COUNTY**

By Mr. Acres, Chair, Finance Committee
Co-Sponsored by Mr. Lightfoot, District 3

WHEREAS, St. Lawrence County and the City of Ogdensburg are parties to a Sales Tax Agreement (“Agreement”) concerning the allocation and distribution of money collected from the Sales and Compensating Use Tax covering the period commencing December 1, 2010 and ending November 30, 2020, and

WHEREAS, in 2013, St. Lawrence County and the City of Ogdensburg negotiated an amendment to the original Agreement (“Amended Agreement”) specifying the distribution of revenue from an additional one percent (1%) receipt of Sales and Compensating Use Tax, and

WHEREAS, both the original Agreement, the initial Amended Agreement, and the currently operative Amended Agreement were approved through adopted Resolution Nos. 364-2009 and 63-2013 by the Board of Legislators, and

WHEREAS, under both the Agreement and the subsequent Amended Agreements, the language of the agreements has provided not only for the distribution of collected Sales and Compensating Use Tax between the City of Ogdensburg and the County but also between the County and the Towns and Villages wholly contained within the County, and

WHEREAS, under the current formula, the respective Towns of St. Lawrence County receive 43.562611% of the collections of the primary three percent (3%) Sales and Compensating Use Tax imposed by the County, distributed to the Towns based upon a formula which takes into account both population and full value assessment pursuant to Tax Law § 1262(c), and

WHEREAS, subparagraph (iii) of the opening paragraph of Tax Law § 1210 was amended effective July 31, 2013 to include St. Lawrence County in the group of counties authorized to impose Sales and Compensating Use Tax at a rate that was one percent (1%) additional to the three percent (3%) rate for the period beginning December 1, 2013 and ending November 30, 2015, and

WHEREAS, on or about April 5, 2020 New York State Senate Bill No. S7508B and New York State Assembly Bill No. 9508A, which constituted a portion of the New York State Budget, was passed and included “Item NN”, which authorized the County to impose an additional one percent 1(%) of Sales and Compensating Use Tax until 2023, and

WHEREAS, the County adopted a Home Rule resolution which provided that ten percent (10%) of the additional one percent (1%) authorized by “Item NN” would also be

January 4, 2021

distributed to the Towns until such time as the authority is rescinded, lapses, or the County no longer imposes such tax, pursuant to Tax Law § 1262(c), and

WHEREAS, the Board of Legislators and the City of Ogdensburg have been engaged in negotiations, as contemplated by the Agreement and the Amended Agreement, in an effort to reach a new agreement concerning the allocation and distribution of money collected from the Sales and Compensating Use Taxes covering the period commencing December 1, 2020 and ending November 30, 2030, with the City of Ogdensburg and to distribute the revenue from both the imposition of the primary three percent (3%) and the additional one percent (1%) in collections of the Sales and Compensating Use Tax, and

WHEREAS, to date the parties have not yet reached a long-term agreement, but continue negotiations, and

WHEREAS, during the course of the negotiations, numerous statements have been made that suggest the County intends to decrease or diminish amounts shared with the Towns as a part of the negotiations with the City of Ogdensburg, and

WHEREAS, under the New York State Tax Law, the County is under no obligation to share any portion of the Sales Tax receipts with the Towns when negotiating with a City wholly contained within the boundaries of the County in question and when operating under a negotiated agreement with said City, and

WHEREAS, despite this fact, the County has, for decades, made appropriations for the Towns and Villages and distributes percentages of the Sales Tax receipts with all of the towns of the County, and

WHEREAS, the County and the Board of Legislators recognize the difficult fiscal times faced by all municipalities and further recognize that the Towns and Villages perform irreplaceable services for their constituents and their communities, and

WHEREAS, in recognition of their contributions to their communities and the need for budgeting stability in times of great uncertainty, the Board of Legislators commits that regardless of what occurs with the negotiations between the City of Ogdensburg and the County, the County shall not decrease the percentages of Sales Tax distribution currently allotted to the Towns for the period of the present through November 30, 2030, which is the end of the current period of coverage for any agreement to be obtained by the negotiating parties, and

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators commits to honoring the current distribution formula of Sales and Compensating Use Tax to the Towns and Villages in St. Lawrence County, and

BE IT FURTHER RESOLVED that should St. Lawrence County and the City of Ogdensburg fail to reach an agreement concerning the allocation and distribution of money collected from the Sales and Compensating Use Tax covering the period commencing December 1, 2021 and ending November 30, 2030, the County will continue the current distribution formula utilized with respect to the Towns and Villages contained within St. Lawrence County through November 30, 2030, and

January 4, 2021

BE IT FURTHER RESOLVED that any agreement that is able to be reached for the period ending November 30, 2030 with the City of Ogdensburg shall include provision for the Towns for distribution to the Towns in the same manner and utilizing the same percentages as are currently operative for the distribution of Sales and Compensating Use Tax, and

BE IT FURTHER RESOLVED that a copy of this resolution will be delivered to the respective Town and Village Boards wholly contained within the County of St. Lawrence.

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

ADOPTION OF THE RULES OF PROCEDURE

By Mr. Acres, Chair, Finance Committee

WHEREAS, each Board must establish its RULES OF PROCEDURE at the Organizational Meeting,

NOW, THEREFORE, BE IT RESOLVED that the enclosed St. Lawrence County Board of Legislators RULES OF PROCEDURE as provided in the Organizational Meeting packet and dated January 4, 2021, are hereby adopted, and

BE IT FURTHER RESOLVED that the Board meeting dates in the attached calendar be set with a start time of 6:00 p.m., and

BE IT FURTHER RESOLVED that Committee meeting dates be tentatively set as in the attached calendar and be set with a start time of 5:30 p.m., and a copy of the schedule will be available in the Board Office.

January 4, 2021

St. Lawrence County

BOARD OF LEGISLATORS

* * *

RULES OF PROCEDURE

Adopted January 4, 2021

Resolution No. _____

TABLE OF CONTENTS

Page No.

ARTICLE I	-	Quorum	
ARTICLE II	-	Meetings	
ARTICLE III	-	Order of Business	
ARTICLE IV	-	Members	
ARTICLE V	-	Non-members	
ARTICLE VI	-	Resolutions	
ARTICLE VII	-	Committees	
ARTICLE VIII	-	Limitations and Amendment	
ATTACHMENT A	-	St. Lawrence County Board of Legislators 2021 Meetings Schedule	

Note: Page numbers will be entered to match the proceedings.

January 4, 2021

ARTICLE I

Quorum

A majority of the duly constituted membership of the Board of Legislators shall constitute a quorum.

ARTICLE II

Meetings

- A. The Organizational Meeting shall be called pursuant to Section 151 of the County Law. At such Organizational Meeting, the Board will elect a Temporary Chair, Chair, and a Vice Chair.
- B. The Regular Meetings of the Board of Legislators shall be held as identified in Attachment A, or by resolution during a regular meeting or special meeting, the Legislature may determine a date and time for the next meeting.
- C. Special Meetings shall be held at the call of the Clerk upon direction of the Chair or upon written request signed by a majority of the members of the Legislature.

ARTICLE III

Order of Business

The Order of Business at each session, except as may be set apart for the consideration of matters for which a Special Meeting has been called, shall be as follows:

- 1. Roll Call
- 2. Prayer
- 3. Pledge of Allegiance
- 4. Approval of Agenda
- 5. Approval of Previous Meeting Minutes
- 6. Reading of Communications
- 7. Citizen Participation
- 8. Presentation of Resolutions
- 9. County Administrator's Report
- 10. Committee Reports
- 11. Old/New Business
- 12. Executive Session
- 13. Appointments
- 14. Chair's Appointments
- 15. Adjournment

ARTICLE IV

Members

- A. All members of the County Board of Legislators shall attend all regular and specially scheduled meetings of the Board of Legislators, all duly called meetings of any special or standing committees of which any of the said Legislators are members, unless they are absent by reason of sickness, or excused by the Chair of the appropriate body.

January 4, 2021

- B. No member shall speak or debate until he/she has received recognition from the Chair.
- C. No member shall speak a second time to a question, as long as any member desires to speak who has not spoken to the question.

ARTICLE V
Non-members

Citizens may ~~speak~~ **participate** before the Board of Legislators in one of the following ways:

- A. During Citizen Participation period, upon recognition by the Chair. The Speaker will state his/her name and is limited to five minutes, **or the timeframe to be announced**. The total Citizen Participation time period shall not exceed thirty [30] minutes, unless extended at the discretion of the Chair.
- B. **During Citizen Participation by submitting a text, video, or audio submission to publiccomment@stlawco.org at least forty-eight (48) hours before the start of the meeting. Participation is subject to community standards and file compatibility.**
- C. During the "Presentation of Resolutions" by being granted the floor by the Chair upon request of a Legislator. The citizen may speak on the current agenda item only.

ARTICLE VI
Resolutions

- A. The term "resolution" as herein used, shall mean a formal proposed action in writing, by one or more of the Legislators, and/or a Committee of the Legislature. Upon introduction, the resolution shall be read by the Clerk upon request. The motion for adoption shall be properly seconded immediately, preceding any debate on the main question.
- B. A member sponsoring a resolution shall file with the Clerk of the Legislature a copy of said resolution one week prior to the Regular Meeting, at which it is to be introduced. Copies of ~~it~~, **the resolution** and the entire agenda, shall be sent to each Legislator to arrive no later than three days preceding the Regular Meeting.
- C. Any resolution approved by a committee and forwarded to the Board for consideration may only be withdrawn upon the approval of the Board.
- D. Individual Legislators who wish to have their names added, as co-sponsors, to resolutions approved by a Committee may do so at the Committee Meeting by notifying the Deputy Clerk of the Board.

January 4, 2021

ARTICLE VII
Committees

- A. The Chair and Vice-Chair of the Board of Legislators shall be ex-officio members of all standing and special committees with all the rights & privileges thereof. Except that if both the Chair of the Board and Vice-Chair of the Board are present at a committee meeting, ONLY the Chair will have voting privilege unless the Vice-Chair is a designated member of the Standing Committee, then both would have voting privilege.
- B. The Chair of the Board shall appoint the members and designate the Chair of all standing committees within ten days following his/her election. ~~He/she~~ **The Chair of the Board** shall also appoint the members and designate the Chair of all special committees or subsequently created standing committees within ten days following creation thereof.
- C. Any vacancy occurring on any standing or special committee shall be filled by the Chair of the Board within thirty days after such vacancy occurs. In the event that such vacancy occurs in the position of Committee Chair, the Board Chair shall designate a new Committee Chair.
- D. All committee appointments serve until new appointments are made by the Chair.
- E. No member shall be Chair of more than one standing committee.
- F. Each Standing or Special Committee shall perform the duties, so designated by the rules of the Board of Legislators, or as assigned by the Chair of the Board.
- G. The Chair of each Standing or Special Committee shall be the presiding officer and shall cause the members thereof to be notified in advance of each meeting. The Committee Chair shall call all necessary meetings. Upon his/her refusal or neglect to call any meetings, the Clerk of the Board, upon written request signed by the Chair of the Board or by a majority of the Committee, shall call such meeting.
- H. A quorum for all committees shall be a majority of the membership of the Committee. Once a quorum has been established, a majority of the Committee members present is sufficient to approve or disapprove a proposed action.
- I. There shall be the following Standing Committees and their duties shall be those required by law, as directed by the Chair of the Board, or as so designated herein:

OPERATIONS COMMITTEE: Issues within the jurisdiction of this committee would be those arising out of the following departments: Board of Elections, Conflict Defender, County Clerk, District Attorney, Emergency Services, Governmental Services, Human Resources, Information Technology, Planning, Probation, Public Defender, and Sheriff, the expenditure of money not already appropriated and the transfer of funds.

SERVICES COMMITTEE: Issues within the jurisdiction of this committee would be those arising out of the following departments: Community Services, Office for the Aging, Public Health, Social Services, Veterans Services, Weights and Measures, and

January 4, 2021

Youth Bureau, and the expenditure of money not already appropriated and the transfer of funds.

FINANCE COMMITTEE: Within the jurisdiction of this committee would be issues which would incur the expenditure of money not already appropriated; the issuance of bonds and payments thereon and the transfer of funds. Issues arising from the Board of Legislators, ~~Office of County Attorney, Office of County Treasurer, Office of Real Property Tax Service, the Highway Department, and the Solid Waste Department~~ shall be under the jurisdiction of this committee, as well as issues involving any outside agencies that are not currently funded within other departmental budgets, such as the Partner Agencies: Cornell Cooperative Extension, Chamber of Commerce, Soil and Water Conservation District, Forestry, IDA, **Trails**, and Historical Association.

Special Committees may be created as needed. Any resolution or action by the Chair establishing a Special Committee shall specify powers, duties, and duration. Special Committees shall include the Labor-Management Committee. Each special committee shall report to the appropriate standing committee or full Board as directed by the Chair. These reports shall be at least quarterly, and more often if needed. When the Committee has completed its work, a final written report shall be made.

- J. The Deputy Clerk of the Board shall arrange for the taking of minutes at all committee meetings and be responsible for their safekeeping. The minutes of each committee shall be kept in a separate minute ~~book file~~ provided by the Clerk of the Board of Legislators. The minutes shall contain the time and place and persons present at the meeting; a record of all committee votes and other actions. Written statements by members or non-members may be submitted and shall become a part of the record of the committee. Written summaries may be required by the Committee Chair. The minute ~~book file~~ shall be filed in the Office of the Clerk of the Board of Legislators and open to the public. Written Committee minutes and agendas will be posted to ~~Google Drive~~ a **digital repository** for the Legislators and be available on the St. Lawrence County website for the public.

K. Committee Procedures

1. Committees shall meet in accordance with the **2021** Meetings Schedule. Regular Committee Meetings shall begin at 5:30 p.m. When the Chair of a Committee calls special meetings, it shall be the intent of this Board that public announcement thereof will be done as soon as possible.
2. County Departments must submit any resolution for Committee consideration with the Clerk of the Board by the submission deadline as indicated on the **2021** Meeting Schedule.
3. Rules for Legislators wishing to submit a resolution for committee consideration:
 - a. If the resolution is to be in the committee packet, then it must be submitted by the submission deadline, or

January 4, 2021

- b. If the resolution is to be on a revised committee agenda, then it must be received by close of business the Friday before the regular committee meeting, or
 - c. If during discussion of any agenda item then by motion with or without a copy of the resolution, or
 - d. If under old/new business, then by motion with or without a copy of the resolution.
4. Within three days of its introduction, any and every resolution, which has not been acted upon by the Board shall be referred by the Chair to the appropriate committee.
 5. Every resolution referred to any committee shall be placed on the regular agenda of that committee ~~in chronological order of receipt in committee.~~
 6. Within six weeks of its referral to committee, every resolution shall be reported back to the Board of Legislators with the committee's recommendation, **unless tabled to a specific date**, either favorable or unfavorable, and with minority reports, if any.
 7. When any resolution is being considered by a committee, its proponent or any other legislator may come before the Committee and speak for or against the resolution. Any member of the public wishing to address the Committee on an agenda item may, upon nomination by a Legislator and recognition by the Chair, speak for or against the measure. The Committee may set a time limit of not more than five minutes on how long each individual may speak.
 8. A member of the public who wishes to be on the agenda shall contact the Board Office, by submission date, eleven (11) days in advance of a committee meeting, and request to be put on the agenda. The Board of Legislators' Office will discuss the matter to be put on the agenda with the Chair of the Committee, and at the Chair's discretion, may or may not add the matter to the agenda for the next committee meeting, or a future committee meeting.
 9. All presentations to Committees, which are unrelated to resolutions on the agenda, will be limited to a ten-minute presentation and a ten-minute question session.
 10. In accordance with County Law Article 4, Section 154, committees have no power to do anything by which the County may become obligated and all of their actions must be reported to and sanctioned by the Board.

January 4, 2021

ARTICLE VIII
Limitations and Amendment

- A. Notwithstanding any provisions herein contained, any decision of any committee or Chair thereof, or of the Chair of the Board of Legislators, may be overruled by a majority vote of the Legislature.
- B. These rules may be suspended by a two-thirds vote of the total membership of the Legislature at any meeting of the Legislature upon the following conditions:
 - 1. The Legislator requesting the Suspension of the Rules shall provide an explanation of the necessity for the Suspension of the Rules.
 - 2. A copy of the resolution to be offered under Suspension of the Rules shall be on the desk of each Legislator at the beginning of the meeting or placed there before a vote is taken.
- C. These rules may be rescinded or changed by a majority vote of the total membership of the Board of Legislators at any meeting of the Board of Legislators, provided each member has had ten days written notice of the proposed change.
- D. Questions of Order and procedure not governed by these rules, or the laws of the State of New York, shall be decided according to Robert's Rules of Order Revised. The Legislature shall provide a desk copy of a current edition of Robert's Rules of Order Revised for each member.
- E. For purposes of a reconsideration vote, the next monthly meeting is considered to be the "next succeeding day" to our previous session. (rf. Roberts Rules of Order Revised, Section 36, page 156).
- F. A Legislator will be permitted to abstain from voting if he/she declares a conflict of interest.
- G. At each meeting of the Board, the roll call votes will be on a rotation basis with the first roll call of the year starting with District One. Thereafter, the first roll call of each Board Meeting shall start with the next person in the rotation as determined by the rotation of the Roll Call Vote Program.

January 4, 2021

ATTACHMENT A
St. Lawrence County Board of Legislators 2021 Meetings Schedule
 January – December

DATE	MEETING/HOLIDAY	SUBMISSION DATE	PRE-COMM DATE	DATE	MEETING	SUBMISSION DATE	PRE-COMM DATE
January 4	Organizational Meeting						
11	Operations / Services	12/31	1/6	July 5	Independence Day		
18	Martin Luther King, Jr.			12	Board Meeting		
25	Finance	1/14	1/20	19	Operations / Services	7/8	7/14
February 1	Board Meeting			26	Finance	7/15	7/21
8	Services / Operations	1/28	2/3	August 2	Board Meeting		
15	Presidents' Day			9	Services / Operations	7/29	8/4
22	Finance	2/11	2/17	16	Open		
March 1	Board Meeting			23	Finance	8/12	8/18
8	Operations	2/25	3/3	30	Open		
15	Services	3/4	3/10	September 6	Labor Day		
22	Finance	3/11	3/17	13	Board Meeting		
29	Open			20	Operations / Services	9/9	9/15
April 5	Board Meeting			27	Finance (NYSAC)	9/16	9/22
12	Open			October 4	Board Meeting – Tentative Budget		
19	Services / Operations	4/8	4/14	11	Columbus Day		
26	Finance	4/15	4/21	18	Services / Operations	10/7	10/13
May 3	Board Meeting			25	Finance	10/14	10/20
10	Operations	4/29	5/5	November 1	Board Meeting – Longevity Ceremony		
17	Services	5/6	5/12	8	Operations	10/28	11/3
24	Finance	5/13	5/19	15	Services	11/4	11/10
31	Memorial Day			22	Finance	11/11	11/17
June 7	Board Meeting			29	Open		
14	Services / Operations	6/3	6/9	December 6	Board Meeting – Memorial Ceremony		
21	Open			13	Services / Operations	12/2	12/8
28	Finance	6/17	6/23	20	Finance	12/9	12/15
				27	Open		

Please Note: The deadline for submission date is close of business on the submission date. Pre-Committee Review will tentatively begin at 9:15 a.m. for Operations, Services and Finance Committees and confirmed after Chairs are appointed.

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

**AMENDING RESOLUTION NO. 27-2020,
"NEWSPAPER DESIGNATION ROTATION SCHEDULE"**

By Mr. Acres, Chair, Finance Committee

WHEREAS, Section 214, Subdivision 2, of the New York State County Law, requires that the Board of Legislators annually designate at least two (2) newspapers published within the County as official newspapers for the publication of all local law notices and other matters required by law to be published, and

WHEREAS, said section requires that the designation take into consideration two major political parties,

WHEREAS, a new edition of *North Country This Week* has been created and legal notices are now allowable making it possible to add this newspaper to the designation rotation schedule, and

WHEREAS, to remain competitive newspapers are implementing new technologies and changing the way people access information, and

WHEREAS, the amended schedule is requested to be five (5) years to provide an opportunity to review the newspapers still in circulation in 2025 and make a determination at that time,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes amending Resolution No. 27-2020 "Newspaper Designation Rotation Schedule" as follows:

	<u>Concurrent Resolutions</u>	<u>Election Notices</u>	<u>Official Canvass</u>
2021	Courier Observer	Courier Observer	Courier Observer
2022	Watertown Daily Times	Watertown Daily Times	Watertown Daily Times
2023	Tribune Press	Tribune Press	Tribine Press
2024	North Country This Week	North Country This Week	North Country This Week
2025	Courier Observer	Courier Observer	Courier Observer

BE IT FURTHER RESOLVED that the above is a rotation schedule of Republican newspapers; it should be understood that in those cases where publication in two (2) newspapers are required, the Watertown Daily Times is to be used as the official publication of the Democratic Party, and

BE IT FURTHER RESOLVED that the type size for all of St. Lawrence County's legal notices will be 6.5-point type.

January 4, 2021

Finance Committee: 12-21-2021

RESOLUTION NO. _____

NEWSPAPER DESIGNATION

By Mr. Acres, Chair, Finance Committee

WHEREAS, Section 214, Subdivision 2, of the New York State County Law, requires that the Board of Legislators annually designate at least two (2) newspapers published within the County as official newspapers for the publication of all local law notices and other matters required by law to be published, and

WHEREAS, said section requires that the designation take into consideration two major political parties,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby designates the following newspapers for various publication purposes for the year 2021:

LOCAL LAWS AND OTHER MATTERS REQUIRED BY LAW TO BE PUBLISHED

Courier Observer

Watertown Daily Times

January 4, 2021

Finance Committee: 12-14-2020

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN CONTRACTS

By Mr. Acres, Chair, Finance Committee

WHEREAS, the following organizations have appropriations in the 2020 St. Lawrence County Budget,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with each of the organizations listed, upon approval of the County Attorney:

<u>ORGANIZATIONS:</u>	<u>ACCOUNT NUMBERS:</u>	<u>AMOUNT:</u>
Alzheimer's Disease & Related Disorders Assoc.	OA067724 43007	Rate Schedule
Canton-Potsdam Hospital (Lifeline)	Various Accounts	\$30 per month per case
Catholic Charities (Incest Offenders)	DAS60104 430CA	38,000
Childcare Coordinating Council of North Co.	Various Accounts	Rate Schedule
Children's Home of Jefferson County (Fostering Futures)	DSC61194 465IL	\$71,000
Claxton-Hepburn Medical Center (Lifeline) (DSS)	Various Accounts	\$30 per month per case
Claxton-Hepburn Medical Center (Lifeline) (OFA)	Various Accounts	\$30 per month per case
Cornell Cooperative Extension (BOL)	B1A87504 46000	237,265
Cornell Cooperative Extension (OFA)	ON067724 430SF	6,000
Cornell Cooperative Extension (PH)	PP040104 465CE	170,592
Mental Health Counseling Services of NNY	Various Accounts	Rate Schedule
DeKalb Development Fund	ON067724 40700	4,140
Dr. Hamed N. Adaime	Various Accounts	Rate Schedule
Family Counseling Services of NNY, Inc.	Various Accounts	Rate Schedule
Gouverneur Community Center, Inc.	ON067724 40700	4,800
SLC CDP Gouv Neigh Center (HEAP Outreach)	DAH60104 430OF HEAP	\$35 per unit
Health Services of Northern New York	OA067724 43007	Rate Schedule
Homemakers of Western NY	OA067724 43007	Rate Schedule
Horizon Information Systems, Inc.	DAS60104 47801	(up to) 1,300
LabCorp	DAC60104 43004	\$41 per unit
Linda Buchanan	ON067724 43007	Rate Schedule
Legal Aid Society of Northeastern NY, Inc.	OA067724 43002	10,000
Massena Meals on Wheels	ON067724 430CA	43,000
Morristown Fire District	ON067724 40700	5,400
Northern Border Counseling Services	Various Accounts	Rate Schedule
Northern Border Counseling Services (employee)	Various Accounts	Rate Schedule
Northern Lights Home Health Care	Various Accounts	Rate Schedule
Northern Lights Home Health Care	OA067724 43007	Rate Schedule
NYS DOCCS Office	ON067724 45200	2,000
NYSID, Inc.	DAA60104 43006	(up to) 165,000
Peter Ladd, PhD	Various Accounts	Rate Schedule
Renewal House (ServicesNon-Residential)	DPF61094 46500 ADC	(up to) 105,034
Renewal House (Indirects/Residential)	DSG60704 46500 DVIO	(up to) 101,207

January 4, 2021

Renewal House (TANF, Non-Residential)	DSG61094 46500 DVIO	(up to) 36,473
Residential Treatment and Detention Centers	Various Accounts	Rate Schedule
Rubenzahl, Knudsen & Assoc. Psych Services	Various Accounts	Rate Schedule
School Districts	Various Accounts	Rate Schedule
SL Child Care Council (Registration Activities)	DSD60554 46500 CCBG	116,487
SL Child Care Council (Legally Exempt)	DSD60554 46500 CCBG	77,685
SLC Chamber of Commerce	B1064104 465CC	202,130
SLC Dept. of Community Services	DAS60104 43007 CCDS	(up to) 160,000
SLC Dept. of Community Services (Empl. Counseling)	DAS60104 45100	Rate Schedule
SLC District Attorney (Investigations)	DAB60104 430FI	(up to) 70,202
SLC Historian	B1M75104 43007	3,000
SLC Historical Association	B1M75104 46000	15,000
SLC Information Technology	DAA60104 47802	(up to) 156,430
SLC Trails Services Agreement	B1070204 46000	72,000
SLC Soil & Water Conservation District	B1S87304 46000	30,423
SLC Forestry	BF087104 43007	72,000
SL-Lewis BOCES (Parenting Education)	DSG60704 465PE	179,545
Seniors Helping Seniors	OA067724 43007	Rate Schedule
Transitional Emp. Advancement Program (TEAP)	Various Accounts	Rate Schedule
Town of Fine	ON067724 40700	4,200
United Helpers (ALP)	Various Accounts	Rate Schedule
United Helpers (OFA)	OA067724 43007	Rate Schedule
Volunteer Transportation Center	OA067724 443VT	50,000
Youth Advocate Programs, Inc. /YAP (CORE)	DSC61194 465YA	706,690
YAP (Raise the Age)	Various Accounts	399,926
YAP (Reunification)	DSC61094 465YA PRP	859,962
YAP (YES)	DSC61094 465YA PJDC	387,117

January 4, 2021

Finance Committee: 12-21-2018

RESOLUTION NO. _____ (TABLED)

AUTHORIZING CHAIR TO REQUEST A DOG QUARANTINE

By Mr. Acres, Chair, Finance Committee

BE IT RESOLVED that the Chair of the St. Lawrence County Board of Legislators be, and hereby is, empowered, when deemed necessary by the Chair during the 2019 winter period, to issue an order that all dogs in the County of St. Lawrence be securely confined. Such confinement is to take effect 24 hours after notice is published in a County newspaper having general circulation.

January 4, 2021

Finance Committee: 12-21-2020

RESOLUTION NO. _____

APPROVING A TENTATIVE AGREEMENT BETWEEN THE COUNTY OF ST. LAWRENCE AND THE CITY OF OGDENSBURG IN RELATION TO THE ALLOCATION AND DISTRIBUTION OF MONEY COLLECTED FROM THE SALES AND COMPENSATING USE TAXES IMPOSED PURSUANT TO ARTICLES 28 AND 29 OF THE TAX LAW FOR THE TERM OF DECEMBER 1, 2021 THROUGH NOVEMBER 30, 2030

By Mr. Acres, Chair, Finance Committee

WHEREAS, St. Lawrence County and the City of Ogdensburg are parties to a Sales Tax Agreement (“Agreement”) concerning the allocation and distribution of money collected from the sales and compensating use taxes covering the period commencing December 1, 2010 and ending November 30, 2020, and

WHEREAS, St. Lawrence County and the City of Ogdensburg have previously negotiated an amendment to the original Agreement (“Amended Agreement”) specifying the distribution of revenue from an additional one percent (1%) receipt of sales and compensating use taxes, and

WHEREAS, both the original Agreement and the Amended Agreement were approved through adopted Resolution Nos. 364-2009 and 63-2013 by the Board of Legislators, and

WHEREAS, the Board of Legislators and the City of Ogdensburg have been engaged in negotiations, as contemplated by the Agreement and the Amended Agreement, in an effort to reach a new understanding concerning the allocation and distribution of money collected from the sales and compensating use taxes covering the period commencing December 1, 2020 and ending November 30, 2030 with the City of Ogdensburg and to distribute the revenue from the sales and compensating use tax, and

WHEREAS, on June 1, 2020, the Board of Legislators adopted Resolution No. 177-2020, which authorized a one (1) year extension of the current Agreement and Amended Agreement until November 30, 2021 to provide the parties additional time to continue negotiations, and

WHEREAS, since that time, the Board of Legislators and the City of Ogdensburg have been engaged in negotiations in an effort to reach a new long term agreement concerning the allocation and distribution of money collected from the sales and compensating use taxes with the City of Ogdensburg and to distribute the revenue from the sales and compensating use tax, and

WHEREAS, as a result of those discussions, the parties have reached a tentative understanding to extend and modify the current Agreement for an additional nine (9) year period set to commence on December 1, 2021 and expire on November 30, 2030, and

January 4, 2021

WHEREAS, for the period of December 1, 2021 through November 30, 2023, the City of Ogdensburg would continue to receive a distribution of sales and compensating use tax in the same manner and under the same terms as they receive under the current agreement, and

WHEREAS, on December 1, 2023, the formula for distribution to the City of Ogdensburg will convert so that the City will receive a percentile share, distributed in the same manner as it is to the Towns under the current agreement, pursuant to Tax Law § 1262(c) for the period of December 1, 2023 through November 30, 2030, and

WHEREAS, in 2023, pursuant to a notification schedule to be established in the new Amended Agreement, the City of Ogdensburg shall retain the right to exercise an opt out of the Agreement by notifying St. Lawrence County of their intention to preempt the County and impose their own sales and compensating use tax beginning December 1, 2023, the failure by the City to exercise such right pursuant to the schedule shall result in the City of Ogdensburg receiving a share of the sales tax distribution in the same manner as the Towns for the period commencing on December 1, 2023 and ending on November 30, 2030 and the Agreement continuing in all other respects, and

WHEREAS, it is the parties intention to maintain all other terms of the Agreement and Amended Agreement as are currently in place until the expiration of the contemplated agreement or until and if the City of Ogdensburg invokes the right to preemption on the imposition of sales and compensating use tax contemplated in this resolution, and

WHEREAS, should the Board of Legislators approve of the tentative understanding with the City of Ogdensburg, the County Attorney shall prepare the terms of this agreement in written form for subsequent approval by the Board of Legislators,

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators approves of a tentative agreement between the County of St. Lawrence and the City of Ogdensburg in relation to the allocation and distribution of money collected from the sales and compensating use taxes imposed pursuant to Articles 28 and 29 of the Tax Law for the period of December 1, 2021 through November 30, 2030, and

BE IT FURTHER RESOLVED the County Attorney is directed to prepare a draft of the tentative agreement based upon the terms as outlined in the body of this resolution, and

BE IT FURTHER RESOLVED that a subsequent resolution authorizing the Chair to sign the tentative agreement will be required upon completion and approval of the proposed draft by the Board of Legislators, City of Ogdensburg, and the Comptroller of the State of New York.

St. Lawrence County Vacancy Authorization Form

Dept. of Highways



Type: Fill

Motor Equipment Mechanic Helper

Subunit (If Applicable):

Date Submitted: 11/30/2020

Reason Vacated: Resignation

Position Number: 308000003

Date Vacated: 12/12/2020

Position # Abolished:

Position Will Be: Full-time

Last Fill Date: 12/3/2019

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$39,493

Revenue Generating: No 0 %

Benefits: Yes \$19,632

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$39,493

Budget Mod Attached, If Required?

Grade: 20

Net County Cost: \$59,125

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 assisting a motor equipment mechanic by performing servicing, maintenance, and repair to automotive and construction equipment needed to keep up with road maintenance and repair tasks. This position is necessary for timely repairs and maintenance of all County-owned and leased vehicles. The incumbent also operates snow removal equipment during the winter.

Department Head:

Daniel R. Chantoso

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

One Stop Career Center



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 11/2/20

Reason Vacated: Promotion

Position Number: 003100094

Date Vacated: 11/27/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 2/18/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 90 Days

Temporary Position? No

Salary of Person Leaving: \$36,236

Revenue Generating: No 0 %

Benefits: Yes \$18,013

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$33,451

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$0

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 Keyboard Specialist is the point of contact upon entering the One Stop Career Center. The Keyboard Specialist greets customers and participants when they arrive at the One Stop, determines the reason for their visit and directs the customer to the appropriate staff or partner agency. The Keyboard Specialist assists the customers or participants with job searches, resumes, online applications, equipment use and the like. They answer incoming phones calls, schedule classroom and group room use, prepare participant files, update participants' information in databases, compile and distribute the One Stop News and maintains the Facebook page and Website. The Keyboard Specialist attends and takes minutes at all WDB and Partner meetings. They send out notices for the meetings and tracks attendance to ensure quorums are met. They compile and prepare packets of information for meetings and send them to Board Members and partner agencies.

The Keyboard Specialist position provides the support that is needed for the WIOA Employment Counselors to be able to complete the tasks necessary to serve our customers, while meeting the regulations established by WIOA. Traditionally, there are 3.5 Employment Counselors that serve 200-250 incoming inquiries for funding each program year. Those same 3.5 counselors also organize and administer the TANF Summer Youth Employment Program, which in a typical year would add an additional 300 youth inquiries. The Keyboard Specialist is essential in helping the customers in the resource room and updating and managing the necessary forms and files needed by the counselors. If the position is not filled, many of these duties would then become the responsibility of the Employment Counselors, potentially resulting in less participants being funded and served.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

One Stop Career Center



Type: Fill

Principal Account Clerk

Subunit (If Applicable):

Date Submitted: 11/2/20

Reason Vacated: Promotion

Position Number: 100300009

Date Vacated: 11/13/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$49,423

Revenue Generating: No 0 %

Benefits: Yes \$24,568

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$39,908

Budget Mod Attached, If Required?

Grade: 21

Net County Cost: \$0

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.

WIOA is a moderately difficult program to administer and track. The fiscal aspects of the program are complex and requires a higher level of knowledge of program procedures and operations. The need is for a person who can manage projects and multiple priorities simultaneously, exercise independent judgment on financial issues, ensure compliance with applicable federal, state, and local laws, rules, and regulations, is able to assist in the preparation of annual budgets, reconcile accounts with bank statements, compile, prepare, and analyze a variety of complex financial and statistical records and reports etc...

Due to retirements, past and upcoming, job duties have shifted and will continue to shift to ensure that all benchmarks and required outcomes are being met. This will require the fiscal office to take on addition duties and responsibilities, making it necessary to have another person who can perform the required accounting tasks and maintain the level of accuracy and detail that is required by the NYS Department of Labor.

If this position was not filled, situations such as late reporting, missed outcomes and/or benchmarks, noncompliance of policies and procedures and inaccurate tracking of WIOA funds could happen. The consequences if these situations happening could include delayed cash flow, recapture of funds, disallowed costs and/or having to refund NYS Department of Labor.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: