



**RUTH A. DOYLE**  
County Administrator

**ST. LAWRENCE COUNTY  
FINANCE COMMITTEE AGENDA  
MR. JOHN GENNETT, CHAIR  
MONDAY, MAY 20, 2024  
BOARD ROOM AND LIVE VIA YOUTUBE  
5:30 PM**



**DAVID FORSYTHE**  
Chair, Board of Legislators

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES**
  - A. April 22, 2024
- 3. ST. LAWRENCE COUNTY CHAMBER OF COMMERCE – Ben Dixon, Executive Director**
- 4. COUNTY ATTORNEY – STEVE BUTTON**
  - A. Authorizing the Chair to Sign a Contract with JEDA Environmental Services for the Removal of Sub-Surface Bulk Tanks on Property Owned by Eleanor R. Mallette (Res)
- 5. TREASURER – RENEE COLE**
  - A. Adopting Mortgage Tax Report (Res)
- 6. HIGHWAY – DON CHAMBERS**
  - A. Authorizing the Chair to Sign an Inter-Municipal Agreement with the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (BOCES) for Drug and Alcohol Testing Services (Res)
  - B. Modifying the 2024 Budget for the Department of Highways for Bridge Projects (Res)
- 7. SOLID WASTE – DON CHAMBERS**
  - A. Approving Supplemental Agreement #1 with Barton and Loguidice, D.P.C. for Engineering Services for the Gouverneur Transfer Station Improvement Project (Res)
  - B. Direct Haul Waiver for the City of Ogdensburg (Discussion)

**8. VACANCY REVIEW COMMITTEE – RUTH DOYLE**

- A. Treasurer's Office
  - a. Abolish Account Clerk, Create and Fill Principal Account Clerk, Position No. 100300011

**9. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE**

**10. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE**

- A. Proclaiming June as Dairy Month and the annual St. Lawrence County Dairy Festival Days' theme is "Get Mooving with Milk" (Res)
- B. Establishing a Standard Work Day for New York State Retirement System Reporting Purposes (Res)

**11. 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)

**12. OLD/NEW BUSINESS**

**13. EXECUTIVE SESSION**

- A. Litigation
- B. Negotiations
- C. Personnel
- D. Appointments:
  - a. EMS Advisory Board
  - b. SLC Industrial Development Agency

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

June 3, 2024

Finance Committee: 5-20-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH JEDA ENVIRONMENTAL SERVICES FOR THE REMOVAL OF SUB-SURFACE BULK TANKS ON PROPERTY OWNED BY ELEANOR R. MALLETTE**

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 property owned by Eleanor R. Mallette located at 58 State Highway 3, Town of Pitcairn, County of St. Lawrence, State of New York with Tax Map No. 221.001-1-29.1 ("Property"), and

**WHEREAS**, there are currently delinquent real property taxes due and owing in the amount of \$16,804, together with fees, penalties and interest in the amount of \$17,347 for a total of \$34,151 on the property, and

**WHEREAS**, the property is known to have had historic storage and/or sale of gasoline and other petroleum products and is 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 a Phase II investigation on the Property, and

**WHEREAS**, the Phase II environmental investigation of the Property included a subsurface exploration via test pitting which determined that two (2) underground petroleum storage tanks are still present at the Property, but no petroleum was identified in soil sampling conducted to date, and

**WHEREAS**, unfortunately, the Phase II test pit study was unable to definitively determine whether contamination exists under either of the two subsurface tanks, and

**WHEREAS**, the County Attorney and Consultant, Gary Bowitch, Esq. solicited proposals for the removal and proper disposal of the tanks; subsurface sampling to identify whether any petroleum contamination is present under the tanks and for related sampling, reporting and consulting services (T1013254 40900), and

**WHEREAS**, proposals have been reviewed and JEDA Environmental Services is recommended as the vendor, who was the low bidder, for the removal of the tanks and for related sampling, reporting and consulting services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract to retain the services of JEDA Environmental Services to remove tanks located at property owned by Eleanor R. Mallette and to perform sampling and related consultant services, upon the approval of the County Attorney.

June 3, 2024

Finance Committee: 5-20-2024

RESOLUTION NO.

**ADOPTING MORTGAGE TAX REPORT**

By Mr. Gennett, Chair, Finance Committee

**BE IT RESOLVED** that the Mortgage Tax Report as submitted by the County Clerk and the County Treasurer is hereby accepted and the County Treasurer is authorized and directed to issue the amounts as set forth in the report to the various tax districts in this County, as follows:

<u>TOWN/VILLAGE:</u>	<u>AMOUNT:</u>
Brasher	\$5,203.74
Canton:	
Village of Canton	18,779.98
Village of Rensselaer	805.50
Town of Canton	66,292.65
Clare	-
Clifton	4,484.69
Colton	6,760.14
Dekalb:	
Village of Richville	225.38
Town of Dekalb	6,171.04
DePeyster	3,159.59
Edwards	2,512.93
Fine	5,741.38
Fowler	14,411.92
Gouverneur:	
Village of Gouverneur	4,061.73
Town of Gouverneur	11,701.95
Hammond:	
Village of Hammond	487.44
Town of Hammond	22,350.77
Hermon	5,670.31
Hopkinton	4,275.46
Lawrence	3,528.37
Lisbon	9,963.53
Louisville:	
Village of West Massena	1,533.14
Town of Louisville	16,727.27
Macomb	3,851.71
Madrid	3,358.66
Massena:	

Village of Massena	12,019.42
Town of Massena	25,993.19
Morristown	20,678.73
Norfolk:	
Village of Norwood	66.99
Village of Massena	11.17
Town of Norfolk	9,731.22
Ogdensburg	22,385.49
Oswegatchie:	
Village of Heuvelton	995.81
Town of Oswegatchie	18,817.17
Parishville	8,496.64
Piercefield	3,950.59
Pierrepont	13,641.23
Pitcairn	14,302.65
Potsdam:	
Village of Potsdam	8,534.15
Village of Norwood	1,907.33
Town of Potsdam	34,420.74
Rossie	1,170.17
Russell	2,001.34
Stockholm	14,286.57
Waddington:	
Village of Waddington	2,242.50
Town of Waddington	<u>8,645.68</u>
<b>TOTALS:</b>	<b>\$446,358.06</b>

June 3, 2024

Finance Committee: 5-20-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN INTER-MUNICIPAL AGREEMENT  
WITH THE JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES (BOCES) FOR DRUG AND ALCOHOL  
TESTING SERVICES**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, the St. Lawrence County Highway and Solid Waste Departments employ staff requiring a Commercial Driver's License ("CDL"), and

**WHEREAS**, the Federal Motor Carrier Safety Act ("FMCSA") requires all CDL drivers comply with random drug and alcohol testing, and

**WHEREAS**, BOCES, as part of its administrative support services offers facilitation of Drug and Alcohol Testing of drivers holding a Commercial Driver's License ("CDL") pursuant to the Federal Motor Carrier Safety Act ("FMCSA") and assists with maintaining compliance with the Federal Motor Carrier Clearinghouse mandate, and

**WHEREAS**, the Department of Highways (HM351104 430DT) and the Solid Waste Department (WO081604 43004) desire to continue participating in the BOCES Drug and Alcohol Testing Program with an estimated cost of approximately \$5,0000, and

**WHEREAS**, this inter-municipal agreement shall become effective on July 1, 2024, and expire on June 30, 2025,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an Inter-Municipal Agreement with the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (BOCES) for Drug and Alcohol Testing Services, upon approval of the County Attorney.

June 3, 2024

Finance Committee: 5-20-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE DEPARTMENT OF HIGHWAYS FOR  
BRIDGE PROJECTS**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, St. Lawrence County is required to maintain 192 open bridges in the County and maintain its infrastructure for the safety of the traveling public, and

**WHEREAS**, upon review of the 2023 unaudited results, the Board of Legislators would like to maintain the 2024 bridge replacement projects schedule, and

**WHEREAS**, the impacted projects are located in the following towns; the Town Line Road in Lisbon, the Brown's Falls Road in Fine, the Tooley Pond Road in Clare, and the Buck Road in Waddington, and

**WHEREAS**, the 2024 Budget approved three (3) County-funded bridge projects, and cost increases and final adjustments in the adoption of the New York State Budget have become prohibitive, but the additional funding requested in this resolution will restore the ability of the Department to accomplish the intended number of bridges in the 2024 Budget,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Department of Highways for bridge projects, as follows:

**DECREASE UNAPPROPRIATED FUND BALANCE:**

01TG0911 50300	Fund Balance, Unreserved Unappropriated	\$590,000
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**INCREASE APPROPRIATED FUND BALANCE:**

01TG0910 50300	Fund Balance, Unreserved Appropriated	\$590,000
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**INCREASE APPROPRIATIONS:**

T6199019 90300	T IFT GF Transfer to CR	\$590,000
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**INCREASE REVENUE:**

T6350319 90100	T IFT CR Transfer from GF	\$590,000
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**INCREASE APPROPRIATIONS:**

HM551104 454BS B1	H B1 Miscellaneous Bridge Supplies	\$590,000
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June 3, 2024

Finance Committee: 5-20-2024

RESOLUTION NO.

**APPROVING SUPPLEMENTAL AGREEMENT #1 WITH BARTON AND LOGUIDICE, D.P.C. FOR ENGINEERING SERVICES FOR THE GOUVERNEUR TRANSFER STATION IMPROVEMENT PROJECT**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, Resolution No. 392-2023 authorized the Chair to sign an agreement with Barton and Loguidice, D.P.C., for engineering services for the Gouverneur Transfer Station Rehabilitation Project, and

**WHEREAS**, a supplemental agreement is now required for additional engineering services beyond those originally contemplated in the Agreement, including preparation of a bid for a new scale system, planning the new scale deck system, and revising details for the trash deflector system, and

**WHEREAS**, Barton and Loguidice is requesting a fee increase from \$8,500 to a revised maximum amount payable of \$49,400, and

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Board of Legislators does hereby approve Supplemental Agreement #1 for engineering services for:

Consultant:	Barton and Loguidice, D.P.C.
Contract Title:	Gouverneur Transfer Station Rehabilitation
Engineering Services Fee:	Not to Exceed \$49,400 WT081604 430ED

**BE IT FURTHER RESOLVED** that the Board of Legislators authorizes the Chair to execute all necessary contracts and documents to progress the project, upon approval of the County Attorney.



# St. Lawrence County Vacancy Authorization



## Treasurer

Type: Abolish & Create

Principal Account Clerk

Subunit (If Applicable):

Date Submitted: 4/28/2024

Reason Vacated: Promotion

Position Number: 100300011

Date Vacated: 05/11/2024

Position # Abolished: 100100033

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$38,499

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$20,381

Revenue Generating: Yes 0 %

Base Salary: \$45,706

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

Base Hourly: \$25.11

Grade: 21

**Net County Cost: \$58,880**

\*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.

Changes contained in the enacted State budget related to the In-Rem foreclosure process will have a direct impact on how this office manages the results of the annual tax sale. We have had to initiate new internal procedures for collecting, reconciling and reporting on surplus funds, as well as setting aside the surplus in an escrow account. New law requires additional financial reporting to the Courts and follow up on the escrow and eventual claim processes for these funds, as well as additional reporting and communication to the NYS Homeowner Protection Program. The upgrade to this position will allow us to meet the enhanced accounting and reporting requirements brought on by this change in the law.

Additional accounting duties for this upgrade will include the audit of the county-wide daily cash receipts report prepared by lower level staff in the Treasurer's Office. This is a critical step prior to posting to the general ledger. This position will also be fully trained on the fines and surcharges program enabling us to have back-up and coverage for this important function. Additionally, this position will maintain our internal database of certificates of residence to assist the Senior Fiscal Officer in managing and reporting for this program.

Additional tax/office duties: phone coverage and in-person customer care to the Treasurer's Office. The collection and processing of real property taxes, retiree health insurance, and fine and surcharge payments. Assist in close out of daily receipts for credit card, cash and check collected. Create and posts manual deposits through the banking system. Provide routine tax payment information orally or in writing in response to phone calls or mail in requests.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

## Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a Bachelors degree in Accounting, Business Administration or Management; OR

(B) Possession of an Associate's degree in Accounting, Business Administration or Management and two (2) years of experience maintaining financial accounts and records; OR

(C) Completion of 60 credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve (12) credit hours in Accounting or Bookkeeping and two (2) years of experience maintaining financial accounts and records; OR

(D) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and four (4) years of experience maintaining financial accounts and records.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

June 3, 2024

Finance Committee: 5-20-2024

RESOLUTION NO.

**PROCLAIMING JUNE AS DAIRY MONTH AND THE ANNUAL ST. LAWRENCE COUNTY DAIRY FESTIVAL DAYS' THEME IS "GET MOOVING WITH MILK"**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, since 1937, National Dairy Month has been celebrated in June to recognize the important role of the dairy industry, with this year marking the eighty-seventh anniversary of National Dairy Month, and

**WHEREAS**, milk and dairy foods provide health benefits and valuable nutrients, and

**WHEREAS**, the U.S. Department of Agriculture (USDA) and Department of Health and Human Services released the Dietary Guidelines for Americans which reinforces the importance of consuming three daily servings of dairy foods like milk, yogurt, and cheese, and

**WHEREAS**, dairy farming is a family tradition, one that has been a way of life for many generations, and St. Lawrence County is fortunate to have at least eighteen family-owned farms that have been in operation for more than 100 years, and

**WHEREAS**, St. Lawrence County dairy farmers produced 890 million pounds of milk in 2023, ranking St. Lawrence County is fifth in the Northeast Milk Marketing Area, which extends from New Hampshire to Virginia, and

**WHEREAS**, according to the Northeast Statistical Handbook, in 2023 there were 176 dairy farms operating in St. Lawrence County making the County the third-highest number of farm operations in the marketing area, and

**WHEREAS**, St. Lawrence County dairy farmers, milk processors, and support industries make significant contributions to the economy of the region, and

**WHEREAS**, the annual St. Lawrence County Dairy Festival Days, including the annual parade, will be held in Canton this year on May 31st and June 1st, with this year's theme being "Get Mooving with Milk,"

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes that the Board of Legislators proclaims June as Dairy Month, and the annual St. Lawrence County Dairy Festival Days' theme is "Get Mooving with Milk."

June 3, 2024

Finance Committee: 5-20-2024

RESOLUTION NO.

**ESTABLISHING A STANDARD WORK DAY FOR NEW YORK STATE  
RETIREMENT SYSTEM REPORTING PURPOSES**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, the New York State and Local Employees' Retirement System established 315.4, a regulation on retirement reporting for elected and appointed officials which became effective August 12, 2009, and

**WHEREAS**, on August 19, 2015 there were revisions made to the regulations to help ensure elected and appointed officials receive appropriate service credit, and

**WHEREAS**, all newly elected or appointed positions that report to the New York State Retirement System are required to complete a 90-day log providing daily time worked and attest to its accuracy, and

**WHEREAS**, only officials who do not participate in the St. Lawrence County time-keeping system are required to be included on the standard workday resolution,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators establishes a standard work day for New York State Retirement System reporting purposes for the following elected and appointed officials:

Title	Name	Standard Workday	Term	Social Security Number (last 4 digits)	Registration Number	Tier 1 (Check only if member is Tier 1)	Record of Activities Result	Not Submitted (Check only if official did not submit ROA)
County Clerk	Sandy Santamoor	7 hours	1/1/2024 - 12/31/2027	████	██████████		31.87	
Sheriff	Rick Engle	8 hours	1/1/2024- 12/31/2027	████	██████████		24.42	