

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

DAVID FORSYTHE
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, MARCH 13, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – February 13**
- 3. SHERIFF’S OFFICE – BROOKS BIGWARFE**
 - A. Authorizing the Chair to Sign a Federal Equitable Sharing Program Agreement and Annual Certification Report for the Sheriff’s Office (Res)
- 4. PROBATION – TIM LEPAGE**
 - A. Declaring April Sexual Assault Awareness Month (Res)
- 5. PLANNING – JASON PFOTENHAUER**
 - A. Designating April 2023 as Fair Housing Month (Res)
 - B. Proclaiming Earth Day in St. Lawrence County (Res)
- 6. DISTRICT ATTORNEY – GARY PASQUA**
 - A. Modifying the 2023 Budget for the District Attorney’s Office for FARO Zone Equipment (Res)
- 7. EMERGENCY SERVICES – MATT DENNER**
 - A. Modifying the 2023 Budget for the Office of Emergency Services for the St. Lawrence County Hazardous Materials (Hazmat) Team (Res)
- 8. COUNTY CLERK – SANDY SANTAMOOR**
 - A. Modifying the 2023 Budget for the County Clerk’s Office for the Purchase of Equipment Related to the Turnkey Management Solutions System (Res)
 - B. Modifying the 2023 Budget for the County Clerk’s Office for the Purchase of Office Furniture (Res)

9. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

A. Vacancy Review Summary (Info)

10. 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. Intercounty Legislative Committee (Curran)

H. Jury Board (Sheridan)

I. Planning Board (Fay)

11. OLD/NEW BUSINESS

12. EXECUTIVE SESSION

A. Litigation

B. Negotiations

C. Personnel

D. Appointments

13. ADJOURNMENT – If there is no further business.

April 3, 2023

Operations Committee: 3-13-2022

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 for the Year 2022, upon approval of the County Attorney.

April 3, 2023

Operations Committee: 3-13-2023

RESOLUTION NO. _____

DECLARING APRIL SEXUAL ASSAULT AWARENESS MONTH

By Ms. Curran, Chair, Operations Committee

WHEREAS, the month of April has been designated Sexual Assault Awareness Month (SAAM) in the United States, and

WHEREAS, the goal of SAAM is to raise public awareness about sexual violence and to educate communities and individuals on how to prevent sexual violence, and

WHEREAS, the 2023 Sexual Assault Awareness Month campaign theme is *Drawing Connections: Prevention Demands Equity*, and focuses on changing ourselves and the systems surrounding us to build equity and respect, and

WHEREAS, systems of oppression such as racism, sexism, classism, heterosexism, ageism, and ableism contribute to higher sexual harassment, assault, and abuse rates, and

WHEREAS, often people are unaware of how historical conditions have shaped their lives and how they move throughout the world with many identities they each hold, and drawing connections between themselves, history, and the world around them is necessary for changing the future, and

WHEREAS, St. Lawrence Valley Renewal House provides St. Lawrence County with services which range from prevention, crisis intervention, counseling, and advocacy including a Sexual Assault Nurse Examiner Program, and

WHEREAS, sexual assault is a serious and widespread problem and St. Lawrence County can highlight sexual violence as a major public health, human rights, and social justice issue and respond to the needs of those most impacted by systemic oppression, and

WHEREAS, drawing the connections between various forms of oppression and the underlying causes of sexual assault is crucial to making real, large-scale, and lasting change in communities, and

WHEREAS, during the month of April events are planned throughout St. Lawrence County to highlight Sexual Assault Awareness Month,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators declares April Sexual Assault Awareness Month, and

BE IT FURTHER RESOLVED that the Board of Legislators encourages all citizens of the St. Lawrence County to join advocates and communities across the Country in playing an active role to raise awareness of sexual assault.

April 3, 2023

Operations Committee: 3-13-2023

RESOLUTION NO. _____

DESIGNATING APRIL 2023 AS FAIR HOUSING MONTH

By Ms. Curran, Chair, Operations Committee

WHEREAS, April 11, 1968 marked signing of the Fair Housing Act into law, which proclaims a national policy of equal housing opportunity for all citizens without regard to race, color, national origin, religion, sex, familial status or disability, and

WHEREAS, since the Board of Legislators established the St. Lawrence County Fair Housing Task Force in 1991, the Task Force has implemented a variety of activities to promote equal access to housing for all persons without regard to race, color, religion, national origin, sex, familial status, disability (physical or mental), creed, age, sexual orientation, marital status, or military status, and

WHEREAS, the County Fair Housing Task Force will partner with CNY Fair Housing to host a Fair Housing event in April to raise awareness about housing discrimination,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators designates April 2023 as Fair Housing Month, and

BE IT FURTHER RESOLVED the Board of Legislators reaffirms its commitment to promote equal housing so that all County residents are given the opportunity to live in safe, decent housing of their choice.

April 3, 2023

Operations Committee: 3-13-2023

RESOLUTION NO. _____

PROCLAIMING EARTH DAY IN ST. LAWRENCE COUNTY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators has traditionally emphasized the preservation and improvement of the quality of the natural and the man-made environment within the County, and

WHEREAS, April 22, 2023 marks the 53rd anniversary of Earth Day, and since 1970, Earth Day has increased awareness of the planet we live on, pollution, climate change, endangered species, and many other environmental issues, and

WHEREAS, since its establishment by the Board of Legislators in 1971 the Environmental Management Council (EMC) has worked to advise the Board of Legislators about, and to foster public understanding of, environmental matters affecting the County, and

WHEREAS, in conjunction with Earth Day, the EMC will sponsor and encourage public participation in environmentally responsible activities and educational programs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims April 22, 2023 to be Earth Day in St. Lawrence County, and

BE IT FURTHER RESOLVED that the Board of Legislators does hereby encourage all citizens throughout the County to participate in programs and activities, on Earth Day and throughout the year, that promote a healthy environment in conjunction with a stronger economy, and that improve awareness about the interactions between people and the environment.

April 3, 2023

Operations Committee: 3-13-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE
DISTRICT ATTORNEY'S OFFICE FOR FARO ZONE EQUIPMENT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Funds have included in the 2023 Contingency Budget to cover the purchase of a FARO Laser Scanner, laptop, and FARO Zone Software, and it will be necessary to modify the 2023 Budget for the Office of the District Attorney,

WHEREAS, FARO Zone technology equipment is used is used for collecting evidence at crime scenes, and to capture accurate and complete measurements of buildings and facilities, including school districts, and

WHEREAS, this equipment is useful to provide more specific data that can be used in the judicial process,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the District Attorney's Office for FARO Zone Equipment, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	Contingency Account	\$59,799
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INCREASE APPROPRIATIONS:

J1011654 25000	J Technical Equipment	\$59,799
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April 3, 2023

Operations Committee: 3-13-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR THE OFFICE OF EMERGENCY SERVICES FOR THE ST. LAWRENCE COUNTY HAZARDOUS MATERIALS (HAZMAT) TEAM

By Ms. Curran, Chair, Operations Committee

WHEREAS, the St. Lawrence County Hazardous Materials (HAZMAT) Team was created to assist local rescue and fire departments in their response to incidents involving hazardous materials, and

WHEREAS, HAZMAT services were provided by the Ogdensburg Fire Department, at an annual fee of \$18,000, until the contract ended December 31, 2020, and

WHEREAS, since then the St. Lawrence County Office of Emergency Services resumed management and response operations of the HAZMAT Team, and immediately began soliciting volunteers to ensure continued response, and

WHEREAS, it has been recommended that a budget is be created for the HAZMAT Team to continue operations and ensure adequate response, and

WHEREAS, currently, the HAZMAT Team has forty-four (44) volunteer members and owns and operates two (2) trailers; one for entry purposes and one for decontamination, and

WHEREAS, the trailers are owned by St. Lawrence County and were previously stored in Ogdensburg; Resolution No. 43-2023 authorized a lease of space for the trailers to be stored at the Massena International Airport through December 31, 2023, and

WHEREAS, as the HAZMAT Team continues to operate and recruit new members, training costs are required for members to attend the initial 80-hour HAZMAT Technician Training normally offered for a fee in Montour Falls, conferences are needed to stay up-to-date on HAZMAT-related topics, and medical courses required to ensure adequate treatment of those exposed to hazardous materials, and

WHEREAS, repair and maintenance of HAZMAT equipment and trailers are anticipated; for example, hydrostatic testing of SCBA cylinders and repairs to damaged HAZMAT trailer items, and when possible the CNY Consortium will assist, and

WHEREAS, replacement and acquisition of HAZMAT equipment is necessary; such as replacement of personal protective equipment (PPE) suits, replacement of portable containment pools, and acquisition of additional tools and devices,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office of Emergency Services for the St. Lawrence County Hazardous Materials (HAZMAT) Team, as follows:

April 3, 2023

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$20,000
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INCREASE APPROPRIATIONS:

X1134102 25000	X HAZMAT Technical Equipment	\$7,500
X1134104 40700	X HAZMAT Bldg and Property Rental	2,500
X1134104 41102	X HAZMAT Educational Workshops	4,000
X1134104 42200	X HAZMAT I/D Equipment and Repair	3,000
X1134104 43007	X HAZMAT Other Fees and Services	<u>3,000</u>
		\$20,000

April 3, 2023

Operations Committee: 3-13-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE COUNTY CLERK'S OFFICE
FOR THE PURCHASE OF EQUIPMENT RELATED TO THE TURNKEY
MANAGEMENT SOLUTIONS SYSTEM**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the County Clerk's Office is the office of record for all real property, civil, criminal records, and pistol records, and

WHEREAS, the County Clerk's Office is required to reproduce these documents on a regular basis, and is currently using the Info Quick Solutions, Inc. (IQS) Turnkey Management Solution System, which allows these records to be digitized, and

WHEREAS, Resolution No. 351-2022 was adopted in October 2022 authorizing the purchase; however, the equipment required to operate this system was no completed in the 2022 budget year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the County Clerk's Office for the purchase of equipment related to the Turnkey Management Solutions System, as follows:

DECREASE UNAPPROPRIATED FUND BALANCE:

01TG0911 50300	Fund Balance, Unreserved Unappropriated	\$15,000
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INCREASE APPROPRIATED FUND BALANCE:

01TG0910 50300	Fund Balance, Unreserved Appropriated	\$15,000
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DECREASE APPROPRIATIONS:

K1114102 22001	K CC Computer Hardware	\$15,000
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April 3, 2023

Operations Committee: 3-13-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE COUNTY CLERK'S OFFICE
FOR THE PURCHASE OF OFFICE FURNITURE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, to provide better service to the community, improve appearance, and become ADA compliant, the County Clerk's Office is in need of a new office layout, and

WHEREAS, at this time the County Clerk's Office is only capable of serving two to three customers at the front counter at one time, and would like to increase that number to five to six at one time, and

WHEREAS, the current configuration is easily responsive for compliance under ADA, customer service oriented, or a conducive work space for employees, and

WHEREAS, a competitive process was undertaken with at least two vendors having the option to review the space and provide quotes for the materials and work to reconfigure the space,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 budget for the County Clerk's Office for the purchase of office furniture, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$78,864
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DECREASE APPROPRIATIONS:

K1114102 21000	K Furniture & Furnishings	\$78,864
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VACANCY REVIEW SUMMARY

Via Zoom

March 7, 2023

Legislators Attending: Joseph Lightfoot and Rita Curran

Committee Members: Ruth Doyle, Dylan Soper, Jonnie Dorothy, Heather Hebert
9:00 A.M.

Positions to be reviewed:

Highway:

Request: 1

Request: Fill, Motor Equipment Operator
Position No. 310000027, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 1

Request: Fill, Public Health Specialist
Position No. 504300008, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 1

Request: Abolish and Create, Registered Nurse - Unit/Opioid Treatment Program
Position No. 501000074, Immediately

Recommendation: Pending, Additional Information Requested

Social Services:

Request: 4

Request: Fill, Legal Secretary – Unit/Legal
Position No. 005300003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Principal Account Clerk – Unit/Child Support
Position No. 100300001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/TA/SNAP
Position No. 81400038, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Medicaid
Position No. 81400020, Immediately

Recommendation: Fill, Immediately

Committee Members:

- 1.4 John Burke and Dave Forsythe
- 2.7 Larry Denesha and Dan Fay
- 3.7 Joseph Lightfoot and Rita Curran