

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, APRIL 19, 2021
*****BOARD ROOM AND LIVE VIA YOUTUBE*****
*****IMMEDIATELY FOLLOWING SERVICES COMMITTEE *****

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

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – March 8

3. EMERGENCY SERVICES – MATT DENNER

- A. Authorizing the Chair to Sign Memorandums of Understanding to Establish Emergency Shelters for the County Animal Response Team (CART) (Res)
- B. Authorizing the Chair to Sign a Contract with NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for a FY18 Statewide Interoperable Communications Targeted Grant and Modifying the 2021 Budget for Emergency Services (Res)

4. SHERIFF – BROOKS BIGWARFE

- A. Accepting Donations to be used towards the Implementation of an Additional K9 Team, Equipment, and Training (Res)
- B. Authorizing the Chair to Sign a Federal Equitable Sharing Program Agreement and Annual Certification Report for the Sheriff's Office (Res)
- C. Proclaiming May 15, 2021 as "Police Officer Memorial Day" During National Police Week in St. Lawrence County (Res)

5. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS

- A. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for Poll Worker Training /Voter Education (Res)

6. PLANNING – JASON PFOTENHAUER

- A. St. Lawrence County Annual Community Survey Results - Lawrence Danforth, Research Coordinator, Center for Community Studies, Jefferson Community College
- B. Lead Grant Update (Discussion)
- C. Broadband Survey Efforts (Discussion)

7. LEGISLATOR DAVE FORSYTHE

- A. Setting a Date for a Public Hearing on Proposed Local Law B (No. _) for the Year 2021, “Allowing 12 and 13 Year Old Licensed Hunters to Hunt Deer with a Firearm or Crossbow During Hunting Season with the Supervision of an Adult Licensed Hunter” (Res)

8. LEGISLATOR RITA CURRAN

- A. Proclaiming May 6, 2021, as “National Recognition Day for Nurses” during National Nurses Week in St. Lawrence County (Res)

9. VACANCY REVIEW COMMITTEE

- A. Probation
 - 1. Fill a Probation Officer, Position No. 610000007
- B. Public Defender
 - 1. Fill an Assistant Public Defender, Position No. 021400009
- C. Sheriff
 - 1. Fill a Detective Sergeant, Position No. 606000003
- D. Board of Elections
 - 1. Fill a Deputy Commissioner, Position No. 028000002
 - 2. Fill a Data Management Technician, Position No. 282000001
- E. Conflict Defender
 - 1. Create and Fill an Assistant Conflict Defender, Position No. 021500008

10. COUNTY ADMINISTRATOR’S REPORT

11. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternatives to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Fiacco)
- 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)

12. OLD/NEW BUSINESS

13. EXECUTIVE SESSION

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

14. ADJOURNMENT – If there is no further business.

May 3, 2021

Operations Committee: 4-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN MEMORANDUMS OF UNDERSTANDING
TO ESTABLISH EMERGENCY SHELTERS FOR THE COUNTY ANIMAL
RESPONSE TEAM (CART)**

By Ms. Curran, Chair, Operation Committee

WHEREAS, Resolution No. 242-2019, adopted on July 1, 2019, established the St. Lawrence County Animal Response Team (CART) and directed that a Plan be developed for animal emergencies by the Department of Emergency Services, and

WHEREAS, under regulations promulgated by the State Commissioner of Agriculture and Markets, each County must establish a Plan for the prevention, preparedness, response and recovery from emergencies and disasters affecting animals which is overseen and coordinated by the Director of Emergency Services, and

WHEREAS, pursuant to the direction provided to establish such a plan, the Department of Emergency Services is establishing an emergency shelter sites list in St. Lawrence County for the CART to support the prevention of, preparedness for, response to, and recovery from emergencies and disasters affecting animals in St Lawrence County, and

WHEREAS, as a part of developing the plan and establishing the site list, agreements will need to be established with the various sites to allow for the emergency sheltering of animals in need, and

WHEREAS, the County will negotiate Memorandums of Understanding (MOU) with various facilities for the placement of potentially displaced animals,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign Memorandums of Understanding to establish emergency shelters for the County Animal Response Team (CART), upon approval of the County Attorney.

May 3, 2021

Operations Committee: 4-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NYS DIVISION OF
HOMELAND SECURITY AND EMERGENCY SERVICES OFFICE OF
INTEROPERABLE AND EMERGENCY COMMUNICATIONS FOR A FY18
STATEWIDE INTEROPERABLE COMMUNICATIONS TARGETED GRANT AND
MODIFYING THE 2021 BUDGET FOR EMERGENCY SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications has awarded a grant of \$6,000,000 to the Office of Emergency Services which concentrates on improving interoperability and operability of communication systems in New York State with a contract period of March 1, 2021 to February 28, 2025, and

WHEREAS, this grant allows State support through grant funding to enhance county public safety operations by focusing on the strengthening of critical communications infrastructure, closing gaps in national interoperability, and ensuring that county communication systems is updated to ensure it is capable of support multijurisdictional response,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for a FY18 Statewide Interoperable Communications Targeted Grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget for the Office Emergency Services, as follows:

INCREASE APPROPRIATIONS:

X2Z36402 25000 SCIG	X SCIG Technical Equipment	\$5,570,000
X2Z36404 43007 SCIG	X SCIG Other Fees and Services	<u>430,000</u>
		\$6,000,000

INCREASE REVENUE:

X2Z33895 56000 SCIG	X SCIG State Aid	\$6,000,000
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BE IT FURTHER RESOLVED that any remaining funds be rolled over to future budgets until fully expended.

May 3, 2021

Operations Committee: 4-19-2021

RESOLUTION NO. _____

**ACCEPTING DONATIONS TO BE USED TOWARDS THE IMPLEMENTATION
OF AN ADDITIONAL K9 TEAM, EQUIPMENT, AND TRAINING
FOR ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, there have been ten (10) K9 units in the Sheriff's Office since the program began in 1982, with one K9 on duty at this time, and

WHEREAS, there are many benefits of a K9 Program for law enforcement with highly trained dogs becoming valuable team members to the officers they assist, and

WHEREAS, K9s have a rich history of working with law enforcement and military units dating back to the 1800s, and police K9s receive specific training to assist law enforcement in ways other tools cannot, and

WHEREAS, dogs use their unprecedented sense of smell to find missing persons and locate drugs, and

WHEREAS, the Sheriff's Office would like to enhance its ability to conduct search and rescue operations and locate items that may constitute evidence in a crime, and

WHEREAS, the Sheriff has determined that the cost to purchase a K9 and the necessary equipment and training to develop a team will not exceed \$25,000, and

WHEREAS, the Sheriff's Office has received donations to be used to establish an additional Sheriff Deputy K9 Team, and an account will be created for this purpose, not to exceed \$25,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize accepting donations to be used towards the implantation of an additional K9 Team, equipment, and training for St. Lawrence County, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to create a reserve account (01TG0899 50300 K92) until appropriations are expended for an additional K9 team, equipment, and training.

May 3, 2021

Operations Committee: 4-19-2021

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 2021, upon approval of the County Attorney.

May 3, 2021

Operations Committee: 4-19-2021

RESOLUTION NO. _____

**PROCLAIMING MAY 15, 2021 AS “POLICE OFFICER MEMORIAL DAY”
DURING NATIONAL POLICE WEEK IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, in 1962, President John F. Kennedy signed a proclamation which designated May 15th as Peace Officers Memorial Day and the week in which that date falls as Police Week, and

WHEREAS, National Police Week recognizes that law enforcement plays an essential role in safe guarding the rights and freedoms of citizens while understanding their duties, responsibilities, hazards, sacrifices, and duty to serve and safeguard life and property against violence and disorder, and

WHEREAS, during Police Officer Week, St. Lawrence County will honor the Sheriff’s Office, town and village police departments, New York State Police, and Federal Law Enforcement, and recognizes the responsibilities and the professional duties of police officers who serve to protect the people of this County and State, and

WHEREAS, in the year 2021 law enforcement continues to serve a vital community role, but in an even more stressful environment due to the current pandemic sweeping our nation and world, and

WHEREAS, St. Lawrence County law enforcement agencies provide a commendable public service to the wellbeing of the residents through dedicated service to communities and for preserving the rights and security of all citizens, and in doing so have established an honored and enduring reputation,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims May 15, 2021, as Police Officer Memorial Day during National Police Week in St. Lawrence County, and

BE IT FURTHER RESOLVED that the Board of Legislators calls upon all citizens to join in honoring our police officers, past and present, for their performance of duty and service to St. Lawrence County.

May 3, 2021

Operations Committee: 4-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT
EXTENSIONS FOR POLL WORKER TRAINING /VOTER EDUCATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution Nos. 45-2007, 46-2007, and 47-2007 authorized the Chair to sign grant applications for New York State Voting Access for Individual with Disabilities Polling Place Improvement, and HHS Voting Access for Individuals with Disabilities Polling Place Improvement, and Voter Education/Poll Worker Training, and

WHEREAS, Resolution No. 73-2009 allowed for the rollover of these funds annually, and

WHEREAS, Resolution No. 135-2020 authorized the Chair to sign contracts requesting grant extensions for poll worker training/voter education and modifying the 2020 budget for the Board of Elections, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2022, for those grants that have an unexpended balance, and

WHEREAS, the unexpended balance for Voter Education/Poll Worker Training is \$42,694, and

WHEREAS, grant extension applications must be signed by the Chair and returned to New York State Board of Elections,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for poll worker training/voter education, upon approval of the County Attorney, and ,

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

May 3, 2021

Operations Committee: 4-19-2021

RESOLUTION NO. _____

SETTING A DATE FOR A PUBLIC HEARING ON PROPOSED LOCAL LAW B (NO. _) FOR THE YEAR 2021, "ALLOWING 12 AND 13 YEAR OLD LICENSED HUNTERS TO HUNT DEER WITH A FIREARM OR CROSSBOW DURING HUNTING SEASON WITH THE SUPERVISION OF AN ADULT LICENSED HUNTER"

By Ms. Curran, Chair, Operations Committee
Co-Sponsored by Mr. Forsythe, District 2

WHEREAS, in 2021 the New York State Legislature as a part of the enacted 2021-2022 New York State Budget, adopted a temporary program, allowing the opportunity for young hunters, ages 12 and 13, to hunt deer with firearms and crossbow through 2023 in accordance with Environment Conservation Law § 11-0935, and

WHEREAS, pursuant to ECL § 11-0935, should a locality wish to permit 12 and 13 year olds to participate in the new hunting opportunities, the locality must pass a local law to opt into the program, and, in doing so, notify the New York State Department of Environmental Conservation (NYS DEC) to be added to a map of localities who have passed this local law, and

WHEREAS, deer hunting is a valued tradition for many families, and this new opportunity allows experienced, adult hunters to introduce the value of hunting to the next generation, and

WHEREAS, teaching young people safe, responsible, and ethical hunting practices will ensure a rewarding experience for the youth, while potentially providing quality food to families and contributing to deer management, and

WHEREAS, the adoption of a local law pursuant to ECL § 11-0935 is a temporary measure that will pilot lowering the age through 2023, with the following provisions:

- Twelve (12) and thirteen (13) year old licensed hunters will be permitted to hunt deer with a rifle, shotgun, or muzzle loading firearm in areas these firearms may be used during hunting season, and
- Twelve (12) and thirteen (13) year old licensed hunters will be permitted to hunt deer with a crossbow during the times when other hunters may use crossbows, and
- Twelve (12) and thirteen (13) year old licensed hunters will be required to be supervised by experienced and licensed adult hunters at all times, and
- Twelve (12) and thirteen (13) year old hunters and adult mentors will be required to wear fluorescent orange or pink clothing and to remain at ground level while hunting deer with a crossbow, rifle, shotgun, or muzzleloader, and

May 3, 2021

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

NOW, THEREFORE, BE IT RESOLVED that a public hearing on proposed Local Law B (No.) for the Year 2021 will be held on Monday, June 7, 2020, at 5:50 p.m. in the Legislative Chambers.

**PROPOSED LOCAL LAW B (NO.) FOR THE YEAR 2021,
“ALLOWING 12 AND 13 YEAR OLD LICENSED HUNTERS TO HUNT DEER WITH
A FIREARM OR CROSSBOW DURING HUNTING SEASON WITH THE
SUPERVISION OF AN ADULT LICENSED HUNTER”**

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

- Section 1. Pursuant to Environmental Conservation Law, ECL 11-0935, St. Lawrence County elects to participate in the temporary program to allow for young hunters, ages twelve (12) and thirteen (13), to hunt deer with a firearm, to include rifles, shotguns, and muzzle loaded firearms or crossbow through 2023.
- Section 2. Twelve (12) and thirteen (13) year old licensed hunters shall be allowed to hunt deer, under the supervision of a licensed adult hunter, age 21 years or older, with a rifle, shotgun, or muzzle loading firearm in areas where and during the hunting season in which such firearms may be used.
- Section 3. Twelve (12) and thirteen (13) year old licensed hunters shall be allowed to hunt deer under the supervision of a licensed adult hunter, age 21 years or older, with a crossbow during the times when other hunters may use crossbows.
- Section 4. Supervision of a licensed adult hunter, age twenty-one (21) years or older, with at least three (3) years of experience who exercises dominion and control over the youth hunter at all times is required.
- Section 5. All licensed twelve (12) and thirteen (13) year old hunters as well as their adult supervisors shall be required to wear fluorescent orange or pink clothing while engaged in hunting to an extent and covering so designated pursuant to the law, rules, and regulations promulgated by the State of New York.
- Section 6. All licensed twelve (12) and thirteen (13) year old hunters shall remain at ground level while hunting deer with a crossbow, rifle, shotgun, or muzzleloader.
- Section 7. Notwithstanding any State or Federal Law to the contrary, this local law shall not authorize the hunting of bear by twelve (12) and thirteen (13) year olds with a firearm or crossbow.
- Section 8. A copy of this local law shall be sent to the New York State Department of Conservation.
- Section 9. This local law shall take effect immediately upon filing with the Secretary of State.

May 3, 2021

Operations Committee: 4-19-2021

RESOLUTION NO. _____

**PROCLAIMING MAY 6, 2021, AS “NATIONAL RECOGNITION DAY FOR NURSES”
DURING NATIONAL NURSES WEEK IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, National Nurses Day is observed annually on May 6th, which is the beginning of National Nurses Week, and

WHEREAS, National Nurses Week ends on May 12th, the birthday of Florence Nightingale, the founder of modern nursing who became well-known for taking care of wounded soldiers during the Crimean War, and

WHEREAS, in 1974, then President Richard Nixon proclaimed a National Nurse Week, and in 1982 the United States Congress declared May 6th to be National Recognition Day for Nurses, signed into law by then President Ronald Reagan, and

WHEREAS, the day is meant to reflect on the important contributions that nurses make to provide safe, high-quality health care, and to shine a light on their incredible commitment and courage, and

WHEREAS, nurses have always been instrumental in patient care, but even more so during the COVID-19 pandemic where nurses have worked tirelessly on the front lines to ensure that people who need help are cared for, and

WHEREAS, nurses have worked countless hours, evenings, weekends, and holidays to mitigate the spread of the coronavirus in St. Lawrence County, at significant risk to their own health, in order to provide lifesaving medical care and necessary service to the citizens of the County, and

WHEREAS, during the pandemic many families could not be with their loved ones in the hospital and nursing homes due to the risk of spreading the highly contagious virus, and nurses became steadfast advocates for patients, going above and beyond the call of duty to care for those patients who otherwise would be alone,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims May 6, 2021, as “National Recognition Day for Nurses” during National Nurses Week in St. Lawrence County, and

BE IT FURTHER RESOLVED that the Board of Legislators calls upon all citizens to recognize the importance of nurses in our community and to celebrate their dedication and commitment to their patients and their profession.

St. Lawrence County Vacancy Authorization Form

Probation Department



Type: Fill

Probation Officer

Subunit (If Applicable):

Date Submitted: 3/30/2021

Reason Vacated: Promotion

Position Number: 610000007

Date Vacated: 4/16/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/22/2012

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$59,554

Revenue Generating: No 0 %

Benefits: Yes \$28,675

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

Net County Cost: \$88,229

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 vacancy will create a hardship for this Department to maintain its compliance with state mandated contacts and will diminish our ability to provide proper supervision to clients, to ensure they are in compliance with their Orders and Conditions of Probation, and will reduce our capability of maintaining community safety. This position has carried one of the highest caseloads within the department the last few years.

Department Head:

Handwritten signature of the Department Head.

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Defender's Office



Type: Fill

Assistant Public Defender

Subunit (If Applicable):

Date Submitted: March 29, 2021

Reason Vacated: Resignation

Position Number: 021400009

Date Vacated: May 14, 2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: September 23, 2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$74,524

Revenue Generating: No 0 %

Benefits: Yes \$35,883

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$69,206

Budget Mod Attached, If Required?

Grade: ID

Net County Cost: \$0

Detailed Justification

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

In 2017, the New York State Office of Indigent Legal Services established case load standards to take effect gradually beginning in 2018 and must be fully implemented by 2023. At present, the St. Lawrence County Public Defender's Office is currently operated severely understaffed based on these caseload standards, therefore the filling of the Assistant Public Defender position is essential in continuing to provide constitutionally mandated services to indigent clients. The goal of this position will be to provide necessary legal services with the overarching goal of balancing out the caseloads among attorneys in the office, in order to begin to comply with the NYS ILS caseload standards. That this position was vacated to maximize the use of grant funding. That this grant funding is contingent on continuing funding by the county of positions it prior to accepting funds.

Department Head:

James M. McGrath

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Detective Sergeant

Subunit (If Applicable):

Date Submitted: February 26, 2021

Reason Vacated: Retirement

Position Number: 606000003

Date Vacated: 04/16/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/25/2013

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$70,298

Revenue Generating: No 0 %

Benefits: Yes \$33,848

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$64,053

Budget Mod Attached, If Required?

Grade: SS13

Net County Cost: \$104,146

Detailed Justification

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

This position is a replacement and is the only Detective Sergeant position within the Sheriff's Office. This position is essential to the operations of Sheriff's Road Patrol, Criminal Investigation and County Drug Task Force units as this person directly oversees four Detectives and provides guidance to Road Sergeants and Deputies to any serious incident that takes place on the road patrol. If this position is not filled, the safety of the citizens of St. Lawrence County are at a greater risk and there is greater potential for errors as this is a supervisory position.

Department Head: *Brooks J. Bjornson*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Board of Elections



Type: Fill

Deputy Commissioner

Subunit (If Applicable):

Date Submitted: 3/30/2021

Reason Vacated: Resignation

Position Number: 028000002

Date Vacated: 3/19/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2/16/2016

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$49,837

Revenue Generating: No 0 %

Benefits: Yes \$23,997

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$45,328

Budget Mod Attached, If Required?

Grade: 23

Net County Cost: \$73,834

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.

Deputy Commissioner fulfills the legal responsibilities required by NYS Election Law. This position is 100% reimbursed by local municipalities on a two year lag.

Department Head: 

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Board of Elections



Type: Fill

Data Management Technician

Subunit (If Applicable):

Date Submitted: 3/30/2021

Reason Vacated: Promotion

Position Number: 028200001

Date Vacated: 3/22/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/13/2015

Hours Per Week: 35

Appointee Will Be:

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$44,393

Revenue Generating: No 0 %

Benefits: Yes \$21,375

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$39,167

Budget Mod Attached, If Required?

Grade: 19

Net County Cost: \$65,768

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 Board of Elections must have bi-partisan positions to fulfill the requirements set by NYS Election Law.

Department Head: 

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Conflict Defender's Office



Type: Create & Fill

Assistant Conflict Defender

Subunit (If Applicable):

Date Submitted: 3/31/2021

Reason Vacated: New Position

Position Number: 021500008

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 60 Days

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes \$34,577

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$71,812

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$0

Detailed Justification

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

This office is staffed with four full time attorneys (including Dept. Head) that handle family and criminal caseloads; attorneys are required to appear in 30+ local criminal courts, County Court, Family Court, Support Court, Judicial Diversion Program (Felony Drug Court), Ogdensburg City Court and Drug Treatment Court, virtual court appearances, and scheduled for compliance conferences, settlement conferences, hearings, and trials in addition to regular court dockets; travel to local courts; spend hundreds of hours in court; and frequently deal with schedule changes to ensure superior court coverage due to emergency court cases.

As Covid-19 rates have decreased, the state has approved the reopening of local courts for in person appearances and the commencement of jury trials. Family Court and County Court require in person and virtual appearances and we need sufficient staffing for in person appearances, virtual court, and to be able to provide client representation in advance of those appearances. Criminal clients are provided with counsel at first appearances (CAFA) and on Desk Appearance Tickets (DAT) and our office lacks sufficient attorney staff to provide coverage. Additionally, the NYS Office of Indigent Legal Services established case load standards which began in 2018 and must be fully implemented by 2023 under the Hurrell-Harring criminal justice funding, which St. Lawrence County is the recipient of an anticipated \$5.3 million dollars over the five year contract. This would create an attorney position to handle criminal matters, CAFA and DAT appearances in local criminal courts, and the position is fully funded by the state under the county's plan.

Department Head: *Amy Done*

Approved?
Yes No

County Administrator:

Resolution #: