

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
FAX (315) 379-2463

RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, MAY 10, 2021
*****BOARD ROOM AND LIVE VIA YOUTUBE*****
*****5:30 P.M. *****

****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 – April 19**
- 3. COVID-19 UPDATE – Jolene Munger and Dr. Andrew Williams**
- 4. SHERIFF – BROOKS BIGWARFE**
 - A. Authorizing the Purchase of a Drone for Aerial Law Enforcement Deployment and Modifying the 2021 Budget for the Sheriff's Office (Res)
 - B. Authorizing the Sheriff to Acquire Training Services from a Master Instructor for the St. Lawrence County Instructor Development Course and Modifying the 2021 Budget for the Sheriff's Office Criminal Division (Res)
- 5. PLANNING – JASON PFOTENHAUER**
 - A. 2021 Annual Review for Agriculture District 1 and 2 (Info)
 - B. Adding 13 Parcels Totaling 1,010.3 Acres to Agricultural District 2 (Res)
 - C. Lead Grant Update (Discussion)
 - D. Broadband Survey Concluded (Discussion)
- 6. VACANCY REVIEW COMMITTEE**
 - A. Summary
 - B. Information Technology
 1. Create and Fill Director of Information Technology, Position No. 202400001
- 7. COUNTY ADMINISTRATOR'S REPORT**

8. 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)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

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

11. ADJOURNMENT – If there is no further business.

June 7, 2021

Operations Committee: 5-10-2021

RESOLUTION NO. _____

AUTHORIZING THE PURCHASE OF A DRONE FOR AERIAL LAW ENFORCEMENT DEPLOYMENT AND MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office has been researching the possibilities of aerial law enforcement deployment, and

WHEREAS, new technology is now available on drones that will provide the Sheriff's Office with rapid aerial deployment providing assistance with community security situations, search & rescue calls, quicker apprehension of criminals, larger oversight of big crowds and/or active shooter scenes, accident or crime scene reconstruction information and safety/security maintenance for incidents that may involve the Correctional Facility, and

WHEREAS, funds were not budgeted in the 2021 Budget of the Sheriff's Office for this equipment; however, funds from the 2020 sale of used vehicles (\$17,000), an account for tablet use (\$7,500), and the remaining cost to be covered by Equitable Sharing have been realized to cover the cost,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for the purchase of a drone for aerial law enforcement deployment, as follows:

DECREASE UNAPPROPRIATED FUND BALANCE:

01TG0911 50300	Fund Balance, Unreserved Un-Appropriated	\$24,500
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INCREASE APPROPRIATED FUND BALANCE:

01TG0910 50300	Fund Balance, Unreserved Appropriated	\$24,500
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INCREASE APPROPRIATIONS:

S1031102 24000	S CRIM Highway & Street Equipment	\$24,500
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June 7, 2021

Operations Committee: 5-10-2021

RESOLUTION NO. _____

**AUTHORIZING THE SHERIFF TO ACQUIRE TRAINING SERVICES FROM
A MASTER INSTRUCTOR FOR THE ST. LAWRENCE COUNTY INSTRUCTOR
DEVELOPMENT COURSE AND MODIFYING THE 2021 BUDGET FOR THE
SHERIFF'S OFFICE CRIMINAL DIVISION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the recent retirement of a Master Instructor from the St. Lawrence County Sheriff's Office has created a need to acquire professional services for the upcoming training associated with the Instructor Development Course (IDC) which is scheduled for June 7, 2021 through June 18, 2021, and

WHEREAS, the Sheriff would like to transfer funds from the Criminal Division salary account to pay a for the services of a certified Master Instructor to facilitate a successful Instructor Development Course (IDC), and

WHEREAS, the Sheriff's Office plans to provide a training for another Deputy to be trained so in the future, training could be provided by the Sheriff's Office, and

WHEREAS, acquiring the professional training services necessary for the Instructor Development Course will cost \$2,704,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Sheriff to acquire training services from a Master Instructor for the Instructor Development Course, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget for the Sheriff's Office, as follows:

DECREASE APPROPRIATIONS:

S1031101 11000	S CRIM Direct Services Workers	\$2,704
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INCREASE APPROPRIATIONS:

S1031104 43007	S CRIM Other Fees & Services	\$2,704
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**ST. LAWRENCE COUNTY
AGRICULTURAL AND FARMLAND PROTECTION BOARD**

Courthouse, 48 Court Street,
Canton, New York 13617-1169
Tel: (315) 379-2292 • Fax: (315) 379-2252

To: County Board of Legislators
From: Matilda Larson
Date: April 27, 2021
Re: 2021 Annual Review for Agricultural Districts 1 and 2

Each year, St. Lawrence County accepts requests to add agricultural land to Ag Districts 1 and 2. This year, the County received requests from 12 property owners to add land to Ag District 2 (see attached summary sheet, maps and photos). Under Ag and Markets Law, the Ag and Farmland Protection Board reviews these requests and makes a recommendation to the Board of Legislators that is based on two factors:

1. Whether the land is comprised of predominantly viable agricultural land, and
2. Whether the inclusion of such land would serve the public interest by assisting in maintaining a viable agricultural industry in the district.

To answer these two criteria, staff reviewed information provided by the property owner, assessor classifications, soil information, aerial imagery, and whether the requested addition will be consistent with local land use regulations. This analysis helps avoid conflict between home rule law which allows towns and villages to determine land use regulations in their communities, and the protection of sound agricultural activities from unreasonable land use regulations under Ag and Markets Law.

Planning Office staff advises the Agricultural and Farmland Protection Board to recommend to the Board of Legislators to accept all parcels excluding the 5.9 acre lot located at 150 Hopson Road in Brasher Falls. The basis for this advice is as follows: In 2013, the County accepted Matthews' request to add a 1.8 parcel (located at 183 Upper Ridge Road) to Ag District 2. Shortly thereafter, Mr. Matthews filed an area variance request to allow livestock at the property with less than 5 acres. The Town's Zoning Board of Appeals (ZBA) denied the request. The Department of Agriculture and Markets intervened on behalf of Mr. Matthews and determined livestock could be sited on the property and considered a sound agricultural practice so long as the applicant developed a manure management plan for two mature cows or four calves. This plan was prepared by the Soil and Water Conservation District, and the Town ZBA was compelled to approve the area variance or face legal action by the Department. A Watertown Daily Times article from November 2014 about the incident is attached.

This experience compelled the County to develop more thorough criteria when examining requests to add land to an Ag District, which includes determining whether the proposed agricultural activity is consistent with local land use regulations.

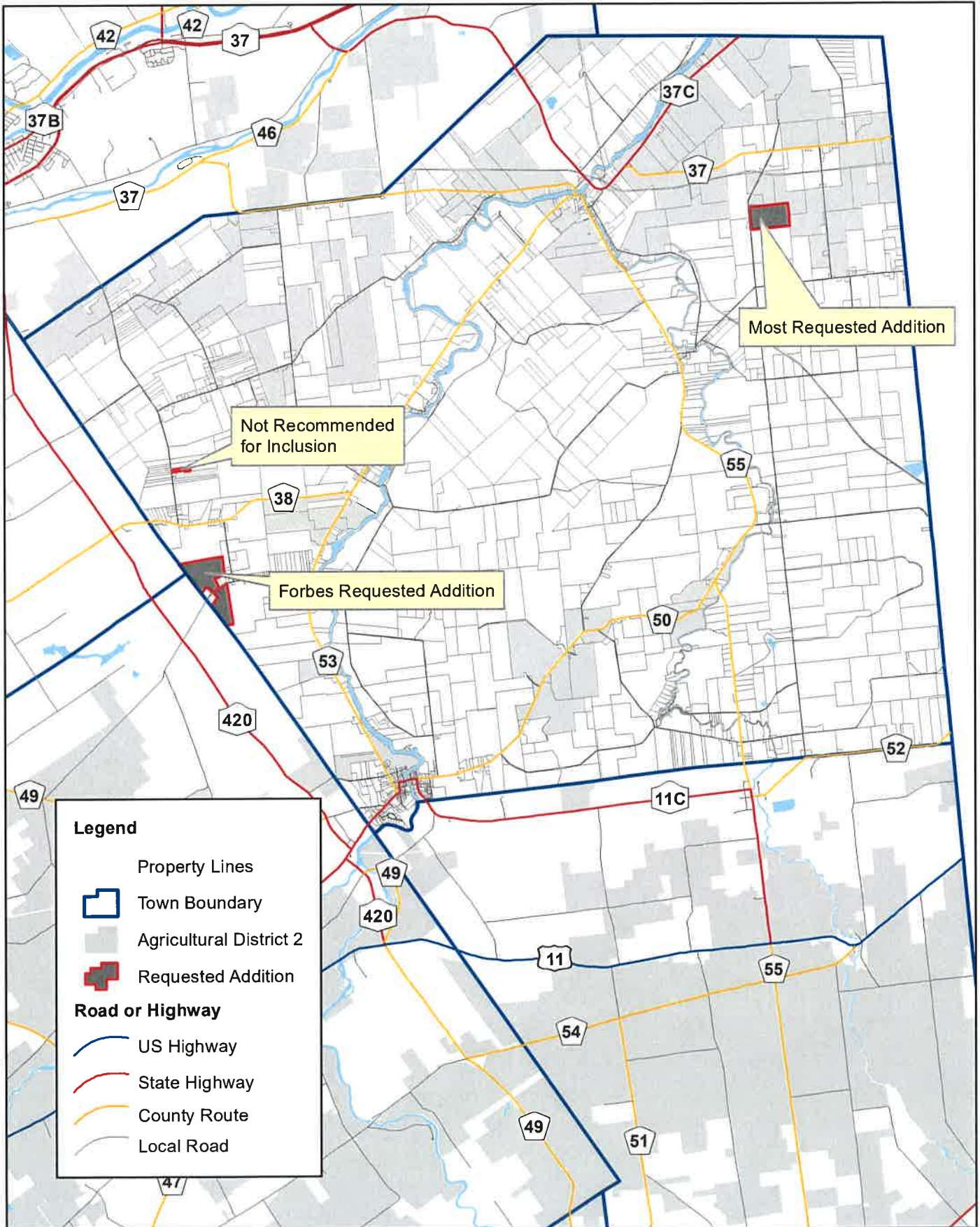
Staff believes the applicant can satisfy the 10 acre minimum lot size for livestock by combining the 5.9 acre parcel to an adjacent 31.2 acre parcel that is located at 132 Hopson Road. Once combined, the applicant can resubmit an application to add this land to Ag District 2. At its meeting on April 1st, the Ag and Farmland Protection Board also recommend Jon and Dan Dinneen's 76.6 acre parcel off County Route 28 in the Town of Waddington not be added until an agricultural activity is established on the property. Satellite imagery of the property shows it was originally established as a golf course, and a member of the Board noted it was used as a golf course as recently as last fall. The Ag and Farmland Protection Board unanimously recommended the Board of Legislators add 13 of the 15 parcels totaling 1,010.3 acres to Agricultural District 2.

A virtual public hearing was held on April 13th at 7:00 pm via Zoom to give the public the opportunity to comment on the Ag and Farmland Protection Board's recommendation. One person (Peter Ames) was in attendance. Staff reviewed the benefits of being in an Ag District and reviewed this year's requested additions. Staff answered questions about ag exemptions that are available to farm operations, and technical assistance resources that are available to help the property owner establish cattle livestock at his site. Staff provided Mr. Ames with Livestock Specialist Betsy Hodge's contact information at Cornell Cooperative Extension. The public hearing concluded at 7:14 pm. No comments were received in response to the Ag and Farmland Protection Board's recommendation that 13 of 15 parcels totaling 1,010.3 acres be added to Ag District 2.

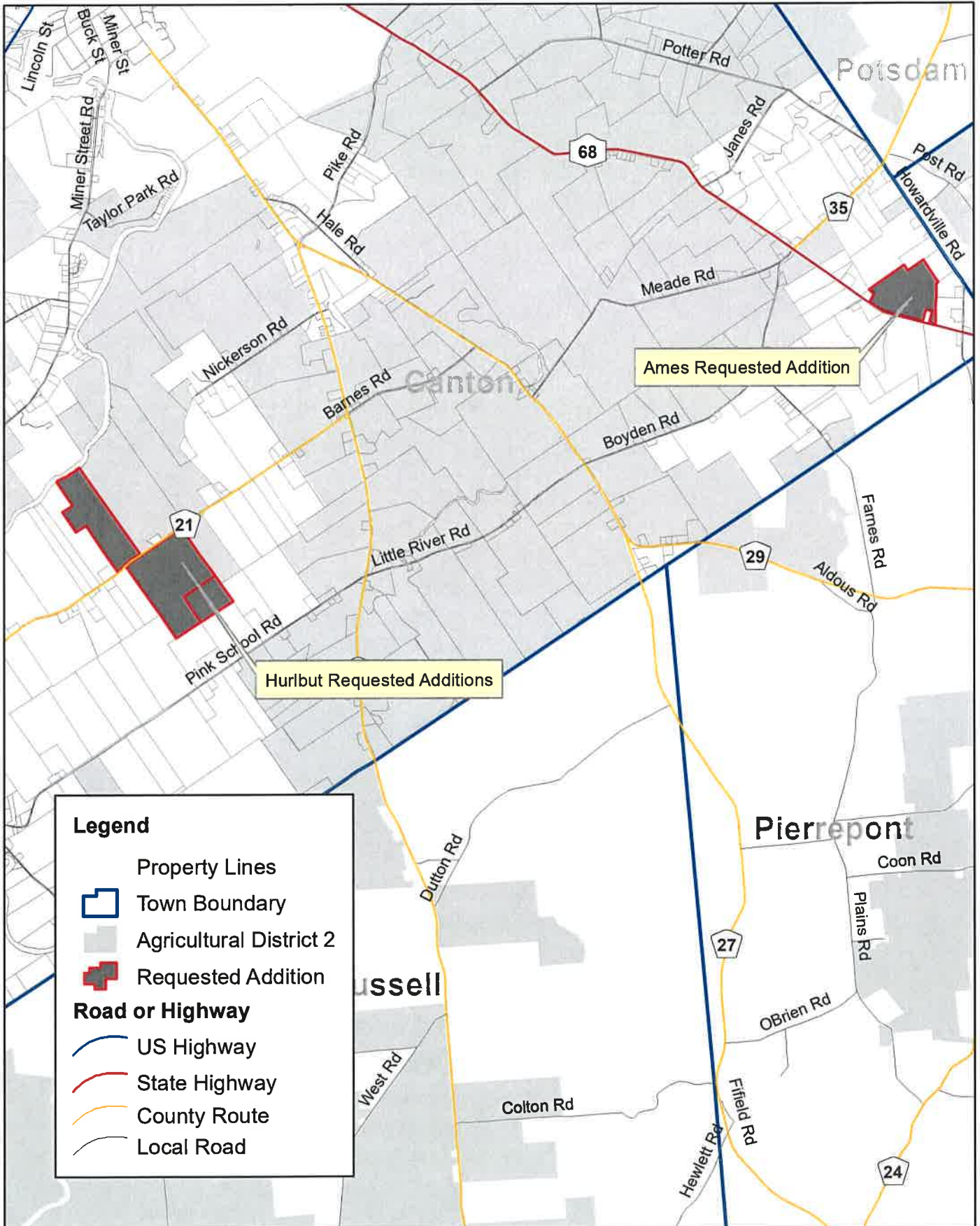
**St. Lawrence County
Annual Review for Agricultural Districts 1 and 2
2021 Requested Additions**

REQUESTED ADDITIONS:												
AGRICULTURAL DISTRICT 2												
No.	Name	Municipality	No. of Parcels	Tax Map No.	Acres	Parcel Location	Prop Class	Use	Ag Exemption?	Prime Soils? & Soils of Statewide Significance	Zoning	Ag Allowed?
1	Bob Forbes	Brasher	1	25.004-2-36	179.4	761 W Mahoney Road	240	Residence with horse stable and hayfield	N	Prime, Prime if Drained & Soils of Statewide Significance	Rural	Y
2	Eli Most	Brasher	1	12.003-1-12	102.4	224 Keenan Road	240	Residence with ag fields and fores	N	Prime, Prime if Drained & Soils of Statewide Significance	Rural	Y
3	Dale and Allison Matthews	Brasher	1	25.001-3-5.1	5.9	150 Hopson Road	314	Woodforested	N	Prime & Soils of Statewide Significance	Rural	Y
	Dale and Allison Matthews	Massena	1	17.001-1-3	11.3	Off Hammill Road	321	Hayfield	N	Prime if Drained & Soils of Statewide Significance	Residential-Agricultural	Y
4	Peter Ames	Canton	1	89.004-3-22.11	69.9	1516 SH 68	240	Residence with beef, meat chickens, hogs and turkeys	N	Prime if Drained	Rural	Y
5	Andy and Elisha Hurlbut	Canton	1	102.004-2-5.11	203.5	2936 CR 21	241	Residence and hayfield	N	Prime if Drained & Soils of Statewide Significance	Rural	Y
	Andy and Elisha Hurlbut	Canton	1	102.004-2-5.12	29.5	Off CR 21	322	Hayfield and Forest	N	Prime if Drained & Soils of Statewide Significance	Rural	Y
	Andy and Elisha Hurlbut	Potsdam	1	89.002-2-40	57.4	Off CR 35	322	Hayfield and Forest	N	Prime, and Prime if Drained	Residential-Agricultural	Y
6	Patrick and Kayla Smalling	Potsdam	1	76.001-2-15.1	85.0	447 S Canton Rd	240	Residence with hayfield and forest	N	Prime, Prime if Drained & Soils of Statewide Significance	R-2 Residential	Y
7	Richard Peary	Hopkinton	1	67.003-2-47.1	13.2	2780 SH 72	210	Orchard and hayfield	N	Prime	N/A	Y
8	Karen Carswell	Lisbon	1	38.003-2-10.1	9.7	9555 SH 37	210	Barn and hayfield	N	Prime, and Prime if Drained	No Zoning	Y
9	Bradley Filiault	Pierrepont	1	104.001-1-5.21	39.1	Off Butternut Ridge Road	105	Hayfield and Forest	N	Prime, Prime if Drained & Soils of Statewide Significance	N/A	Y
10	David Tommy and Garry Noble	Russell	1	117.004-1-3	158.4	Off North Woods Road	920	Sugar bush	N	Soils of Statewide Significance	N/A	Y
11	Christopher Mayette	Waddington	1	21.002-4-5.2	51.5	1811 and 1813 CR 44	271	Residences and tree farm	N	Prime if Drained & Soils of Statewide Significance	Limited Development and Natural Resource Area	Y
12	John and Dan Dinneen	Waddington	1	21.001-1-14.21	76.6	Off CR 28	322	Hobby farm	N	Prime if Drained & Soils of Statewide Significance	Limited Development	Y
	Subtotal for Ag District 2		15		1,092.8							
	Recommended for Inclusion		13		1,010.3							
	<i>Not Recommended for Inclusion</i>		<i>2</i>		<i>82.5</i>							

**Town of Brasher, St. Lawrence County
2021 Requested Additions to Ag District 2**



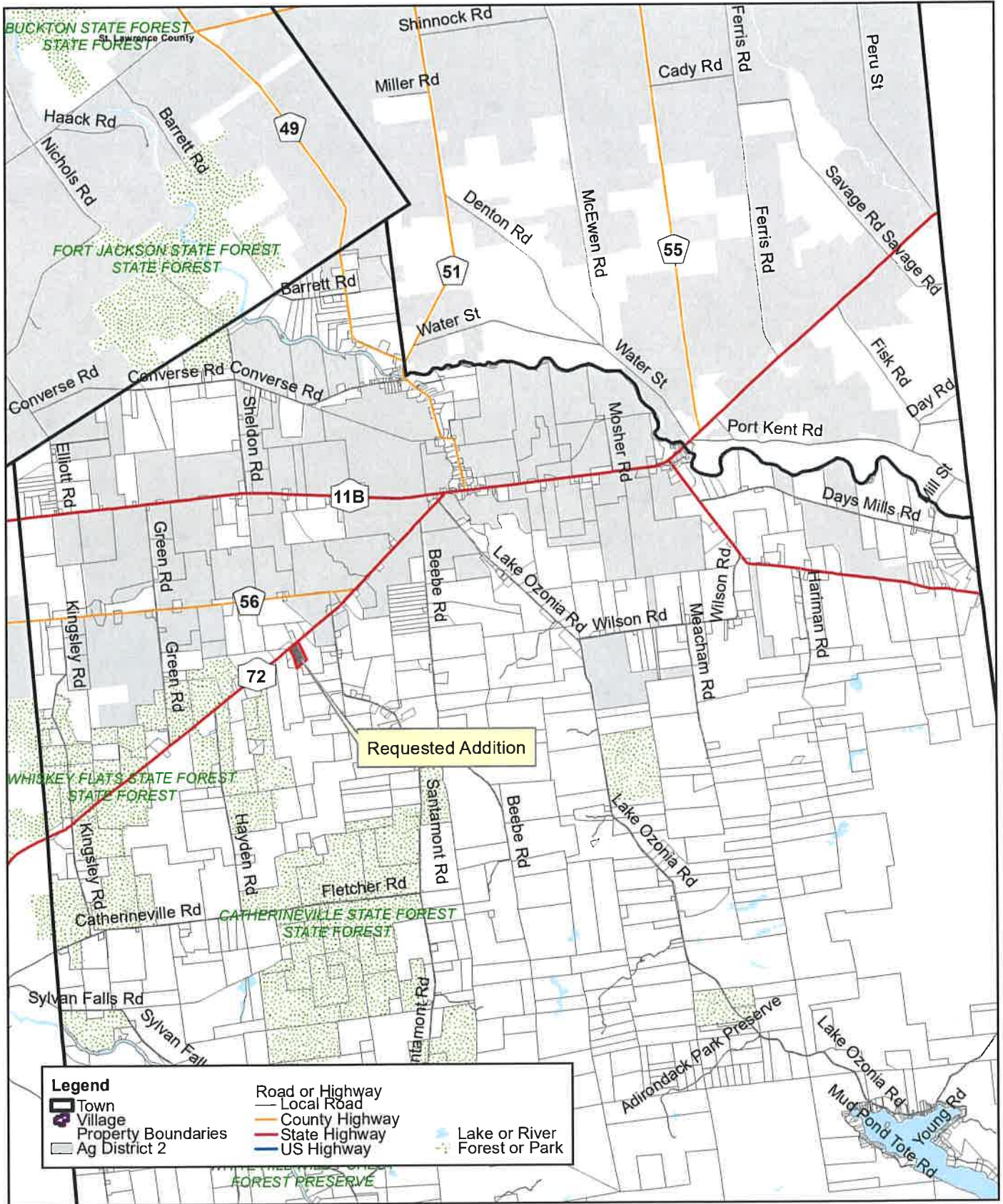
**Town of Canton, St. Lawrence County
2021 Requested Additions to Ag District 2**



Legend

- Property Lines
- Town Boundary
- Agricultural District 2
- Requested Addition
- Road or Highway**
- US Highway
- State Highway
- County Route
- Local Road

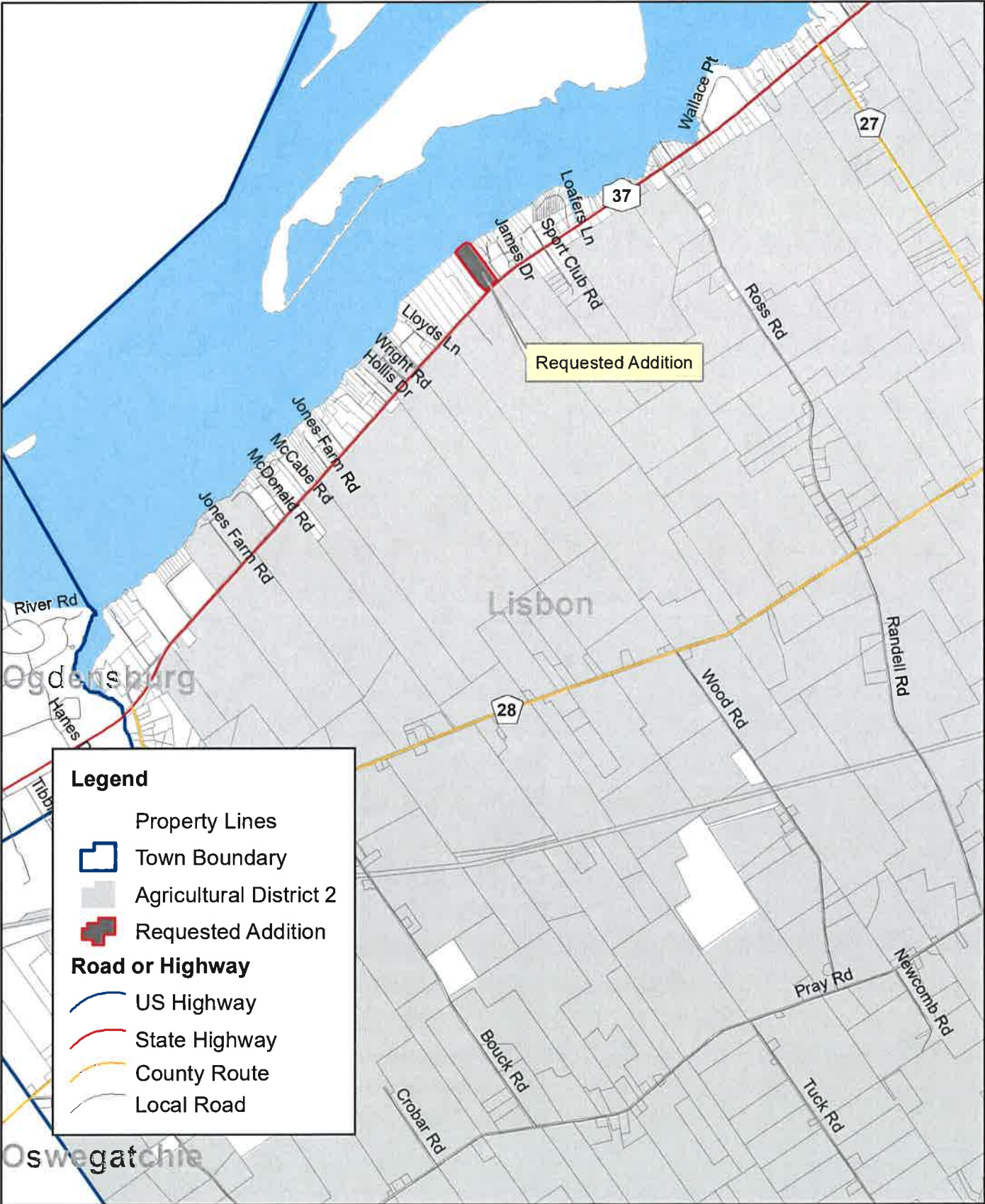
Town of Hopkinton, St. Lawrence County 2021 Ag District 2 Requested Addition



0 0.5 1 Miles

1:80,000

Town of Lisbon, St. Lawrence County
 2021 Requested Addition to Ag District 2



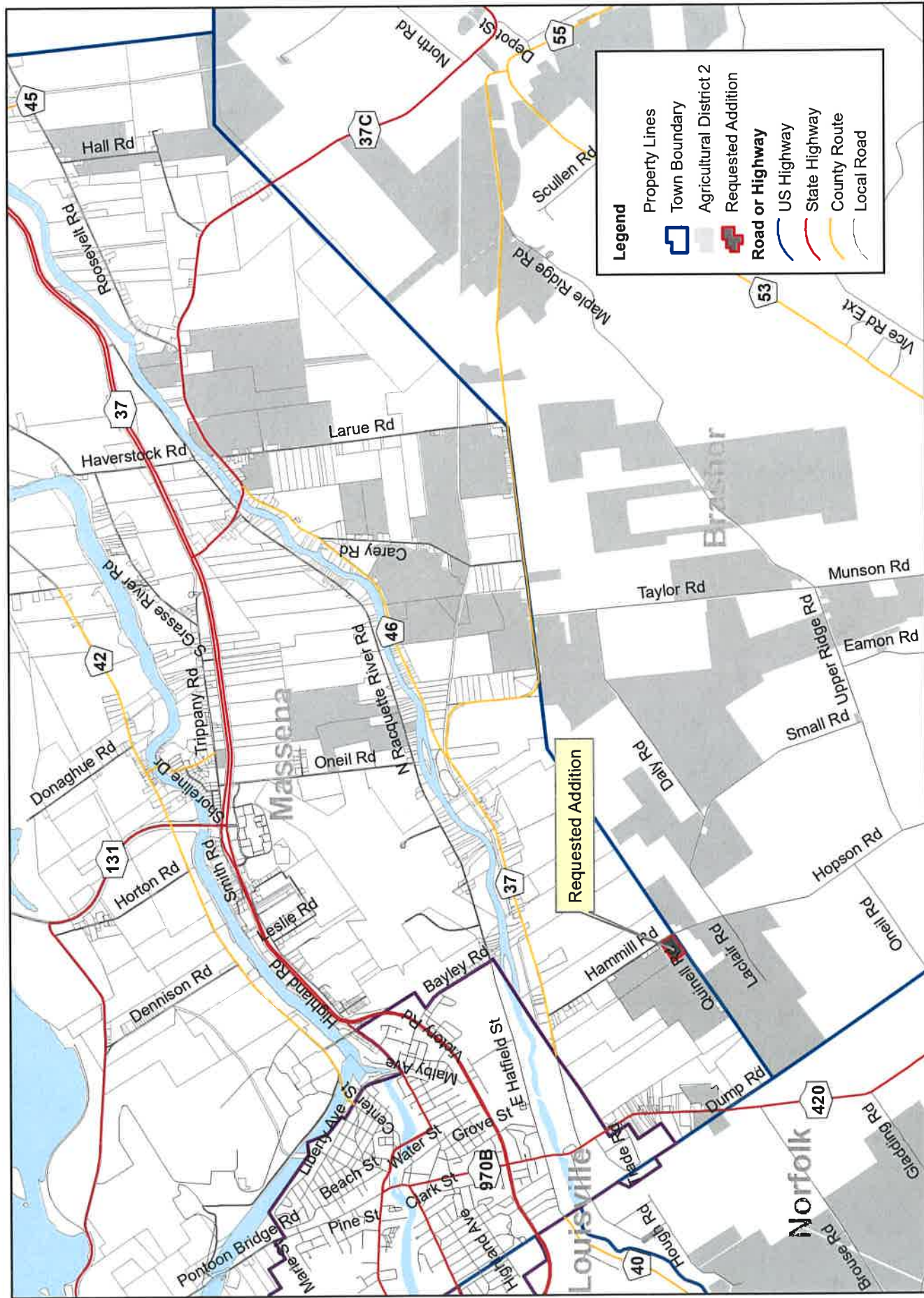
Legend

- Property Lines
- Town Boundary
- Agricultural District 2
- Requested Addition
- Road or Highway**
- US Highway
- State Highway
- County Route
- Local Road

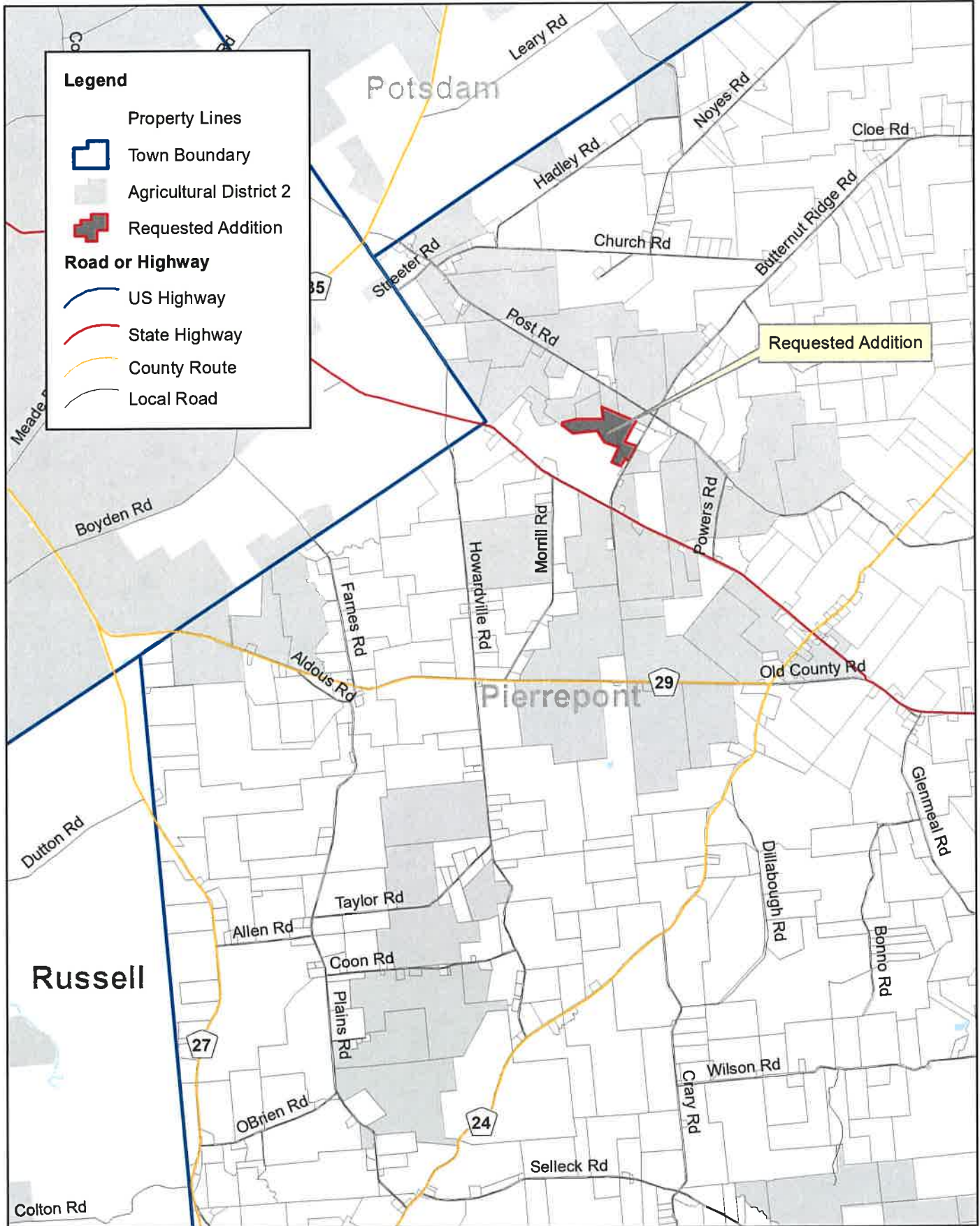
0 2,000 4,000 Feet

Map prepared by the St. Lawrence County Planning Office: (315) 379-2292

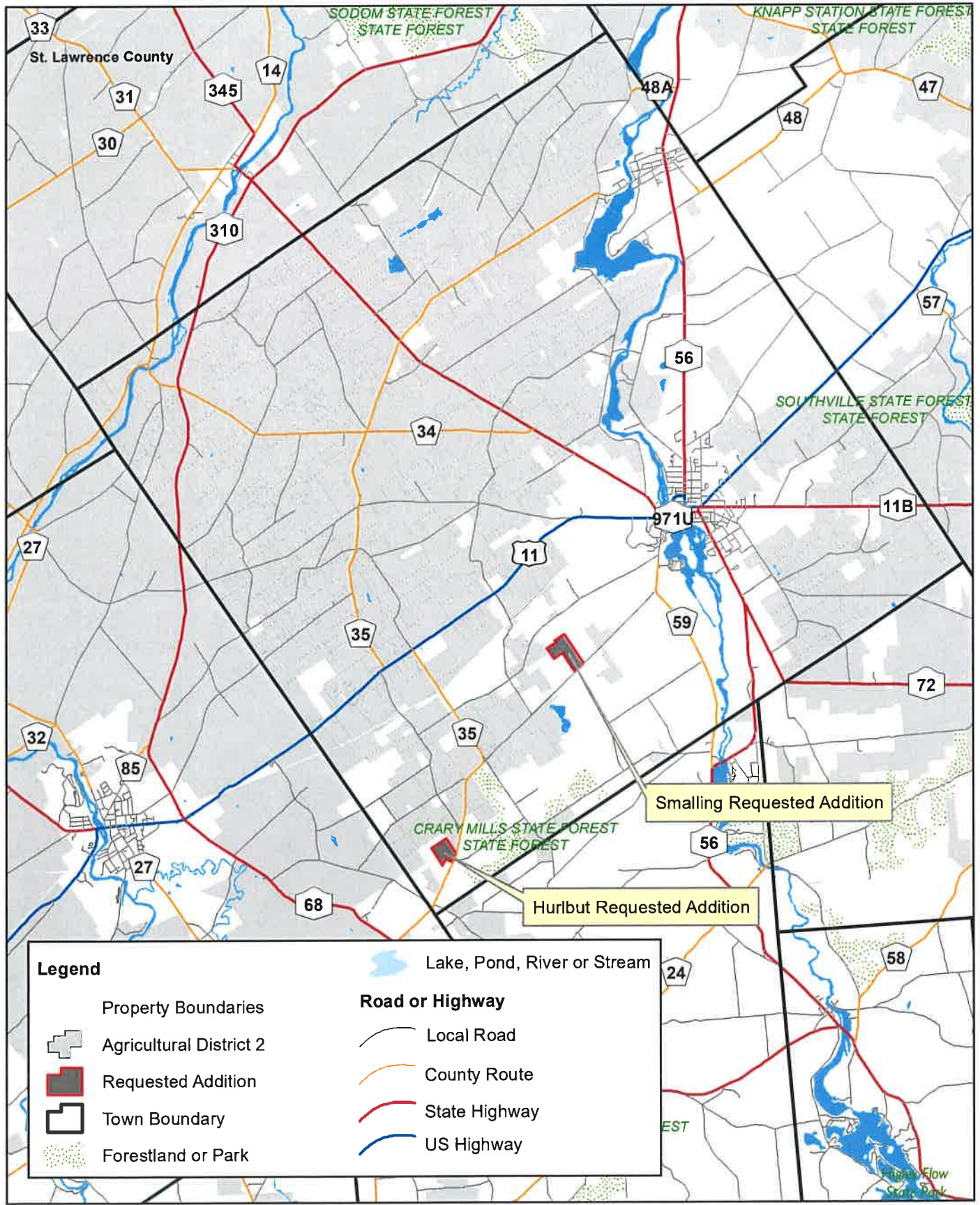
**Town of Massena, St. Lawrence County
2021 Requested Addition to Ag District 2**



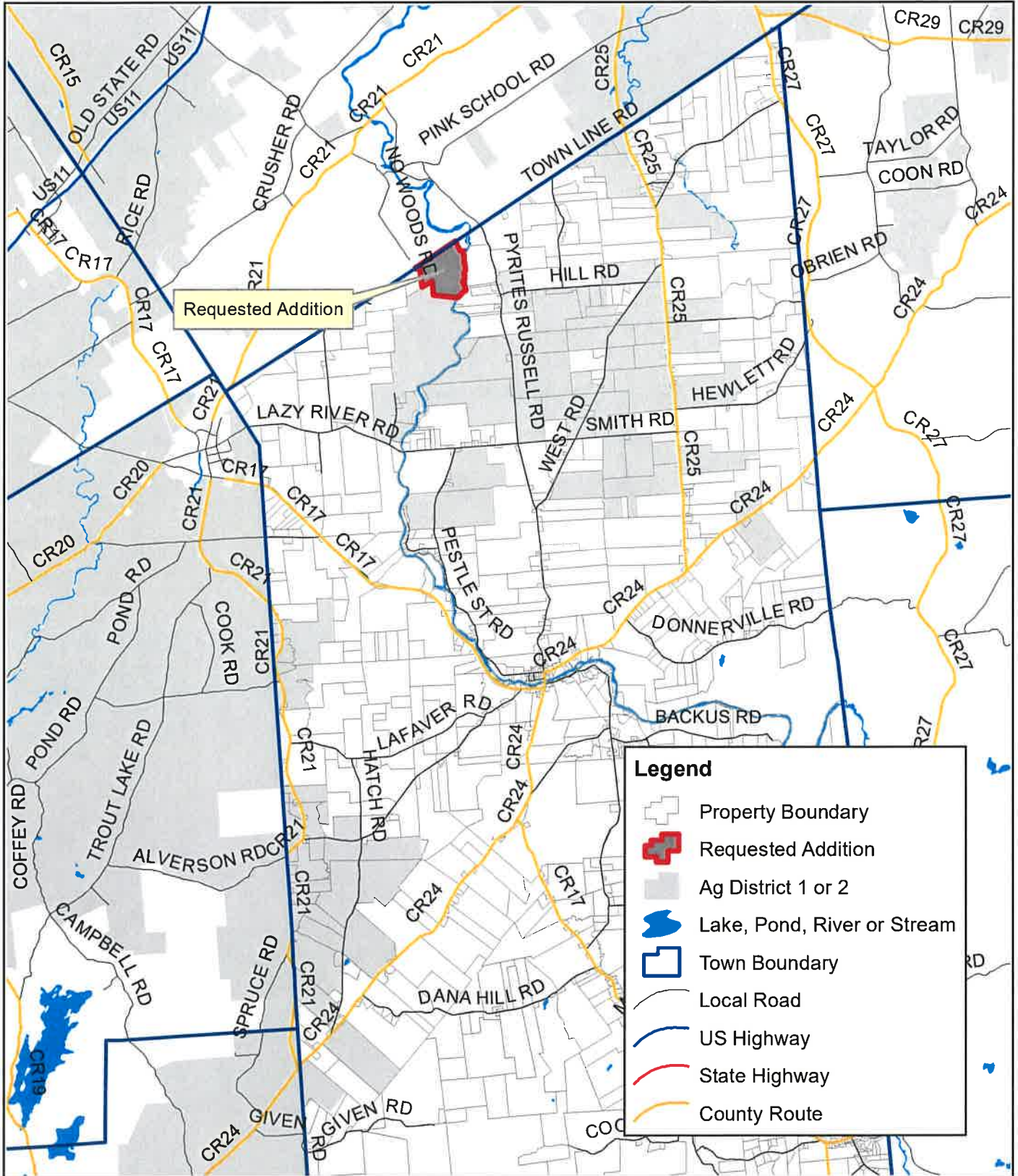
**Town of Pierrepont, St. Lawrence County
2021 Ag District 2 Requested Addition**



**Town of Potsdam, St. Lawrence County
2021 Agricultural District 2 Add Request**














Town of Russell
 St. Lawrence County
 2014 Agricultural District 2



0 2 4 Miles

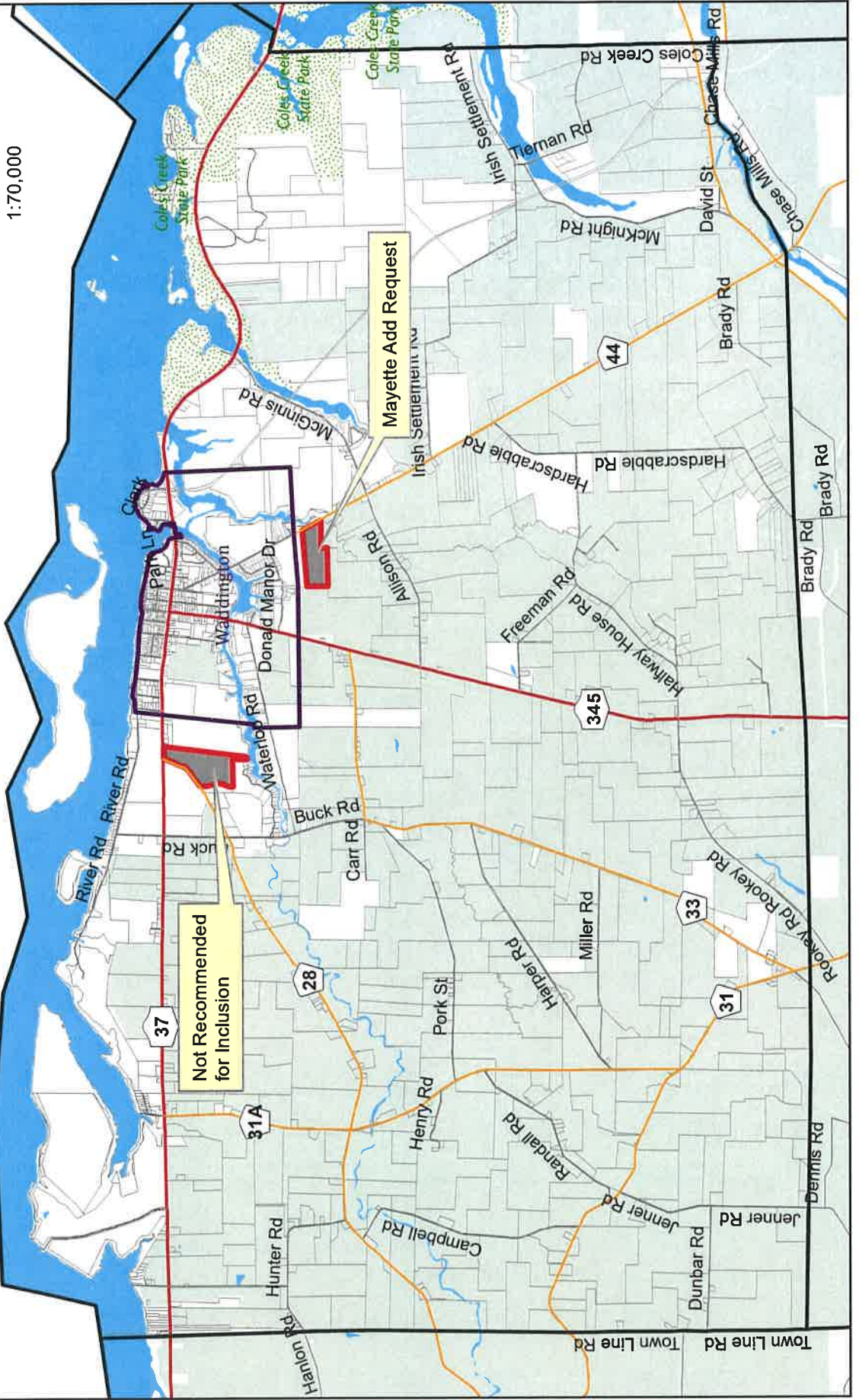
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Legend

-  Town Boundary
-  Village Boundary
-  Local Road
-  County Route
-  State Highway
-  US Highway
-  Requested Addition
-  Property Boundary
-  Lake, Pond, River or Stream
-  County Forests
-  Ag District 2



1:70,000



June 7, 2021

Operations Committee: 5-10-2021

RESOLUTION NO. _____

ADDING 13 PARCELS TOTALING 1,010.3 ACRES TO AGRICULTURAL DISTRICT 2

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County has two Agricultural Districts that help protect and enhance its agricultural resources, and

WHEREAS, the Board of Legislators established March 1st to March 30th as the annual 30-day review period to receive requests to add land to these districts, and

WHEREAS, in 2021 the County received requests to add fifteen (15) parcels to Agricultural District 2, and

WHEREAS, based on criteria specified in Agriculture and Markets Law, the County Agricultural and Farmland Protection Board reviewed each request at its meeting on April 1st and recommends thirteen (13) parcels be added to Agricultural District 2, and

WHEREAS, no public comments were received at or before the April 13th public hearing regarding the recommended additions,

NOW, THEREFORE BE IT RESOLVED that the Board of Legislators adds 13 parcels totaling 1,010.3 acres to Agricultural District 2, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Planning Office to submit the appropriate documentation to the Commissioner of Agriculture and Markets as required by law.

VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

May 4, 2021

3:15 P.M.

Summary: January 5th – May 4th

Requests: 83
Approved: 62
Denied: 0
Request/Hold: 11
Withdrawn: 2

Summary: May 4th

Requests: 15
Approved: 15
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

Social Services:

Request: 8

Request: Fill, Case Supervisor, Grade B – Unit/Adult Protective Services
Position No. 816100001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Case Supervisor, Grade B – Unit/CPS
Position No. 816000003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Children's Services
Position No. 815000020, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS
Position No. 815200005, Immediately

Recommendation: Fill, Immediately

Request: Fill, Clerk – Unit/Children's Services
Position No. 002300008, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Case Supervisor, Grade B – Unit/Children's Services
Position No. 816100010, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Senior Caseworker – Unit/CPS
Position No. 815400004, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Keyboard Specialist – Unit/Children’s Services
Position No. 003100104, Immediately

Recommendation: Fill, Immediately

Information Technology:

Request: 1

Revisit: Create and Fill Director of Information Technology
Position No. 202400001, Immediately

Recommendation: Fill, Immediately

County Attorney:

Request: 1

Request: Abolish Paralegal, Create and Fill, Assistant County Attorney
Position No. 021900006, Immediately

Recommendation: Fill, Immediately

Youth Bureau:

Request: 4 - 5

Request: Create and Fill, Youth Intern
Position No. 995500005, Immediately

Recommendation: Fill, Immediately

Vacancy Committee Members: Two (2) Legislators, Ruth Doyle,
Dylan Soper, Jonnie Dorothy

- 1.5 Larry Denesha and Margaret Haggard
- 2.2 John Burke and Rita Curran
- 3.2 Rita Curran and Day Fay
- 4.6 Dave Forsythe
- 5.4 Kevin Acres and Suzanne Fiacco

St. Lawrence County Vacancy Authorization Form

Information Technology



Type: Create & Fill

Director of Information Technology

Subunit (If Applicable):

Date Submitted: 02/26/2021

Reason Vacated: New Position

Position Number: 202400001

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2008

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes

\$35,950

Reimbursed by State
or Federal Funds: No 0 %

Base Salary: \$74,663

Budget Mod Attached, If Required?

Grade: M5

Net County Cost: \$110,613

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 2008, the Information Technology Director Position was originally created with the goal in mind of gaining a department head with expertise in the field of technology and make recommendations for the investment of county funds. In order to guide and direct the efforts of the County, and more specifically the Department, toward providing support and maintenance to all of the systems and the infrastructure of county government. The intent is also to develop and implement an evolutionary model of replacement planning with efforts to ensure that there is a continuity of service for employees to efficiently serve the public. Currently the existing staff of six (6) would be supervised by the Director. Additionally, there is an existing contract between IT and DSS IT for support of their IT Staff. This provides revenue to the Department.

This individual will be working with all county departments to support their operations and assess the needs to ensure they can be met with equipment; hardware and software needs. This is a competitive tested position in the County and will require satisfaction of civil service requirements to be appointed permanently. With the retirement of the Governmental Services Director and the growing needs across the County, an IT Director would best suited support the efforts of the Department going forward without having to reassign management responsibilities to a Department Head. The infrastructure associated with IT is now recognized as a critical need to complete the work and provide the services to the public.

Department Head: *Ruth A. Doyle*

Approved?
Yes No

County Administrator:

Resolution #: