

St. Lawrence County  
**BOARD OF LEGISLATORS**  
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Canton, New York 13617-1169  
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**RUTH A. DOYLE**  
County Administrator

**DAVID FORSYTHE**  
Chair, Board of Legislators

**OPERATIONS COMMITTEE AGENDA**  
**MS. RITA CURRAN, CHAIR**  
**MONDAY, APRIL 10, 2023**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – March 13**
- 3. SHERIFF’S OFFICE – BROOKS BIGWARFE**
  - A. Modifying the 2023 Budget for the Sheriff’s Office to accept a 2023 State Criminal Alien Assistance Program Funding from the Bureau of Justice Department (Res)
  - B. Modifying the 2023 Budget for the Sheriff’s Office for the Costs of Prescriptions for the MAT Program (Res)
  - C. Modifying the 2023 Budget for the Sheriff’s Office for Prescription Costs at the Correctional Facility (Res)
- 4. LEGISLATOR RITA CURRAN**
  - A. Calling on Governor Hochul and New York State Lawmakers to Reverse Course and Restore Biomass as an Important Renewable Energy Source to Strengthen the Economy and Encourage Land Stewardship and Responsible Forestry Practices (Res)
- 5. VACANCY REVIEW COMMITTEE**
  - A. Vacancy Review Summary (Info)
  - B. Human Resources
    1. Fill, Personnel Officer, Position No. 015200001
- 6. 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)

**7. OLD/NEW BUSINESS**

- A. Modifying the 2023 Budget for the Solid Waste Department for the Purchase of a Comprehensive Insurance Policy (Res)

**8. EXECUTIVE SESSION**

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

**9. ADJOURNMENT – If there is no further business.**

May 1, 2023

Operations Committee: 4-10-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SHERIFF'S OFFICE TO ACCEPT  
A 2023 STATE CRIMINAL ALIEN ASSISTANCE PROGRAM FUNDING  
FROM THE BUREAU OF JUSTICE DEPARTMENT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the St. Lawrence County Sheriff's Office has been awarded program funding in the amount of \$10,610 through the Bureau of Justice Assistance (BJA) Department, and

**WHEREAS**, this 2023 SCAAP (State Criminal Alien Assistance Program) provides funding to cover costs related to the Correctional Facility from July 1, 2021 to June 30, 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Sheriff's Office to accept a 2023 State Criminal Alien Assistance Program funding from the Bureau of Justice Department, as follows:

**INCREASE APPROPRIATIONS:**

S4Z31502 25000	S SCAAP Technical Equipment	\$8,276
S4Z31504 43007	S SCAAP Other Fees and Services	<u>2,334</u>
		\$10,610

**INCREASE REVENUE:**

S4Z43895 57000	S SCAAP Federal Aid	\$10,610
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May 1, 2023

Operations Committee: 4-10-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SHERIFF'S OFFICE FOR  
THE COSTS OF PRESCRIPTIONS FOR THE MAT PROGRAM**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the budget has been exceeded for the Medication Assisted Treatment (MAT) Program prescription account for 2023, and

**WHEREAS**, the mandated Medication Assisted Treatment (MAT) Program began, as required, late in 2022 after the 2023 Tentative Budget was established, and

**WHEREAS**, funds were set aside in targeted contingency to be appropriated if the need arose, and

**WHEREAS**, there are currently 59 incarcerated individuals, fifty percent (50%) of the population, at the Correctional Facility participating in the MAT Program, and

**WHEREAS**, the requested budget modification is anticipated to provide sufficient funding for the program at the current levels,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Sheriff's Office for costs of prescriptions for the MAT Program at the jail, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$500,000
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**INCREASE APPROPRIATIONS:**

S4743204 45100	S FMH Medical Supplies & Expenses	\$500,000
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May 1, 2023

Operations Committee: 4-10-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SHERIFF'S OFFICE FOR  
PRESCRIPTION COSTS AT THE CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the prescription account has exceeded the budget for 2023, and

**WHEREAS**, the average population in the County Correctional Facility in 2022 was 110.57, and thus far in 2023 the jail population is trending up with an average population of 117.38 for the first three months, and

**WHEREAS**, the challenges of pharmaceutical prices rising, along with not being able to predict the population of the jail and medications that may be needed throughout the year, makes establishing an annual budget difficult,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Sheriff's Office for prescription costs at the Correctional Facility, as follows:

**DECREASE APPROPRIATIONS:**

BL010104 43007	B LB Other Fees & Services	\$400,000
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**INCREASE APPROPRIATIONS:**

S4031504 45100	S JAIL Medical Supplies	\$400,000
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May 1, 2023

Operations Committee: 4-10-2023

RESOLUTION NO. \_\_\_\_\_

**CALLING ON GOVERNOR HOCHUL AND NEW YORK STATE  
LAWMAKERS TO REVERSE COURSE AND RESTORE BIOMASS AS AN  
IMPORTANT RENEWABLE ENERGY SOURCE TO STRENGTHEN  
THE ECONOMY AND ENCOURAGE LAND STEWARDSHIP AND  
RESPONSIBLE FORESTRY PRACTICES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the cogeneration plant located on Fort Drum has provided an estimated three hundred (300) jobs across Northern New York to loggers, truck drivers, landowners, saw mill operators and others involved in the forest products industry, and

**WHEREAS**, due to the failure to recognize the benefits of biomass and forestry industry of the Empire State by Governor Hochul, the Public Service Commission, and leadership of the New York State Senate and Assembly, the plant is being forced to close, and

**WHEREAS**, the closure will cut off Fort Drum and the 10th Mountain Division, the largest single site employer in New York, from a reliable on-post electrical generating plant that supplies one-hundred percent (100%) of its energy needs, and

**WHEREAS**, closing the plant will make Fort Drum dependent on less secure energy sources that could be jeopardized by cyber-attacks, sabotage, natural disasters, and major weather events, and

**WHEREAS**, the loss of three-hundred direct and indirect forestry industry jobs will impact eighty (80) North Country businesses and cost the region an estimated \$25 million that will have a multiplier effect on the economy across the region, and

**WHEREAS**, forestry owners, farmers, land owners, saw mills, wood pellet companies, local governments, and others will also be negatively affected by the closure of the plant, and is just the latest example of how poorly thought out and ill-conceived the energy policies of New York are hurting working class citizens, reducing the availability of good paying jobs, increasing the price of electricity, and contributing to New York State being the worst place to do business in the nation,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators calls on Governor Hochul and New York State lawmakers to reverse course and restore biomass as an important renewable energy source to strengthen the economy and encourage land stewardship and responsible forestry practices, and

**BE IT FURTHER RESOLVED** that certified copies of this resolution be forwarded to Governor Hochul; U.S. Senator Charles Schumer; U.S. Senator Kirsten Gillibrand; Congresswoman Elise Stefanik; Congresswoman Claudia Tenney; Senator Joseph Griffo; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; Assemblyman Billy Jones; Assemblyman Robert Smullen; Assemblyman Scott Gray, New York Forest Owners

May 1, 2023

Association, Empire State Forest Products Association, New York State Association of Counties,  
and New York State Association of Towns.

# VACANCY REVIEW SUMMARY

Via Zoom

April 4, 2023

**Legislators Attending:** Ben Hull and William Sheridan

**Committee Members:** Ruth Doyle, Dylan Soper, Jonnie Dorothy, Heather Hebert  
10:00 A.M.

**Summary:** January 4<sup>th</sup> –April 4<sup>th</sup>

Requests: 45  
Approved: 45  
Denied: 0  
Request/Hold: 1  
Withdrawn: 0

**Summary:** April 4<sup>th</sup>

Requests: 8  
Approved: 8  
Denied: 0  
Request/Hold 0  
Withdrawn: 0

Positions reviewed:

**Office for the Aging:**

Request: 1

Request: Fill, Account Clerk

Position No. 100100044, Immediately

Recommendation: Fill, Immediately

**Human Resources:**

Request: 1

Request: Fill, Personnel Officer

Position No. 015200001, Immediately

Recommendation: Fill, Immediately

**Social Services:**

Requests: 3

Request: Fill, Caseworker – Unit/Preventive

Position No. 815000038, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist – Unit/Preventive

Position No. 003100080, Immediately

Recommendation: Fill, Immediately



Request: Abolish, Fiscal Manager and Create and fill, Director of Finance  
Position No. , Immediately

Recommendation: Fill, Immediately

**Highway:**

Request: 2

Request: Fill, Heavy Equipment Operator  
Position No. 310100005, Immediately

Recommendation: Fill, Immediately

Request: Fill, Heavy Equipment Operator  
Position No. 310100017, Immediately

Recommendation: Fill, Immediately

**Community Services:**

Revisit: 1

Request: Create and Fill, Registered Professional Nurse – Unit/Opioid Treatment Program  
Position No. 501000074, 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
- 4.4 Ben Hull and William Sheridan

# St. Lawrence County Vacancy Authorization Form

## Human Resources



Type: Create & Fill

**Personnel Officer**

Subunit (If Applicable):

Date Submitted: 01/18/2023

Reason Vacated: New Position

Position Number: 015200001

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)      \$40,627

Revenue Generating:    No    0    %

Base Salary: \$78,980

Reimbursed by Local,  
State or Federal Funds: No    0    %

Base Hourly: \$43.40

Grade: V

**Net County Cost: \$119,607**

\*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.

Human Resources has experienced significant change over the last five years. Challenges facing the Department stem from increased responsibilities, understaffing as related to other New York State Counties and turnover, which has resulted in work not getting done and knowledge transfer issues. With the turnover and the position changes within the department, the average time of employees holding their current positions is 2.8 years, with the Director holding the position the longest at just over five years. More changes are expected in the near future, such as the HR Assistant retiring in the next three years.

A survey of other New York State Counties and municipalities shows that comparatively St. Lawrence County is understaffed in terms of total full time equivalents (FTE) by two, while indicating that that the County is responsible for approximately double the number of outside agencies. This survey also shows that this level position is typical in counties and lacking in St. Lawrence County.

St. Lawrence County Stats:  
 - Current active employees total approximately 890. This will increase to approximately 1,140 employees when additional election employees (250) are onboarded.  
 - 864 full time equivalents.  
 - 4000+ employees in all agencies.  
 - 70 outside agencies.  
 - 24 departments.

There is a need for backup HR function knowledge (employee discipline, investigations, compensation management, diversity initiatives, staff development, labor relations, affirmative action planning, etc.)

The following work is struggling to get done: payroll certification (audits of agencies), personnel change processing, internal auditing, affirmative action, filing, record maintenance, staff development, customer service (response time not meeting expectations), HR information systems coordination (underutilization of software programs - eGov, MUNIS, AleraHR, etc.), payroll coordination, and timely investigations.

The position would provide backup expertise in HR functions as well as provide the assistance with civil service work.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

May 1, 2023

Operations Committee: 4-10-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SOLID WASTE DEPARTMENT  
FOR THE PURCHASE OF A COMPREHENSIVE INSURANCE POLICY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Solid Waste Department is an enterprise fund, and

**WHEREAS**, Resolution No. 151-2018 authorized the Solid Waste Department to obtain a separate comprehensive insurance policy in an effort to relieve the County from costly claims, and

**WHEREAS**, the current insurance policy through U.S. Specialty Insurance Company expires on April 12, 2023, and

**WHEREAS**, the Solid Waste Department wishes to renew the policy through April 12, 2024 for a total cost of \$52,557.51,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Solid Waste Department for the purchase of a comprehensive insurance policy, as follows:

**DECREASE APPROPRIATIONS:**

WA017104 49700	W ADM Contingency Account	\$16,558
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**INCREASE APPROPRIATIONS:**

WA017104 41405	W ADM Comprehensive Insurance	\$16,558
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**BE IT FUTHER RESOLVED** that the policy be retroactive to April 12, 2023 upon adoption of the resolution.