

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

DAVID FORSYTHE
Chair, Board of Legislators

FINANCE COMMITTEE AGENDA
MR. JOHN GENNETT, CHAIR
MONDAY, FEBRUARY 26, 2024
BOARD ROOM AND LIVE VIA YOUTUBE
*****5:30 P.M.*****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – January 29**
- 3. HIGHWAY – DON CHAMBERS**
 - A. Authorizing the Chair to Sign a Contract with Barton & Loguidice, D.P.C. for Engineering Services to Replace Town Line Road Bridge over Lisbon Creek, BIN 3366670 (Res)
 - B. Authorizing the Chair to Sign a Roadside Mowing Contract (Res)
 - C. Authorizing the Highway Department to Enter into a Cooperative Agreement with Franklin County Highway Department for Road Salt (Res)
- 4. WORKFORCE INNOVATIVE OPPORTUNITY ACT – PAM LEWIS**
 - A. Modifying The PY23 WIOA Budget to Transfer Formula Funds from Dislocated Worker and Administration Accounts to Adult Accounts (Res)
- 5. COUNTY ATTORNEY – STEVE BUTTON**
 - A. Authorizing the Chair to Sign a Contract with Atlantic Testing Laboratories to Complete Environmental Investigation and Tank/Drum Removal on Property Owned by The Reddick Revocable Trust (Res)
 - B. Setting a Date for a Public Hearing for Proposed Local Law B (No. _) for the Year 2024 “Rescinding all Previous Ethics Laws and Amendments and Adopting the St. Lawrence County Ethics Law” (Res)
- 6. LEGISLATOR DENESHA**
 - A. Urging Governor Hochul to Double the Amount of Funding for Critically Needed Aging Services for the 2024-2025 New York State Budget so that Older Adults May Age Safely in Place (Res)
- 7. LEGISLATORS FORSYTHE AND PERKINS**
 - A. Adopting Proposed Local Law A for the Year 2024 Rescinding Local Law No. 7 for the Year 1994 “Banning Dangerous Weapons in County Owned Buildings & Vehicles” (Res)

8. LEGISLATOR GENNETT

- A. Calling on the United States Congress to Pass the Affordable Connectivity Program Extension Act (H.R.6929/S.3565) (Res)

9. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Highway
 - 1. Abolish Bridge Construction Mechanic and Create and Fill Motor Equipment Operator, Position No. 310000035
 - 2. Fill, Motor Equipment Operator, Position No. 310000004

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

- A. Information and Update (Discussion)
- B. Authorizing the Purchase of an Airboat for St. Lawrence County and Modifying the 2024 Budget for the County Administrator’s Office (Res)

11. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

- A. Authorizing the Chair to Sign a Contract with the New York State Division of Homeland Security and Emergency Services for the Generator Project and Modifying the 2024 Budget for the County Administrator’s Office (Res)
- B. Retiree Health Insurance Coverage for Employees in Unrepresented Titles (Res)

12. OLD AND NEW BUSINESS

- A. Establishing a Health Insurance Premium Payment Policy for St. Lawrence County Retirees (Res) (HUMAN RESOURCES)
- B. Authorizing the Chair to Sign a Renewal Agreement with Securitas Security Services for the Provision of Security Services at the Harold B. Smith Building (Res) (SOCIAL SERVICES)
- C. Modifying the 2023 Budget for the Public Health Department for the Preschool Program (Res) (PUBLIC HEALTH)
- D. Modifying the 2023 Budget for the Public Health Department due to an Increase in Expenses in the Preventive Services Program (Res) (PUBLIC HEALTH)
- E. Authorizing Pay Adjustments for the Medical Director and Medication Assisted Treatment (MAT) Physician for the St. Lawrence County Correctional (Res) (SHERIFF)

13. COMMITTEE REPORTS

- A. Cornell Cooperative Extension Board (Denesha)
- B. Fish and Wildlife Management Board, Region 6 (Sheridan)
- C. Fisheries Advisory Board (Terminelli)
- D. Gouverneur Fair Board (Smithers)
- E. Highway/Solid Waste Committee (Smithers)
- F. Industrial Development Agency (Reagen)
- G. Recreational and Trails Advisory Board (Perkins/Webster)
- H. St. Lawrence River Valley Redevelopment Agency (RVRDA) (Forsythe)

- I. St. Lawrence County Chamber of Commerce (Webster)
- J. Soil & Water Conservation District Board of Directors (Burke/Haggard)

14. EXECUTIVE SESSION

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

15. ADJOURNMENT – If there is no further business.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BARTON &
LOGUIDICE, D.P.C. FOR ENGINEERING SERVICES TO REPLACE TOWN LINE
ROAD BRIDGE OVER LISBON CREEK, BIN 3366670**

By Mr. Gennett, Chair, Finance Committee

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

WHEREAS, the Department of Highways has solicited qualifications for engineering services for the replacement of Town Line Road Bridge over Lisbon Creek, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators does hereby approve the following contract to:

Consultant: Barton & Loguidice, D.P.C.
Contract Title: Town Line Road Bridge over Lisbon Creek
Town of Oswegatchie

Engineering Fee: Not to Exceed \$7,000
HM551124 430ED B6

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign a contact with Barton & Loguidice, D.P.C. for engineering services to replace Town Line Road Bridge over Lisbon Creek, BIN 3366670, upon approval of the County Attorney.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN ROADSIDE MOWING CONTRACTS

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the 2024 Budget provided for the approval and funding of the 2024 roadside mowing, and

WHEREAS, the Department of Highways will contract with six (6) towns for roadside mowing on 89.7 miles of County Roads (HM351104 430RM),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign Roadside Mowing Contracts, upon approval of the County Attorney, as follows:

Towns:	Clifton Fine Hopkinton Louisville Piercefield Stockholm
Contract Title:	Roadside Mowing
Contract Amount:	\$320.00/mile

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**AUTHORIZING THE HIGHWAY DEPARTMENT TO ENTER INTO A
COOPERATIVE AGREEMENT WITH FRANKLIN COUNTY HIGHWAY
DEPARTMENT FOR ROAD SALT**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Superintendent of Highways has advised the Franklin County Highway Superintendent that Franklin County will be able to purchase road salt through the 2024-2025 St. Lawrence County salt bid (HS051444 454WM and HC051424 454WM), and

WHEREAS, including road salt estimates for Franklin County in the bidding process will likely lower the cost per ton for both counties, and

WHEREAS, the Superintendent of Highways began this agreement between the two counties in 2014, which has resulted in ten (10) years of savings for each county,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Highway Department to enter into a cooperative agreement with Franklin County Highway Department for road salt, upon approval of the County Attorney.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

MODIFYING THE PY23 WIOA BUDGET TO TRANSFER FORMULA FUNDS FROM DISLOCATED WORKER AND ADMINISTRATION ACCOUNTS TO ADULT ACCOUNTS

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Notice of Authorization PY23-3 was issued with the remaining allocation of funding for Program Year 2023 WIOA Title IB Adult and Dislocated Worker Programs, and

WHEREAS, ten percent (10%) of each of the three WIOA Programs (Adult, Youth, and Dislocated) is designated as Administration, and

WHEREAS, WIOA Technical Advisory #17-6 states that Local Workforce Development Boards may transfer up to one-hundred percent (100%) of Administration back to the originating program funds in all three (3) programs, but cannot exceed the original ten-percent (10%) designated as Administration, and

WHEREAS, WIOA Notice of Proposed Rulemaking Section 683.130, grants Local Workforce Development Boards (WDBs) the authority to transfer one-hundred percent (100%) of a program year allocations between the Adult and Dislocated Worker Programs, and

WHEREAS, a transfer of funds would provide more flexibility and ensure that WIOA is able to provide services to as many eligible participants as possible, and

WHEREAS, the LWDB authorized, with resolution number 24-A16-01, the transfer of funds from Administration to Adult, as well as the transfer of funds from Dislocated Worker to Adult,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the PY23 WIOA Budget to transfer formula funds from Dislocated Worker and Administration Accounts to Adult Accounts, as follows:

INCREASE APPROPRIATIONS:

UA362924 461TU TRAN	Adult Training Tuition Fees	\$180,000
UA362924 461TU	Adult Training Tuition Fees	<u>34,000</u>
		\$214,000

DECREASE APPROPRIATIONS:

UE362911 11000	Direct Service Worker	\$18,000
UE362911 12000	Supervisory/Admin	7,000
UE362911 14000	Clerical	11,000
UE362911 19501	Longevity	150

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UE362911 19502	Vacation Pay Out	2,500
UE362911 19550	Health Ins Buyout	700
UE362914 40700	Rent	3,600
UE362914 41100	Professional Education	300
UE362914 430WI	WIB Expenses	6,000
UE362914 47800	DP Charges	5,100
UE362918 81000	Retirement	4,000
UE362918 83000	Social Security	3,000
UE362918 84000	Worker's Compensation	900
UE362918 84500	Group Life Insurance	50
UE362918 86000	Health & Medical Insurance	9,600
UE362918 86500	Dental Insurance	450
UE362918 89000	Eye Coverage	150
UE362924 461OJ	OJT Employer Reimbursement	28,500
UE362924 461TU	Tuition/Books/Fees	79,000
UG362901 12000	ADM Supervisory/Administrative	9,574
UG362901 14000	ADM Clerical	5,065
UG362901 19501	Longevity	815
UG362904 40700	Rent	200
UG362904 41100	Professional Education	300
UG362904 41400	Liability & Other Insurance	82
UG362904 41901	Central Printing	152
UG362904 42000	Office Supplies & Expense	350
UG362904 42300	Telephone	100
UG362904 42400	Postage	50
UG362904 42600	Adm Books & Periodicals	76
UG362904 42700	Membership Dues	180
UG362904 43005	Adm Ad Fees	200
UG362904 44300	Adm Mileage Reimbursement	152
UG362904 44500	Adm Other Travel Reimbursement	152
UG362904 47800	DP Charges	3,400
UG362904 49900	Adm Miscellaneous Expense	152
UG362908 81000	Retirement	1,200
UG362908 83000	Social Security	1,000
UG362908 84000	Workers' Compensation	100
UG362908 86000	Hospital & Medical Insurance	10,500
UG362908 86500	Dental Insurance	<u>200</u>
		\$214,000

INCREASE REVENUE:

UA347905 57000 TRAN	U FA Adult Training	\$180,000
UA347905 57000	U FA Adult Training	<u>34,000</u>
		\$214,000

DECREASE REVENUE:

UE347905 57000	Dislocated Worker Revenue	\$180,000
UG347905 57000	Administrative Pool Revenue	<u>34,000</u>
		\$214,000

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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.

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Finance Committee: 2-26-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
ATLANTIC TESTING LABORATORIES TO COMPLETE ENVIRONMENTAL
INVESTIGATION AND TANK/DRUM REMOVAL ON PROPERTY OWNED
BY THE REDDICK REVOCABLE TRUST**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the County has commenced an In Rem real property tax foreclosure proceeding for delinquent taxes pursuant to Article 11 of the Real Property Tax Law against properties owned by The Reddick Revocable Trust located at 45 Murdock St, Town of Gouverneur, County of St. Lawrence, State of New York with Tax Map No. 173.039-1-9 and 51 Owl Rd, County of St. Lawrence, State of New York with Tax Map No. 173.001-4-8 (hereinafter referred to as the "Properties"), and

WHEREAS, there are currently delinquent real property taxes due and owing in the amount of \$22,487.99, together with fees, penalties and interest in the amount of \$14,299.77 for a total of \$36,787.76 on the parcel owned by The Reddick Revocable Trust with Tax Map No. 173.039-1-9 and there are currently delinquent real property taxes due and owing in the amount of \$12,430.26 together with fees, penalties and interest in the amount of \$ 9,155.31 for a total of \$21,585.57 on the parcel owned by The Reddick Revocable Trust with Tax Map No. 173.001-4-8, and

WHEREAS, the Properties are each known to have had historic storage and/or sale of gasoline and other petroleum products and are believed to be potentially contaminated with petroleum, and

WHEREAS, the Board of Legislators previously authorized the execution of a contract with Odin Environmental to perform an initial investigation on the Properties, but it has been determined that further work is required to investigate and address drums other storage containers located on the property which contain unknown, possibly hazardous, substances, and

WHEREAS, the County wants to retain Atlantic Testing Laboratories ("ATL") to perform an assessment and inventory of waste drums that are located at the properties, which would include an inventory of drums and other storage containers with liquid or sludge wastes at the Properties, assessment of container conditions and approximate volume of contents, and visual assessment of contents, and

WHEREAS, subsequent to the inventory and assessment, ATL will provide recommendations for characterization sampling and analysis, along with an associated cost estimate for sampling and analysis and, additionally, a preliminary estimated cost for disposal of the identified materials, and

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WHEREAS, ATL has submitted a proposal whereby they will perform the above-described assessment, with the expectation that they will also provide a quote, any additional sampling and analysis, and for removal of the items after the test results are received, and

WHEREAS, the County Attorney and Consultant, Gary Bowitch, Esq., have reviewed the proposal and recommend awarding the contract to Atlantic Testing Laboratories,

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators authorizes the Chair to sign a contract, and any further documents necessary, with Atlantic Testing Laboratories to Complete Environmental Investigation and Tank/Drum Removal on Property Owned by the Reddick Revocable Trust, upon approval of the County Attorney.

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Finance Committee: 2-26-2024

RESOLUTION NO.

SETTING A DATE FOR A PUBLIC HEARING FOR PROPOSED LOCAL LAW B (NO. _) FOR THE YEAR 2024 “RESCINDING ALL PREVIOUS ETHICS LAWS AND AMENDMENTS AND ADOPTING THE ST. LAWRENCE COUNTY ETHICS LAW”

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and

WHEREAS, Section 806 of the General Municipal Law requires the governing body of each county, city (other than the City of New York), town, village, school district and fire district to adopt a code of ethics that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them, and

WHEREAS, Section 806 of the General Municipal Law also authorizes the governing body of any other municipality to adopt such a code of ethics, and

WHEREAS, a code of ethics adopted by the governing body of a municipality must set forth standards of conduct for the guidance of the officers and employees of the municipality with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable, and

WHEREAS, from time to time, changes and developments in the law necessitate a review of the ethics provisions governing County employees, and

WHEREAS, this proposed local law seeks to clarify previously enacted ethics provisions governing the conduct of county employees, appointees and elected officials, and

WHEREAS, this proposed local law would seek to replace the prior local law as adopted in 2009 and amended in 2015 and, in its place, institute a new local law in conformance with the recommendations of the State of New York, and

WHEREAS, the law requires that said Local Law adoption be preceded by a public hearing,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes a Public Hearing on proposed Local Law B (No. _) for the Year 2024, to be held at 5:45 p.m. on Monday, April 1, 2024, in the Legislative Board Room, subject to approval of the Rules of Procedure for 2024.

March 4, 2024

**PROPOSED LOCAL LAW B (NO. _) FOR THE YEAR 2024, “RESCINDING ALL
PREVIOUS ETHICS LAWS AND AMENDMENTS AND ADOPTING
THE ST. LAWRENCE COUNTY ETHICS LAW”**

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

Section 1: The adoption of this local law is intended to replace any and all laws and amendments previously adopted by the Board of Legislators relating to the Code of Ethics in St. Lawrence County.

Section 2: This local law shall take effect upon filing in the Office of the Secretary of State.

Section 3: The Board of Legislators adopts the following Ethics law:

ST. LAWRENCE COUNTY CODE OF ETHICS

- ARTICLE 1. PURPOSE
- ARTICLE 2. DEFINITIONS
- ARTICLE 3. APPLICABILITY
- ARTICLE 4. PROHIBITION ON USE OF MUNICIPAL POSITION FOR PERSONAL OR PRIVATE GAIN
- ARTICLE 5. DISCLOSURE OF INTEREST IN LEGISLATION AND OTHER MATTERS
- ARTICLE 6. RECUSAL AND ABSTENTION
- ARTICLE 7. PROHIBITION INAPPLICABLE; DISCLOSURE, RECUSAL AND ABSTENTION NOT REQUIRED
- ARTICLE 8. INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES
- ARTICLE 9. PRIVATE EMPLOYMENT IN CONFLICT WITH OFFICIAL DUTIES
- ARTICLE 10. FUTURE EMPLOYMENT
- ARTICLE 11. PERSONAL REPRESENTATIONS AND CLAIMS PERMITTED
- ARTICLE 12. USE OF MUNICIPAL RESOURCES
- ARTICLE 13. INTERESTS IN CONTRACTS
- ARTICLE 14. NEPOTISM
- ARTICLE 15. POLITICAL SOLICITATIONS
- ARTICLE 16. CONFIDENTIAL INFORMATION
- ARTICLE 17. GIFTS
- ARTICLE 18. BOARD OF ETHICS
- ARTICLE 19. ADVISORY OPINIONS
- ARTICLE 20. POSTING AND DISTRIBUTION
- ARTICLE 21. ENFORCEMENT
- ARTICLE 22. ANNUAL FINANCIAL DISCLOSURE STATEMENT
- ARTICLE 23. DESIGNATION OF OFFICERS AND EMPLOYEES REQUIRED TO FILE ANNUAL DISCLOSURE STATEMENTS
- ARTICLE 24. MAINTENANCE AND USE OF DISCLOSURE STATEMENTS
- ARTICLE 25. EFFECTIVE DATE

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ARTICLE 1. PURPOSE

Officers and employees of St. Lawrence County hold their positions to serve and benefit the public, not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. In recognition of this fundamental principle, the St. Lawrence County Board of Legislators recognizes there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

ARTICLE 2. DEFINITIONS

- (a) “Agency” means any of the divisions of County government, except the Legislature.
- (b) “Appointed Official” means any individual who is appointed by the Chair of the Board of Legislators or the County Legislature to any agency, institution, department, office, branch, division, council, commission, board or bureau, whether paid or unpaid.
- (c) “Appropriate Body” pursuant to Article 18 of General Municipal Law, means the Board of Ethics of the County of St. Lawrence.
- (d) “Board” means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning of board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees, excluding advisory bodies with no policy-making function.
- (e) “Child” means any son, daughter, step-son or step-daughter, natural or adopted of a County Officer, employee or appointed official if such child is under 18 or is a dependent of the officer, employee or appointed official as defined in Internal Revenue Code Section 152(a)(1) and (2), and any amendments thereto.
- (f) Code” means this code of ethics.
- (g) “Confidential Information” means any record or other information in any format that is either: (a.) prohibited by federal or state law from disclosure to the public; or (b.) prohibited from disclosure to the public by local law of the County; or (c) exempt from mandatory disclosure under the New York State Freedom of Information Law (“FOIL”) and the New York State Open Meetings Law.
- (h) “County” means the County of St. Lawrence or any department, board, executive division, institution, office, branch, bureau, commission, agency, legislature or other division or part thereof.
- (i) “County Elected Official” means a County Legislator, the County Clerk, the District Attorney, the County Treasurer, the Sheriff or the Coroner.
- (j) “Domestic Partner” means a person who is neither married nor related by blood or marriage to the County officer or employee, and is the County officer or employee’s sole spousal equivalent; lives together with the County Officer or employee in the same residence and

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intends to do so indefinitely and is responsible with the County officer or employee for each other's welfare.

- (k) "Financial Relationship" an ownership or investment interest in the legal entity or a compensation arrangement with the legal entity
- (l) "Gift" means anything of value sought or received for less than fair market value, whether in the form of money, service, loan, travel, entertainment, or tickets, or in any other form.
- (m) "Government" means the St. Lawrence County Legislature, and includes all of its agencies, offices, departments, divisions, bureaus, boards, administrations, authorities, corporations, councils, commissions, and other units.
- (n) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than five percent (5%) of outstanding stock of the organization.
- (o) "Jurisdiction" shall mean having the authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel of the County agency (as defined above at Article 2, Section 1) in which she or he is an officer, employee or appointed official (as defined above at Article 2, Sections 2 and 6).
- (p) "Legislation" means a matter which appears upon the calendar or agenda of the Legislature of St. Lawrence County or upon a committee hereof upon which any official action has been taken and shall include adopted acts, local laws, ordinances or resolutions.
- (q) "Major campaign contributor" of a County officer or employee means any individual or entity that has made, in the aggregate during the preceding 24 months, contributions of \$1,000 or more for the election of the County officer or employee to any public office.
- (r) "Ministerial act" means an administrative act, including the issuance of a license, permit, or other permission by the government, which is carried out in a prescribed manner and which does not involve substantial personal discretion.
- (s) "Municipality" means St. Lawrence County. The word "municipal" refers to the municipality.
- (t) "Municipal officer or employee" means a paid or unpaid officer or employee of St. Lawrence County, including, but not limited to, the members of any municipal board.
- (u) "Officer" or "employee" means any officer or employee of the County of St. Lawrence. It also includes elected officials, appointed officials and heads of any agency, institution, department, office, branch, division, council, commission, board or bureau of the County of St. Lawrence, whether paid or unpaid, who occupy a policy making position.

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- (v) “Policy-Making position” A position in County government shall be considered a policy-making position if it meets the following criteria, based either on the powers and duties of the position as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person holding that position:
- (1) the position has been determined to be managerial pursuant to Civil Service Law §201(7); because the occupant formulates policy or;
 - (2) the position is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service and it is designated by the County Civil Service Commissioner as a position which requires the performance of functions influencing policy, or
 - (3) the position is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service and it is designated by the County Civil Service Commissioner as a position which requires the performance of functions influencing policy, or
 - (4) the person holding the position exercise responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency acts as an advisor to an individual in such a position, and
 - (5) Officers and employees holding the position have discretionary authority with respect to:
 - (i) Contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses; or
 - (ii) The purchase, sale, rental or lease of real property, personal property, or services or a contract therefore; or
 - (iii) The obtaining of grants of money or loans; or
 - (iv) Inspections; or
 - (v) The adoption or repeal of any rule or regulation having the force and effect of law.
- (w) “Political Activity” doing something in active support of or opposition of a political party or a candidate for partisan political office or a partisan political group.
- (x) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, step-child, adoptive child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.
- (y) “Spouse” means the husband or wife of an officer, employee or appointed official subject to the provisions of this Local Law unless legally separated from such officer, employee or appointed official.
- (z) “Subordinate” means a County officer or employee the work of whom one has the authority to directly or indirectly control or direct, whether or not the two officers or employees stand in a direct reporting relationship to one another.

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ARTICLE 3. APPLICABILITY

This code of ethics applies to the officers and employees of the St. Lawrence County government, and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the St. Lawrence County.

ARTICLE 4. PROHIBITION ON USE OF MUNICIPAL POSITION FOR PERSONAL OR PRIVATE GAIN

No municipal officer or employee shall use his or her municipal position or official authority and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

ARTICLE 5. DISCLOSURE OF INTEREST IN LEGISLATION AND OTHER MATTERS

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the St. Lawrence County Board of Legislators. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person's position. In addition, in the case of a person serving as an appointee on a municipal board, a copy of the disclosure shall be filed with the St. Lawrence County Board of Legislators. Any disclosure made to a board shall be made publicly at a meeting of the appropriate board and must be included in the minutes of the meeting.

ARTICLE 6. RECUSAL AND ABSTENTION

- (a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

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- (1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board;
- (2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function; or
- (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

ARTICLE 7. PROHIBITION INAPPLICABLE; DISCLOSURE, RECUSAL AND
ABSTENTION NOT REQUIRED

(a) This code's prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

- (1) adoption of the municipality's annual budget;
- (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
 - (iii) the general public.

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

- (1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code; or
- (2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

ARTICLE 8. INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES

(a) No municipal officer or employee may acquire the following investments:

- (1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
- (2) investments that would otherwise impair the independence of judgment of the person in the exercise or performance of his or her official powers and duties.

(b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:

- (1) real property located within the municipality and used as his or her personal residence;

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- (2) less than five percent of the stock of a publicly traded corporation; or
- (3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

ARTICLE 9. PRIVATE EMPLOYMENT IN CONFLICT WITH OFFICIAL DUTIES

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- (b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- (d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

ARTICLE 10. FUTURE EMPLOYMENT

- (a) No municipal officer or employee may ask for, pursue, or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.
- (b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.
- (c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

ARTICLE 11. PERSONAL REPRESENTATIONS AND CLAIMS PERMITTED

This code shall not be construed as prohibiting a municipal officer or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the municipality; or
- (b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

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ARTICLE 12. USE OF MUNICIPAL RESOURCES

- (a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.
- (b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of municipal resources authorized by law or municipal policy;
 - (2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

ARTICLE 13. INTERESTS IN CONTRACTS

- (a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

ARTICLE 14. NEPOTISM

Except as otherwise required by law:

- (a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for, or within the municipality or a municipal board.
- (b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

ARTICLE 15. POLITICAL SOLICITATIONS

- (a) No municipal officer or employee shall directly or indirectly compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or

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compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

ARTICLE 16. CONFIDENTIAL INFORMATION

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

ARTICLE 17. GIFTS

- (a) No municipal officer or employee shall solicit, accept, or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No municipal officer or employee may directly or indirectly solicit any gift.
- (c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
 - (1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
 - (2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or
 - (3) the gift is intended as a reward for any official action on the part of the officer or employee.
- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.
- (e) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.
- (f) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

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- (g) This section does not prohibit any other gift, including:
- (1) gifts made to the municipality;
 - (2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;
 - (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - (5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or
 - (6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

ARTICLE 18. BOARD OF ETHICS

- (a) There is hereby established a Board of Ethics for the municipality. The Board of Ethics shall consist of five members, appointed for a term of four years, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of the Board of Ethics shall be appointed by the St. Lawrence County Board of Legislators, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics.
- (b) The Board of Ethics shall render advisory opinions to the officers and employees of St. Lawrence County with respect to Article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee regarding proposed or performed conduct of the officer or employee or direct subordinate of the officer and employee under such rules and regulations as the Board of Ethics may prescribe. The Board of Ethics shall have the advice of legal counsel employed by the Board, or if none, the legal counsel of the County. If advisory opinions are requested related to the Board of Legislators, separate counsel can be provided to the Board of Ethics. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the St. Lawrence County Board of Legislators.

ARTICLE 19. ADVISORY OPINIONS

- (a) The Board of Ethics shall have authority to render confidential advisory opinions with respect to all matters covered by this law upon the written request of a current, former, or prospective agency, government officer or employee. Advisory opinions shall relate only to the interests, conduct, or actions of the requester or of a subordinate of the requester.
- (b) A current, former, or prospective agency, government officer or employee who acts in conformity with an advisory opinion shall not be subject to penalties or sanctions under this

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law for having so acted, unless the request for the advisory opinion omitted or misstated facts material to the opinion. The Board of Ethics may amend or rescind an advisory opinion at any time upon notice to the agency, officer or employee, provided, however, that the amended advisory opinion shall apply only to future actions of the officer or employee.

- (c) Advisory opinions and requests for advisory opinions shall be indexed and maintained on file by the Board of Ethics. The Board of Ethics shall publish such of its advisory opinions as the Board of Ethics deems beneficial for the guidance of government officers and employees, those doing business with the government, and members of the public, provided, however, that before publishing such advisory opinions the Board of Ethics shall first make such deletions as are necessary to prevent disclosure of the identity of the involved officers and employees.

ARTICLE 20. POSTING AND DISTRIBUTION

- (a) The St. Lawrence County Administrator must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the control of the municipality.
- (b) The code must be posted within ten (10) days following the date on which the code takes effect. An amendment to the code must be posted within ten (10) days following the date on which the amendment takes effect.
- (c) The St. Lawrence County Administrator must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the St. Lawrence County.
- (d) Every municipal officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the St. Lawrence County Attorney who must maintain such acknowledgments as a public record.
- (e) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

ARTICLE 21. ENFORCEMENT

Any municipal officer or employee who violates this code may be censured, fined, suspended, or removed from office or employment in the manner provided by law.

ARTICLE 22. FINANCIAL DISCLOSURE STATEMENT

- (a) Officers and employees required to file. The following classes of officers and employees of the government shall be required to file a signed financial disclosure statement on an annual basis:

March 4, 2024

- (1) Elected officials;
 - (2) The heads of any agency, department, division, council, board, commission, authority or bureau of the government and their deputies and other persons authorized to act on their behalf who make policy decisions; and
 - (3) Officers and employees including members of boards, commissions and public authorities of the government who hold policymaking positions. All members of advisory boards, advisory councils, and advisory commissions where such advisory commissions, advisory councils, and advisory boards hold no policy-making function of St. Lawrence County are exempt from this requirement.
- (b) Time and place for filing annual financial disclosure statements shall be filed with the Board of Ethics no later than the 31st of March each year. This statement may be filed with the Office of the County Attorney.

ARTICLE 23. DESIGNATION OF OFFICERS AND EMPLOYEES REQUIRED
TO FILE FINANCIAL DISCLOSURE STATEMENTS

Within thirty (30) days after the effective date of this law, and during the month of February each year thereafter, the heads of every agency, department, division, council, board, commission, authority or bureau of the government shall:

- (a) Cause to be filed with the Board of Ethics a list of the names and offices or positions of all government officers and employees subject to his or her jurisdiction required to file annual financial disclosure statements pursuant to Article 8 of this law; and
- (b) Notify all such officers and employees of their obligation to file an annual disclosure statement by March 31 of each year.

ARTICLE 24. MAINTENANCE AND USE OF FINANCIAL DISCLOSURE
STATEMENTS (FDS)

- (a) The Board of Ethics shall index and maintain on file for at least seven (7) years all annual financial disclosure statements filed.
- (b) The Board of Ethics shall secure a copy of the active vendor list from the County on an annual basis that includes all vendors doing business with St. Lawrence County. The active vendor list will be used for the purpose of conducting an audit of submitted annual Financial Disclosure Statements (FDS). At a minimum, on a biennial basis, the Board of Ethics will compare, through an audit, the active vendors to businesses acknowledged by individuals in their Financial Disclosure Statements. The Board of Ethics will notify the County of any conflicts. The County will be responsible to ensure separation exists between employees and identified conflicts with access to vendors where there is a preexisting relationship. If there are issues, the County will communicate with the Board of Ethics.

ARTICLE 25. EFFECTIVE DATE

This code takes effect upon filing with the Secretary of State.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

URGING GOVERNOR HOCHUL TO DOUBLE THE AMOUNT OF FUNDING FOR CRITICALLY NEEDED AGING SERVICES FOR THE 2024-2025 NEW YORK STATE BUDGET SO THAT OLDER ADULTS MAY AGE SAFELY IN PLACE

By Mr. Gennett, Chair, Finance Committee
Co-Sponsored by Mr. Denesha, District 6

WHEREAS, The Older Americans Act enacted in 1965, provided regulatory parameters and services to assist older individuals and their caregivers and New York State is home to 4.6 million older New Yorkers and is currently fourth in the nation for the over 60 population, and

WHEREAS, over the course of the past 58 years, Area Agencies on Aging have provided valuable services and support such as: home delivered meals, home care services, transportation, legal services, home modifications, evidence-based interventions, case management, information and assistance, social adult day services, respite, health promotion and wellness, health insurance information and assistance, elder abuse prevention and mitigation, senior center programming, volunteer opportunities, ancillary services, and operate the NY Connects No Wrong Door infrastructure, and

WHEREAS, although these services are mandated by Federal and State regulations in order to accept Older Americans Act Funding, the burden of the cost of these services is heavily dependent on local government funding and Federal and State contributions to Older New Yorkers have not kept pace with the growing needs of the population, and

WHEREAS, there are approximately 20 million people currently in New York State and those numbers include 4.6 million older adults and 4.1 million caregivers who support them; which equals almost half of the entire population of the State, and

WHEREAS, the entire New York State Office for the Aging (NYSOFA) budget is approximately \$200 million, while the entire New York State overall budget for the coming year will be \$229 billion, thus the entire NYSOFA budget is less than one-tenth (1/10) of one percent (1%) of the overall State budget for the year, and

WHEREAS, older New Yorkers pay \$72 billion per year in State and local taxes, but only receive 0.08% of State funding for vital services that are necessary to keep older adults safe and cared for in their own homes as they age, and

WHEREAS, there are currently 18,000 older New Yorkers on waitlists for aging services in New York State and that number continues to grow every day, and

March 4, 2024

WHEREAS, expenses for individuals using NYSOFA community-based services average less than \$10,000 per year, while the State pays about \$140,000 per year in Medicaid costs if an individual is placed in a facility, and

WHEREAS, the Governor has indicated that there is no additional funding available for aging services, yet the proposed budget allocated funding for \$100 million for the New York State Parks systems' 100th Anniversary, \$100 million for swimming pools and pop up pools, \$300 million for safe swimming classes and infrastructure improvements at State Parks, and

WHEREAS, the entire NYSOFA budget is about \$200 million and the allocations for recreation are more than double the entire budget for aging services, and

WHEREAS, St. Lawrence County is home to 26,000 individuals over the age of 60 and one third of senior citizens are living in poverty or just above poverty levels and are struggling to afford food, medications, home heating fuel, rent, mortgages, and utilities due to the high cost of inflation while living on extremely limited incomes,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators urge Governor Hochul to double the amount of funding for critically needed aging services for the 2024-2025 budget, so that older adults may age safely in place.

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; and Assemblyman Scott Gray.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**ADOPTING PROPOSED LOCAL LAW A FOR THE YEAR 2024 RESCINDING
LOCAL LAW NO. 7 FOR THE YEAR 1994 “BANNING DANGEROUS WEAPONS IN
COUNTY OWNED BUILDINGS & VEHICLES”**

By Mr. Gennett, Chair, Finance Committee
Co-Sponsored by Mr. Forsythe, District 2 and Mr. Perkins, District 7

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

Section 1. LEGISLATIVE INTENT

It is the intent of this local law to rescind Local Law No. 7 of the Year 1994 which had been entitled: “BANNING DANGEROUS WEAPONS IN COUNTY OWNED BUILDINGS AND VEHICLES” as the State of New York has enacted legislation which has rendered this local law superfluous.

Section 2. AUTHORITY

This local law is adopted pursuant to the Municipal Home Rule Law and the County Law which expressly authorizes the County Board to adopt a local law related to the property and operations of County government.

Section 3. RESCISSION OF LOCAL LAW OPTING OUT

The St. Lawrence County Board of Legislators hereby rescinds Local Law No. 7 of the Year 1994 which had been entitled: “Banning Dangerous Weapons in County owned Buildings and Vehicles”.

Section 4. SEVERABILITY

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstances, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. EFFECTIVE DATE

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

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**CALLING ON THE UNITED STATES CONGRESS TO PASS THE AFFORDABLE
CONNECTIVITY PROGRAM EXTENSION ACT (H.R.6929/S.3565)**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Affordable Connectivity Program (ACP) has provided more than 22 million low-income households with a monthly discount of \$30 on home broadband service from participating internet service providers, and

WHEREAS, enrollment data indicates that ACP provided benefits in the amount of \$4,283,828 to residents of St. Lawrence County from January 2022 through November 2023, and

WHEREAS, without imminent congressional action, the ACP is expected to exhaust its current source of funds and will be forced to halt benefits at the end of April 2024, and

WHEREAS, the end of ACP would impact individual households, communities, and internet service providers, and households would risk losing connectivity and broadband affordability, and adoption goals would be negatively impacted,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators calls on the United States Congress to pass the Affordable Connectivity Program Extension Act (H.R.6929/S.3565), and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Kathy Hochul, Senator Chuck Schumer, Senator Kristen Gillibrand, Congresswoman Elise Stefanik, Senator Mark Walczyk, Senator Dan Stec, Assemblyman Ken Blankenbush, and Assemblyman Scott Gray.

St. Lawrence County Vacancy Authorization Form

Highway



Type: Abolish & Create

Motor Equipment Operator

Subunit (If Applicable):

Date Submitted: 1/23/2024

Reason Vacated: Promotion

Position Number: 310000035

Date Vacated: 12/9/2023

Position # Abolished: 312300003

Position Status: Fulltime

Last Fill Date: N/A

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$43,658

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$23,113

Revenue Generating: Yes 0 %

Base Salary: \$41,065

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

Base Hourly: \$19.74

Grade: 18

Net County Cost: \$66,771

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This Motor Equipment Operator position is created with the abolishment of the Bridge Construction Mechanic position, this reflects the evolving needs of our highway bridge crew.

Department Head: *Donald R. Chatham*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Motor Equipment Operator

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

SPECIAL REQUIREMENT: Must obtain a Class A OR B CDL within Twelve (12) months of appointment, if required by employing agency.

St. Lawrence County Vacancy Authorization Form

Highway



Type: Fill **Motor Equipment Operator**

Subunit (If Applicable): _____ Date Submitted: 1/9/24

Reason Vacated: Termination Position Number: 310000004

Date Vacated: 1/19/24 Position # Abolished: N/A

Position Status: Fulltime Last Fill Date: 8/14/17

Jurisdictional Class: Non-Competitive Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$49,172 Fill Request Timeline: 90 Days

Benefits: Yes (52.94%) \$26,032 Revenue Generating: No 0 %

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

Base Hourly: \$19.74

Grade: 18

Net County Cost: \$75,204

*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 Motor Equipment Operator (MEO) position, which requires a CDL, is needed for the operation of snow plow trucks and equipment. This position is also needed for road construction and maintenance. Due to the reduction in staff and the need to mechanize operations, MEO positions reflect actual Department of Highways operations. The MEO position's duties also include, but are not limited to, tree cutting, road patrolling, culvert/bridge repairs and painting. This position is also needed to maintain crew size for safety.

Department Head: *Dwight R. Chandler*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Motor Equipment Operator

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

SPECIAL REQUIREMENT: Must obtain a Class A OR B CDL within Twelve (12) months of appointment, if required by employing agency.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**AUTHORIZING THE PURCHASE OF AN AIRBOAT FOR
ST. LAWRENCE COUNTY AND MODIFYING THE 2024 BUDGET FOR
THE COUNTY ADMINISTRATOR'S OFFICE**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County has over seventy (70) miles of shore along the St. Lawrence River, as well as 706 lakes and 74 rivers, and

WHEREAS, along the shoreline, and in many of the lakes and rivers, there are wetlands and marshlands that are not easily accessible to rescue personnel, and

WHEREAS, there is a significant portion of the population of St. Lawrence County who take part in winter sports, such as ice fishing and snowmobiling, which take place on frozen waterbodies, and

WHEREAS, the County appreciates the need to provide for the Public Safety of its residents and visitors when engaged in activities on waterways in the County, and

WHEREAS, the County recognizes the benefit of having an adequate level of preparedness with staff, personnel, training, and equipment available in the event of an emergency where mutual aid is required, and

WHEREAS, the importance of having the appropriate equipment available has led to the County securing equipment such as snowmobiles, all-terrain vehicles, and most recently a new Unified Command Vehicle (UCV 2.0) to support and assist during emergencies, and

WHEREAS, equipment owned by the County is accessible to emergency personnel through mutual aid, so that all responding agencies have the ability to utilize equipment in their response,

WHEREAS, the Board of Legislators has indicated an interest in acquiring equipment when appropriate to ensure optimal public safety is available to residents and visitors,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the purchase of an Airboat from 1000 Islands Air Boat for a total of \$155,000 and up fit to meet the specifications for St. Lawrence County in the amount of \$45,000, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for the County Administrator's Office as follows:

DECREASE APPROPRIATIONS:

B1019904 49700

B SPEC Contingency Account

\$200,000

March 4, 2024

INCREASE APPROPRIATIONS:

*Note: Appropriation account to be created in the 200 Account Series prior to the Board Meeting.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR THE GENERATOR PROJECT AND MODIFYING THE 2024 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the New York State Division of Homeland Security and Emergency Services (NYS DHSES) awarded \$437,400 to St. Lawrence County for the purpose of installing a backup generator for the Human Services Center, formally titled "HMGP 4480-0085 St. Lawrence County Human Services Center Generator Project," and

WHEREAS, the Hazard Mitigation Grant Program (HMGP) requires ten percent (10%) of project costs come from non-State or Federal sources (local match),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Division of Homeland Security and Emergency Services for the generator project,

BE IT FURTHER RESOLVED that the Chair is authorized to sign any other documentation necessary for the administration, delivery, and closeout of HMGP 4480-0085 St. Lawrence County Human Services Center Generator Project, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes untargeted contingency funds, up to \$48,600, to be appropriated for this purpose, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for the County Administrator's Office, as follows:

INCREASE APPROPRIATIONS:

BG016202 24000	BLDG Highway & Street Equipment	\$486,000
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DECREASE APPROPRIATIONS:

BL019904 49700	B SPEC Contingency Account	\$48,600
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INCREASE REVENUE:

BG033065 56000	SA Homeland Security	\$437,400
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over future budgets until the grant is fully expended.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**RETIREE HEALTH INSURANCE COVERAGE FOR EMPLOYEES
IN UNREPRESENTED TITLES**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County provides a self-insured healthcare plan for eligible employees and retirees which is administered by Excellus Blue Cross/Blue Shield, and

WHEREAS, in order for employees of St. Lawrence County to continue health insurance coverage into retirement certain eligible criteria must be met, and

WHEREAS, Resolution No. 78-2000 provided that employees in unrepresented titles receive the same benefits and health insurance plan provided to CSEA Local 8400 employees, and

WHEREAS, St. Lawrence County is responsible for ensuring that eligibility is met for employees in unrepresented titles in accordance with applicable board resolutions as follows, and eligibility criteria is as follows:

- Employee must be an active participant in the County Healthcare Plan at time of retirement or was previously employed by the County and had no break in service between resignation and enrollment in COBRA, and who chooses to retire prior to the expiration of the COBRA coverage;
- All employees who qualify for retirement benefits from the County are eligible for coverage only to the extent of coverage they carried on the day prior to retirement. Dependents of retirees who are not covered by the Plan prior to the employee's retirement are not eligible dependents;
- Employees who have qualified for permanent NYS Retirement Disability may be considered to be retired for purpose of retiree health insurance coverage eligibility regardless of age, provided that they have had at least ten (10) years of service with the County;
- Employee must continue to make premiums contributions in accordance with the County Health Insurance Billing Policy;
- Employees hired prior to August 1, 2009:
 - Completion of at least five (5) years of continuous service; and
 - Employed by St. Lawrence County at the time of retirement; and
 - Qualification for retirement as a member of the New York State Employees retirement system or one of its civil divisions (proof of retirement must be provided to the County); or
 - Not a member of the New York State Retirement System and is at least 55 years of age

March 4, 2024

- Employees hired on or after August 1, 2009 but before October 1, 2012:
 - Completion of at least ten (10) years of continuous full-time equivalent service for employees not represented by a bargaining unit; and
 - Employed by St. Lawrence County at the time of retirement; and
 - Qualification for retirement as a member of New York State Retirement System or one of its civil divisions (proof of retirement must be provided to the County); or
 - Not a member of the New York State Retirement System, but has completed at least ten (10) years of continuous full-time equivalent service for employees not represented by a bargaining unit and is at least 55 years of age.

- Employees hired after October 1, 2012:
 - Completion of at least fifteen (15) years of full-time or full-time equivalent continuous service, with St. Lawrence County; and
 - employed by St. Lawrence County at the time of retirement; and
 - Enrolled in the County health plan for five years and enrolled in the health plan at the time of retirement; and
 - Qualification for retirement as a member of New York State Retirement System or one of its civil divisions (proof of retirement must be provided to the County),

WHEREAS, benefits provided to employees in unrepresented titles that differ from benefits provided in accordance with Resolution No. 78-2000 are authorized by adopted resolutions of the St. Lawrence County Board of Legislators, and

WHEREAS, there is interest in updating the eligibility requirements for the County employees in unrepresented (non-union) titles and providing this benefit going forward,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves updates to the St. Lawrence County Retiree Health Insurance coverage for employees in unrepresented titles, and the changes necessary in the St. Lawrence County Healthcare Plan Document, and

BE IT FURTHER RESOLVED that employees hired/elected on or after October 1, 2012 and retired after January 1, 2024 are eligible if:

- Completion of at least ten (10) years of full-time or part-time or elected service with St. Lawrence County; and
- Employed by St. Lawrence County at the time of retirement; and
- If hired before January 1, 2024 - Eligible and Enrolled in the SLC health plan for five years and at the time of retirement; or
- If hired after January 1, 2024 - Eligible and Enrolled in the SLC health plan for five continuous years directly prior to and at the time of retirement; and
- If a member of the NY State Retirement system – proof of retirement; or
- If not a member of the NY State Retirement System – at least 55 years old

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**ESTABLISHING A HEALTH INSURANCE PREMIUM PAYMENT POLICY
FOR ST. LAWRENCE COUNTY RETIREES AND ELIGIBLE EMPLOYEES**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County sponsors a healthcare plan for employees and retirees that meet specific criteria, and

WHEREAS, the St. Lawrence County healthcare plan is self-insured and administered by Excellus Blue Cross/Blue Shield, and

WHEREAS, St. Lawrence County is responsible for ensuring that appropriate coverage is provided and employee/retiree contributions are paid, and

WHEREAS, Human Resources sends out monthly bills to eligible employees and retirees, and

WHEREAS, Human Resources has historically processed monthly billing, as follows:

- Health Insurance bills are sent on or about the 28th of each month for the following month coverage;
- Health Insurance payments are due on the 25th of each month for that month of coverage;
- First delinquent notice are sent on the 15th of the month following first month of non-payment. (Employee/Retiree is one month behind in payments.);
- Second delinquent notice are sent on the 15th of the month following second month of non-payment. (Employee/Retiree is two months behind in payments.);
- Final delinquent notice are sent on the 15th of the month following third month of non-payment. (Employee/Retiree is three months behind in payments.);
- Partial payments have been accepted and applied to total debt and the employee/retiree is kept on the health insurance as long as they are making a payment in any amount.

WHEREAS, St. Lawrence County Self-Insurance Health Plan allows the County to retroactively terminate a covered member for non-payment going back four (4) months (120 days), and

WHEREAS, St. Lawrence County does not terminate health insurance coverage on an employee/retiree for not making payment in full, and

WHEREAS, St. Lawrence County Human Resources would like to establish a clear, consistent and equitable policy to ensure payment of health insurance premium contributions or termination of coverage, and

March 4, 2024

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes establishing a Health Insurance Premium Payment Policy, as attached, for St. Lawrence County Retirees and Eligible Employees.

March 4, 2024



HEALTH INSURANCE PREMIUM PAYMENT POLICY

ST. LAWRENCE COUNTY

Resolution No. _____

POLICY STATEMENT:

St. Lawrence County sponsors a healthcare plan for eligible employees and retirees. The St. Lawrence County healthcare plan is self-insured and administered by Excellus Blue Cross/Blue Shield. Plan members must pay the defined health insurance premium contributions in order to maintain coverage.

PREMIUM CONTRIBUTION PAYMENTS FOR ELIGIBLE EMPLOYEES AND RETIREES:

- Active employees pay through payroll deductions
- Active employees on a Leave of Absence (LOA) without pay, pay by check each month
- Retirees pay through their sick accrual balance OR by check each month
- Retiree surviving spouses pay through check each month (retiree sick accruals no longer apply)
- Monthly payments must be made in full month increments – no partial month payments accepted.
- Delinquent payments will be applied back to the first month of non-payment

ELIGIBILITY:

- Eligibility for health insurance coverage is defined in applicable St. Lawrence County collective bargaining agreements, applicable resolutions of the Board of Legislators, management manual, and the healthcare plan document.

BILLING PROCESS:

- Health Insurance bills are sent out on the 28th or 29th of each month for the following month coverage.
- Health Insurance payments are due on the 25th of each month for that month of coverage.

March 4, 2024

- First delinquent notice goes out on the 15th of the month following first month of non-payment.
 - Employee/Retiree is one month behind in payments
- Second delinquent notice goes out on the 15th of the month following second month of non-payment.
 - Employee/Retiree is two months behind in payments
- Final delinquent notice goes out on the 15th of the month following third month of non-payment.
 - Employee/Retiree is three months behind in payments
- If no payment is made by the 25th of the fourth month the insurance will be cancelled back to the first of the month of the first month of non-payment.
- An employee/retiree cannot be more than three (3) months behind in payments. If payment is not made by the due date of the fourth month coverage will be terminated.
- Termination will be retroactive back to the first month the employee did not make a full month payment.
- Once coverage is terminated, the employee/retiree will be responsible for any claims and service charges incurred back to the date of termination (up to 120 days).
- Once coverage is terminated the employee/retiree will not be covered under the plan again.

Example of delinquent payment timeline:

1. December 2023 bill sent December 28, 2023 – for January 2024 coverage.
2. Payment is due January 25, 2024 for January 2024 coverage.
3. February 15, 2024 – First delinquent notice is sent for January 2024 coverage.
4. March 15, 2024 – Second delinquent notice is sent for January and February 2024 coverage.
5. April 15, 2024 – Final delinquent notice is sent for January, February, and March 2024 coverage.
6. April 26, 2024 – Insurance coverage is cancelled retroactively to January 1, 2024
7. All claims incurred on or after January 1, 2024 are the full responsibility of the employee/retiree. The insurance carrier will bill the employee/retiree for all payments made on their behalf during this period.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A RENEWAL AGREEMENT WITH
SECURITAS SECURITY SERVICES FOR THE PROVISION OF SECURITY
SERVICES AT THE HAROLD B. SMITH BUILDING**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Securitas Security Services has been providing quality security at the Harold B. Smith Building for more than twenty (20) years, and

WHEREAS, St. Lawrence County and Securitas Security Services would like to renew an agreement (DAA60104 430SS) to provide two (2) security guards at the Harold B. Smith Building in order to provide the needed protection, and

WHEREAS, the rate allowed is calculated using a contractual mark-up of twenty-three and six tenth percent (23.6 %) of prevailing wages plus supplemental benefit rates posted by the New York State Department of Labor,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a one-year renewal agreement with Securitas Security Services for the provision of security services at the Harold B. Smith Building, upon approval of the County Attorney.

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**MODIFYING THE 2023 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT
FOR THE PRESCHOOL PROGRAM**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Public Health Department is responsible for expenses associated with the Preschool Program, and

WHEREAS, there have been higher than anticipated expenses within the Preschool Program which will be offset by an increase in revenue within the Preschool Program,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Public Health Department for the Preschool Program, as follows:

INCREASE APPROPRIATIONS:

PK040504 46502	P PREK Tuition Payments	\$1,100,000
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INCREASE REVENUE:

PK034725 56000	P SH NYSOP 59-5%	\$654,500
PK027015 55000	P LR PK Prior Year Refunds	<u>445,500</u>
		\$1,100,000

March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

MODIFYING THE 2023 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT DUE TO AN INCREASE IN EXPENSES IN THE PREVENTIVE SERVICES PROGRAMS

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Public Health Department is responsible for the Preventive Services Programs, and

WHEREAS, there have been higher than anticipated expenses in the Preventive Services Programs, and

WHEREAS, there have been lower than anticipated expenses in the Coroners Program,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Public Health Department for an increase in expenses to the Preventive Services Program, as follows:

INCREASE APPROPRIATIONS:

PP040104 43007	P PREV Other Fees & Services	\$6,500
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DECREASE APPROPRIATIONS:

PC011854 43016	P COR Autopsies	\$6,500
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March 4, 2024

Finance Committee: 2-26-2024

RESOLUTION NO.

**AUTHORIZING PAY ADJUSTMENTS FOR THE MEDICAL DIRECTOR
AND MEDICATION ASSISTED TREATMENT (MAT) PHYSICIAN
FOR THE ST. LAWRENCE COUNTY CORRECTIONAL FACILITY**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Dr. Pathmalingam, the Medicated Assisted Treatment (MAT) Physician at the County Correctional Facility receives a monthly salary augmented by actual number of patient visits, and

WHEREAS, an adjustment to that formula will allow Dr. Pathmalingam to be compensated based on the average number of patient visits for the prior year, at a rate of \$100 per patient visit, and for 2024 the annual compensation will be \$116,039.82, with an evaluation of the number of patient visits for adjustment every year, and

WHEREAS, Dr. Pathmalingam will continue to receive \$2,000 per month for oversight and on-call responsibilities included in the total listed above, and

WHEREAS, Dr. Kring, the Medical Director at the County Correctional Facility has taken on additional responsibilities of supervising staff, oversight, and on-call responsibilities, and

WHEREAS, to ensure equity for the compensation of the Medical Director and MAT Physician at the County Correctional Facility, the monthly compensation for Dr. Kring will increase from \$1,200 to \$2,000, and the per visit reimbursement will remain unchanged,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the recommended pay adjustments for the Medical Director and Medication Assisted Treatment (MAT) Physician for the St. Lawrence County Correctional Facility, effective March 2, 2024.