

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

DAVID FORSYTHE
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, FEBRUARY 12, 2024
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – January 8**
- 3. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Contract Extension for the FY20 Statewide Interoperable Communications Grant (FY20 SICG) with New York State Office of Homeland Security and Office of Emergency Services (Res)
- 4. PLANNING – JASON PFOTENHAUER**
 - A. Authorizing the Chair to Sign a Revised Contract with Volunteer Transportation Center, Inc. to Provide a Call Center for First Mile, Last Mile Services (Res)
 - B. Authorizing the Chair to Sign a Sub-Recipient Agreement with the Development Authority of the North Country for Delivery of the Countywide Housing Rehabilitation Program, Round #5 (Res)
- 5. SHERIFF – RICK ENGLE**
 - A. Authorizing the Chair to Sign a Federal Equitable Sharing Program Agreement and Annual Certification Report for the Sheriff's Office (Res)
 - B. Modifying the 2024 Budget for the Sheriff's Office with Regard to Interest Earned on the Howard G. Buffett Foundation Grant (Res)
 - C. Modifying the 2024 Budget for the Sheriff's Office for the FY22 Operation Stonegarden Program Grant from NYS Division of Homeland Security (Res)
 - D. Modifying the 2024 Budget for the Sheriff's Office to Accept a FY24 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee (Res)
 - E. Authorizing the Chair to Sign a Contract with New York State Department of Corrections and Community Supervision Office of Nutritional Services (DOCCS-NS) to Provide Food Products to the St. Lawrence County Correctional Facility (Res)
 - F. Modifying the 2024 Budget for the Sheriff's Office for a Patrol Vehicle for the Criminal Division (Res)

6. VACANCY REVIEW COMMITTEE – RUTH DOYLE

A. Vacancy Review Summary (Info)

B. Sheriff

1. Abolish Deputy Sheriff and Create and Fill Detective, Position No. 605500008

C. County Clerk

1. Fill Motor Vehicle Clerk, Position No. 009100024

7. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

8. COMMITTEE REPORTS

A. Agriculture & Farmland Protection Board (Denesha)

B. Alternative to Incarceration Board (Burke)

C. Board of Trustees for Supreme Court Library (Haggard)

D. Emergency Medical Services Advisory Board (Curran)

E. Environmental Management Council (Terminelli)

F. Fire Advisory Board (Denesha)

G. Jury Board (Sheridan)

H. Planning Board (Fay)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

A. Litigation

B. Negotiations

C. Personnel

D. Appointments

11. ADJOURNMENT – If there is no further business.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT EXTENSION FOR THE FY20 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT (FY20 SICG) WITH NEW YORK STATE OFFICE OF HOMELAND SECURITY AND OFFICE OF EMERGENCY SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 346-2021 approved the contract for the FY20 Statewide Interoperable Communications Grant (FY20 SICG) in the amount of \$806,143 for the Office of Emergency Services to concentrate on improving interoperability and operability of communication systems in New York State with a contract period of January 1, 2021 to December 31, 2022, and

WHEREAS, an application has been submitted to the Adirondack Park Agency to allow the installation of a tower with site amenities, and an extension of this grant will be required, and

WHEREAS, it is anticipated that New York State Division of Homeland Security and Emergency Services will authorize a two-year extension with a new contract end date of December 31, 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract extension for the FY20 Statewide Interoperable Communications Grant (FY20 SICG) with New York State Office of Homeland Security and Office of Emergency Services, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budget years until the grant is fully expended.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A REVISED CONTRACT WITH
VOLUNTEER TRANSPORTATION CENTER, INC. TO PROVIDE
A CALL CENTER FOR FIRST MILE, LAST MILE SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County has a continuing multi-year agreement with the New York State Department of Transportation (DOT) to provide rural transportation services and receive reimbursement of Federal and State shares, and

WHEREAS, one of the rural transportation services of the County is First Mile, Last Mile, a volunteer driver based program that connects Public Transit passengers to the County bus system, and

WHEREAS, First Mile, Last Mile is fully funded by the DOT with a local match that is satisfied by the vendor, and no County funds are used to provide this service, and

WHEREAS, the Board of Legislators passed Resolution No. 9-2022 authorizing the Chair to sign a contract with Volunteer Transportation Center, Inc. to run the First Mile, Last Mile Program, and

WHEREAS, this added responsibility requires a revision to the existing contract for service,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a revised contract with Volunteer Transportation Center, Inc., to provide a Call Center for First Mile, Last Mile Services, upon approval of the County Attorney,

BE IT FURTHER RESOLVED Volunteer Transportation Center, Inc. possesses the capacity and is willing to operate a call center to handle requests from the public to schedule and coordinate First Mile, Last Mile trips, and

BE IT FURTHER RESOLVED the contract for service may be extended annually for a term not to exceed December 31, 2026.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A SUB-RECIPIENT AGREEMENT WITH THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY FOR DELIVERY OF THE COUNTYWIDE HOUSING REHABILITATION PROGRAM, ROUND #5

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Community Renewal (OCR) awarded \$615,000 in Community Development Block Grant (CDBG) funds (NYS CDBG Project #1106HR306-23) (N1080204 460GP NH55) to establish and administer the Countywide Housing Rehabilitation Program, Round #5 (CHRP 5), and

WHEREAS, out of the total award of \$615,000 there will be \$505,200 utilized to provide low to moderate income households with housing rehabilitation assistance; \$79,050 will be used for program delivery purposes; \$30,750 will be used for administrative purposes with the County retaining \$5,000 for its role in grant administration, and

WHEREAS, these funds will be used to provide housing rehabilitation assistance and lead hazard control work to approximately twelve (12) eligible, income-qualified households in communities across the County, and

WHEREAS, in 2021 the County conducted a Request for Statements of Interest (RSOI) in order to select a sub-recipient for future Community Development Programs, and

WHEREAS, as a result of this RSOI process the County selected the Development Authority of the North Country (DANC) as its sub-recipient for this community development program,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Sub-recipient Agreement with the Development Authority of the North Country for the delivery of the Countywide Housing Rehabilitation Program, Round #5, upon approval of the County Attorney.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A FEDERAL EQUITABLE SHARING
PROGRAM AGREEMENT AND ANNUAL CERTIFICATION REPORT
FOR THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the United States Department of Justice requires that the St. Lawrence County Sheriff's Office file an annual Federal Equitable Sharing Program Agreement and Annual Certification Report to be eligible to submit requests for federally forfeited property or proceeds, and

WHEREAS, the Agreement is entered into by the United States Department of Justice, the County of St. Lawrence and the St. Lawrence County Sheriff's Office,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Federal Equitable Sharing Program Agreement and Annual Certification Report for the Sheriff's Office.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE WITH REGARD TO INTEREST EARNED ON THE HOWARD G. BUFFETT FOUNDATION GRANT

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 280-2022 approved the acceptance of the Howard G. Buffett Foundation (HGBF) Grant for the Sheriff's Office and grant accounts were created, and

WHEREAS, this funding source requires interest earned on the grant funds to be applied to the HGBF Program, and

WHEREAS, interest earned for 2022 was \$1,036.94 and interest earned for 2023 was \$6,216.68,

NOW THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office with regard to interest earned on the Howard G. Buffett Foundation Grant, as follows:

INCREASE APPROPRIATIONS:

S1Z31104 43007 HGBF	S HGBF Other Fees & Services	\$7,253.62
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INCREASE REVENUE:

S1Z24015 55000 HGBF	S HGBF Interest & Earnings	\$7,253.62
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March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE
FOR THE FY22 OPERATION STONEGARDEN PROGRAM GRANT
FROM NYS DIVISION OF HOMELAND SECURITY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 400-2022 approved the Sheriff's Office to accept a FY22 Operation Stonegarden Grant from New York State Division of Homeland Security and Emergency Services in the amount of \$300,000 with a contract period of period of September 1, 2022 to August 31, 2025, and

WHEREAS, it is necessary to do a budget modification to move funds from a contractual account to an equipment account since the Sheriff's Office will now be the partnering agency to purchase the license plate reader equipment awarded under this grant,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office for the FY22 Operations Stonegarden Program Grant from NYS Division of Homeland Security, as follows:

DECREASE APPROPRIATIONS:

S1Z31104 43007 SG2	S CRIM Other Fees And Services	\$27,270
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INCREASE APPROPRIATIONS:

S1Z31102 25000 SG2	S CRIM Technical Equipment	\$27,270
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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.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE TO ACCEPT A
FY24 POLICE TRAFFIC SERVICES (PTS) GRANT FROM THE STATE OF NEW
YORK GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office has been awarded a Police Traffic Services (PTS) Grant in the amount of \$5,160 through the Governor's Traffic Safety Committee, and

WHEREAS, this 2024 PTS Grant provides funding to cover overtime costs related to planned events intended to increase seat belt usage in efforts to reduce dangerous driving behaviors,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office to accept a FY24 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee, as follows:

INCREASE APPROPRIATIONS:

S1Z31101 18000 GTSC	S CRIM PTS Grant Overtime	\$5,160
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INCREASE REVENUE:

S1Z33895 56000 GTSC	S SA CRIM State Aid	\$5,160
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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.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY
SUPERVISION OFFICE OF NUTRITIONAL SERVICES (DOCCS-NS) TO PROVIDE
FOOD PRODUCTS TO THE ST. LAWRENCE COUNTY CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the contract between the St. Lawrence County Correctional Facility and NYS DOCCS-NS has expired and a new contract is needed in order to provide meals of a specific nature for incarcerated individuals, and

WHEREAS, the contract will be for five (5) years with the terms being January 1, 2024 to December 31, 2028 (S4031504 45200),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with New York State Department of Corrections and Community Supervision Office of Nutritional Services (DOCCS-NS) to provide food products to the St. Lawrence County Correctional Facility, upon approval of the County Attorney.

March 4, 2024

Operations Committee: 2-12-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE FOR
A PATROL VEHICLE FOR THE CRIMINAL DIVISION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Criminal Division has determined the necessity to purchase a new patrol vehicle to replace a patrol vehicle that was totaled as a result of criminal activity, and

WHEREAS, funds were budgeted in the 2024 Sheriff's Office Budget for two vehicles, and this request is to fund one (1) additional vehicle, returning the number of marked patrol fleet to twelve (12), and

WHEREAS, this patrol vehicle will replace a decommissioned vehicle and will maintain the Sheriff's fleet will also promoting efficiency and providing safety to the officer and the public,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Sheriff's Office to purchase a new patrol vehicle and authorize the Treasurer to modify the 2024 Sheriff's Office Budget, as follows:

DECREASE UNAPPROPRIATED FUND BALANCE:

01TG0911 50300	Unreserved Fund Balance Un-Appropriated	\$44,108
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INCREASE APPROPRIATED FUND BALANCE:

01TG0910 50300	Unreserved Fund Balance Appropriated	\$44,108
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INCREASE APPROPRIATIONS:

S1031102 23000	S CRIM Automotive Equipment	\$44,108
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VACANCY REVIEW SUMMARY

Via Zoom

February 6, 2024

Legislator Attending: Dan Fay, Larry Denesha

Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy and Heather Hebert

10:00 A.M.

<u>Summary: January-February</u>	<u>Summary: February 6th</u>	<u>Reason Vacated:</u>
Request: 22	Request: 15	Retirement: 3
Approved: 22	Approved: 15	Resignation: 2
Denied: 0	Denied: 0	Promotion: 4
Request/Hold: 0	Request/Hold: 0	Internal Transfer: 1
Withdrawn: 0	Withdrawn: 0	New Position: 4
		Abolished: 3
		Terminated: 1

POSITIONS REVIEWED:

County Clerk:

Request: 1

Request: Fill, Motor Vehicle Clerk
Position No. 009100024, 90 Days

Recommendation: Fill, 90 Days

Sheriff:

Request: 1

Request: Abolish Deputy Sheriff and Create and Fill, Deputy Sheriff - Detective
Position No. 605500008, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 2

Request: Fill, Case Manager
Position No. 512200001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Chemical Dependency Case Aide
Position No. 510300004, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 5

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

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Chronic Care
Position No. 814000027, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Chronic care
Position No. 814000018, Immediately

Recommendation: Fill, Immediately

Request: Fill, Support Investigator – Unit/Child Support
Position No. 813000006, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Daycare
Position No. 814000048, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 3

Request: Fill, Service Coordinator
Position No. 506000001, Immediately

Recommendation: Fill, Immediately

Request: Abolish Community Health Nurse and Create and Fill, Senior Services Coordinator
Position No. 507700001, Immediately

Recommendation: Fill, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Principal Account Clerk
Position No. 100300010, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Abolish Bridge Construction Mechanic and Create and Fill, Motor Equipment Operator
Position No. 31000035, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Operator
Position No. 310000004, 90 Days

Recommendation: Fill, 90 Days

County Administrator:

Request: 1

Request: Abolish Buildings and Grounds Supervisor and Create and Fill, Facilities Manager
Position No. , Immediately

Recommendation: Fill, Immediately

	<u>Legislators Attending</u>	
1.9 Perkins	5.7	9.10
2.6 Denesha, Fay	6.4	10.8
3.5	7.2	11.5
4.2	8.6	12.3

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Create & Fill

Deputy Sheriff - Detective

Subunit (If Applicable):

Date Submitted: 01/29/2024

Reason Vacated: New Position

Position Number: 605500008

Date Vacated:

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$27,906

Revenue Generating: Yes 0 %

Base Salary: \$52,713

Reimbursed by Local,
State or Federal Funds: Yes 0 %

Base Hourly: \$25.35

Grade: base

Net County Cost: \$80,619

*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.

Adding a Detective position to the Sheriff's Office with a focus on pistol permit investigations will better serve the citizens of the county. The Sheriff's Office will be conducting all the pistol permit investigations in the county, taking on all investigations that have been conducted by NYSP and local Police Departments in the past. It was also discovered through criminal history use and dissemination audits, that the St. Lawrence County Sheriff's Office is not allowed to share fingerprint criminal history responses with other police agencies. Having one Detective assigned to the pistol permit process will help streamline the pistol permit process as well as allow the road patrol to focus on their tasks.

Department Head:

Handwritten signature of the Department Head.

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Deputy Sheriff-Detective

MINIMUM QUALIFICATIONS: Currently employed with the St. Lawrence County Sheriff's Department and two (2) years of experience as a competitive Police Officer or Deputy Sheriff.

SPECIAL REQUIREMENT: Possession of a current valid New York State driver's license.

St. Lawrence County Vacancy Authorization Form

St. Lawrence County Clerk



Type: Fill **Motor Vehicle Clerk**

Subunit (If Applicable): _____ Date Submitted: 1/29/2024

Reason Vacated: Transfer _____ Position Number: 009100024

Date Vacated: 2/2/2024 _____ Position # Abolished: N/A

Position Status: Fulltime _____ Last Fill Date: 3/14/2016

Jurisdictional Class: Competitive _____ Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$47,372 Fill Request Timeline: 90 Days

Benefits: Yes (52.94%) \$25,079 Revenue Generating: Yes 0 %

Base Salary: \$41,065 Reimbursed by Local, State or Federal Funds: No 0 %

Base Hourly: \$22.56

Grade: 18

Net County Cost: \$72,451

*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 revenue that is generated by the DMV is dependent upon having sufficient staff to process the local and down state dealer work. The projected revenue for 2024 was based on having a certain number of trained staff which included this position. If this position is not filled, the projected revenue for 2024 will be decreased substantially as more overtime will be required to complete the work required. This position is required to provide quick efficient service to the public and maintain down state revenue within the expected turnaround time. Immediate fill is respectfully requested. It takes anywhere from 6 months to a year to train a staff member. It is imperative to be able to get that process started as soon as possible. Last year almost \$40 million dollars passed through our local DMV Offices. St. Lawrence County retained over \$3.5 million of that. We have further been shorted staffed with two employees out on medical leave.

Department Head: *Sandra W. Santoro*

Approved?
Yes No

County Administrator: _____

Resolution #: _____

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Motor Vehicle Clerk

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience in bookkeeping and/or record keeping which shall have included balancing of financial accounts and/or auditing functions in an automated business environment. An automated business environment requires that the individual performs data entry functions on a personal computer and the use of a software package; OR

(B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and certification from a vocational course in an office support/administration technology program.

Special Note: Twelve (12) credit hours in a computer training course in the areas of computer programming, spreadsheet, and/or database manipulation can be substituted for one (1) year of clerical experience as stated above.