

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

DAVID FORSYTHE
Chair, Board of Legislators

FINANCE COMMITTEE AGENDA
MR. JOHN GENNETT, CHAIR
MONDAY, MAY 22, 2023
*****BOARD ROOM AND LIVE VIA YOUTUBE *****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – April 24**
- 3. HIGHWAY – DON CHAMBERS**
 - A. Modifying the 2023 Budget for the Department of Highways for an Increase in the Capital Highway Improvement Program (Res)
 - B. Authorizing the Chair to sign a Contract with Barton and Loguidice, D.P.C. for Environmental Services to Prepare an Appendix A for the Buckton State Forest Segment for the Multi-Use Trail (Res)
 - C. Approving New York State Department of Transportation Supplemental Agreement for Preliminary Design for Lazy River Road Bridge over Grasse River, BIN 3341820, PIN 775332 (Res)
 - D. Authorizing the Chair to Sign a Contract with COENCORP for Fuel Management Software for all Highway Fuel Island Locations (Res)
- 4. SOLID WASTE – DON CHAMBERS**
 - A. Modifying the 2023 Solid Waste Department Budget to Support Equipment Repair, Recycling, and Building & Property Maintenance (Res)
- 5. COUNTY ATTORNEY – STEVE BUTTON**
 - A. Authorizing Settlement of a Northern District of New York Federal Court Action and Modifying the 2023 Budget for the County Attorney’s Office (Res)
- 6. TREASURER – RENEE COLE**
 - A. Adopting Mortgage Tax Report (Res)
- 7. LEGISLATOR TERMINELLI**
 - A. Opposing Senate Bill S4976A and Assembly Bill A2084, “An Act to Amend the Environmental Conservation Law, in Relation to Prohibiting the Use of Lead Ammunition in the Taking of Wildlife on State-Owned Land and Land Contributing Surface Water to the New York City Water Supply” (Res)

8. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Highway
 - 1. Fill a Laborer, Position No. 306000017
- B. WIOA
 - 1. Fill an Employment and Training Counselor, Position No. 701000027
- C. County Administrator
 - 1. Fill Building Maintenance Worker, Position No. 301200008, in B&G
 - 2. Fill Building and Grounds Crewleader, Position No. 302800001, in B&G
- D. Treasurer
 - 1. Fill Senior Account Clerk, Position No. 100200015
- E. Social Services
 - 1. Create and Fill Director of Finance

9. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE – RUTH DOYLE

- A. Information and Update (Discussion)

10. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

- A. Establishing a Standard Work Day for New York State Retirement System Reporting Purposes (Res)
- B. Proclaiming June as Dairy Month (Res)

11. OLD AND NEW BUSINESS

- A. Authorizing the Chair to Sign a Contract with Development Authority of the North Country (DANC) for Assistance with Grant Writing for the 2023 Community Development Block Grant (CDBG) Application (Res)

12. 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)

*****Note:** *Please allow a few minutes for the electronic transition to executive session****

13. EXECUTIVE SESSION

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

*****Note:** *Please allow a few minutes for the electronic transition to open session****

14. ADJOURNMENT – If there is no further business.

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE DEPARTMENT OF HIGHWAYS
FOR AN INCREASE IN THE CAPITAL HIGHWAY IMPROVEMENT PROGRAM**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the 2023 Budget for the Department of Highways includes Capital Highway Improvement Program (CHIPS) road and bridge projects at a flat funding level from previous years, and

WHEREAS, the 2023-2024 New York State Budget includes funding for regular CHIPS, Extreme Winter recovery (EWR), PAVENY, and Pave Our Potholes (POP), totaling \$8,307,944, and

WHEREAS, there was an increase of \$502,197 for the 2023 CHIPS Budget, and these additional funds will be used for overlay projects on County Routes 47 and 49,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Department of Highways for an increase in the Capital Highway Improvement Program, as follows:

INCREASE REVENUE:

HM035015 56000	H SA CHIPS Maintenance	\$2,968,818
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INCREASE APPROPRIATIONS:

HM151124 454PM H1	H H1 Paving Materials	\$2,627,874
HM551124 454BS B1	H B1 Miscellaneous Bridge Supplies	<u>40,944</u>
		\$2,968,818

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BARTON AND LOGUIDICE, D.P.C. FOR ENVIRONMENTAL SERVICES TO PREPARE AN APPENDIX A FOR THE BUCKTON STATE FOREST SEGMENT FOR THE MULTI-USE TRAIL

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Board of Legislators approved Resolution No. 193-2017 which amended Local Law 2 for the Year 2015, "A Local Law permitting and regulating all-terrain vehicle operation on certain County Roads," and

WHEREAS, this Local Law took effect immediately upon filing with the Secretary of State and satisfactory completion of Appendix A as included in the FGIS for the Multi-Use Trail System, and

WHEREAS, a new trail segment in the Buckton State Forest in the Town of Stockholm is requested as an addition into the County Multi-Use Trail System, and

WHEREAS, Barton and Loguidice, D.P.C. has agreed to provide environmental services needed to prepare the Appendix A environmental checklist for the new trail segment for a fee not to exceed \$5,500 (BF079894 43007 TRAIL),

NOW, THEREFORE, BE IT RESOLVED that Board of Legislators authorizes the Chair to sign a contract with Barton and Loguidice, D.P.C. for environmental services to prepare an Appendix A for the Buckton State Forest Segment for the Multi-Use Trail, upon approval of the County Attorney.

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

**APPROVING NEW YORK STATE DEPARTMENT OF TRANSPORTATION
SUPPLEMENTAL AGREEMENT FOR PRELIMINARY DESIGN FOR LAZY RIVER
ROAD BRIDGE OVER GRASSE RIVER, BIN 3341820, PIN 775332**

By Mr. Gennett, Chair, Finance Committee

Authorizing the Implementation, and Funding in the First Instance 100% of the Federal Aid and State “Marchiselli” Program-Aid Eligible Costs, of a Transportation Federal-Aid Project, and Appropriating Funds Therefore

WHEREAS, a project for Preliminary Design for the Lazy River Road Bridge over the Grasse River, BIN 3341820, PIN 775332 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of eighty-percent (80%) federal funds and twenty-percent (20%) non-federal funds, and

WHEREAS, the Board of Legislators wants to advance the project by making a commitment of one-hundred percent (100%) of the federal and non-federal share of the costs of Preliminary Design,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves New York State Department of Transportation Supplemental Agreement for Preliminary Design for Lazy River Road Bridge over Grasse River, BIN 3341820, PIN 775332, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to pay in the first instance one-hundred percent (100%) of the federal and non-federal share of the cost of Preliminary Design for the Project or portions thereof, and

BE IT FURTHER RESOLVED that all necessary funds have been appropriated pursuant to the 2023 Budget (HM299509 90600) and made available to cover the cost of participation in the above phase of the Project, and

BE IT FURTHER RESOLVED that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Board of Legislators shall convene to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign all necessary agreements, certifications or reimbursement requests for available Federal Aid and/or State “Marchiselli” Aid for the advancement or approval of the Project, and provide for the administration of the Project and the municipality’s first instance funding of Project costs and permanent funding of the local share of federal-aid eligible projects costs and all project costs with appropriations therefore that are not so eligible, and

June 5, 2023

BE IT FURTHER RESOLVED that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH COENCORP FOR FUEL MANAGEMENT SOFTWARE FOR ALL HIGHWAY FUEL ISLAND LOCATIONS

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Department of Highways now has four (4) fuel island locations including the Highway Maintenance Shop in Canton, and the Outposts in Lisbon, Potsdam, and Russell, and

WHEREAS, COENCORP software tracks all fuel deliveries, consumption, and vehicle data,

WHEREAS, the current agreement with COENCORP expires in May 2023, and

WHEREAS, COENCORP has updated the renewed contract to include the new Highway outposts at a total cost of \$10,445 (HR051304 42004), with a term of May 1, 2023 to April 30, 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with COENCORP for fuel management software for all Highway Fuel Island locations, upon approval of the County Attorney.

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR SOLID WASTE TO SUPPORT EQUIPMENT REPAIR, RECYCLING, AND BUILDING & PROPERTY MAINTENANCE

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Solid Waste Department is an Enterprise Fund that operates in a fee for service model with appropriation and revenue accounts that reflect current and projected operational costs, and

WHEREAS, the expenses for equipment repairs (\$180K), recycling tipping fees (\$210K), and building & property maintenance (\$50K) are projected to exceed the 2023 Budget, and

WHEREAS, the fiscal areas that are projecting these increases could be offset by a reduction in the Department level contingency account in the Solid Waste Budget as well as increase in revenue from investment earnings, and

WHEREAS, the market for recycling has been extremely volatile over the last couple of years and with that in mind, efforts have been made that to mitigate the impact of it the users through a variety of measures,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Solid Waste Department Budget for equipment repair, recycling, and building & property maintenance, as follows:

INCREASE APPROPRIATIONS:

WT081604 40800	W TRS Building & Property Maintenance	\$50,000
WT081604 42202	W TRS Equip Repair & Maintenance	20,000
WH081604 42202 LEAC	W LEAC Equip Repair and Maintenance	10,000
WH081604 42202 MSW	W MSW Equip Repair and Maintenance	100,000
WH081604 42202 RECY	W RECY Equip Repair and Maintenance	50,000
WH081604 43018 RECY	W RECY Tipping Fees	<u>210,000</u>
		\$440,000

DECREASE APPROPRIATIONS:

WA017104 49700	W ADMIN Contingency Account	\$400,000
WT081604 42200	W TRS I/D Equip Repair & Maintenance	<u>20,000</u>
		\$420,000

INCREASE REVENUE:

W1024015 55001	SW Investment Earnings	\$10,000
W1024015 55001 NYC	SW NYCLASS Investment Earnings	<u>10,000</u>
		\$20,000

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

**AUTHORIZING SETTLEMENT OF A NORTHERN DISTRICT OF NEW YORK
FEDERAL COURT ACTION AND MODIFYING THE 2023 BUDGET
FOR THE COUNTY ATTORNEY'S OFFICE**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, there is pending in the Northern District of New York Federal Court an action known to the Board of Legislators and subject to confidentiality restrictions, and

WHEREAS, this case was commenced on February 22, 2022, and

WHEREAS, a settlement of the matter has been proposed whereby the parties would agree that the County employees named in the action would have absolute immunity from any and all civil liability except for the relief proposed herein, and

WHEREAS, the parties would agree that the extent of the monetary liability for the settlement would be limited to the amount of \$12,500, and

WHEREAS, pursuant to Resolution No. 71-1991, St. Lawrence County established a self-insured liability casualty reserve in accordance with Section 6n of the New York State General Municipal Law, and

WHEREAS, pursuant to General Municipal Law §6-n “upon the creation of the fund, the municipality may make expenditures from the fund for any loss, claim, action or judgment for which the municipal corporation is authorized or required to purchase or maintain insurance...”, and

WHEREAS, this fund pays nominal or small claims with a separate line item established within the annual budget of the County Attorney to resolve claims that cumulatively do not exceed \$50,000 in the fiscal year, and

WHEREAS, the 2023 year has seen an unusual number of motor vehicle accidents on county vehicles, which when combined with the current matter, is projected to exceed the budgeted 2023 amount, and

WHEREAS, due to the number of claims received in the first portion of 2023, it will be necessary to transfer money from the Casualty and Liability Reserve account, by increasing the appropriated fund balance to cover those payments as they come due,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes settlement of a Northern District of New York Federal Court Action, upon approval of the County Attorney, and

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BE IT FURTHER RESOLVED that St. Lawrence County, upon receipt of appropriate general releases and a stipulation of discontinuance in a form approved by the County Attorney, is hereby directed to settle this claim on behalf of the County of St. Lawrence by payment of the sum of \$12,500, and

BE IT FURTHER RESOLVED that the Treasurer is authorized modify the 2023 Budget for the County Attorney, as follows:

DECREASE UNAPPROPRIATED FUND BALANCE:

08TG0911 50300	Fund Balance, Unreserved Unappropriated	\$50,000
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INCREASE APPROPRIATED FUND BALANCE:

08TG0910 50300	Fund Balance, Unreserved Appropriated	\$50,000
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INCREASE APPROPRIATIONS:

LR019314 46505	L Property Loss Payments	\$50,000
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June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

ADOPTING MORTGAGE TAX REPORT

By Mr. Gennett, Chair, Finance Committee

NOW, THEREFORE, BE IT RESOLVED that the Mortgage Tax Report as submitted by the County Clerk and 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	\$4,807.58
Canton:	
Village of Canton	12,560.99
Village of Rensselaer	538.38
Town of Canton	44,073.65
Clare	0.00
Clifton	1,138.99
Colton	6,278.22
Dekalb:	
Village of Richville	133.31
Town of Dekalb	3,590.41
DePeyster	2,864.36
Edwards	2,101.48
Fine	6,960.19
Fowler	17,618.32
Gouverneur:	
Village of Gouverneur	3,867.25
Town of Gouverneur	11,048.94
Hammond:	
Village of Hammond	270.53
Town of Hammond	12,360.57
Hermon	2,875.03
Hopkinton	5,706.94
Lawrence	9,116.35
Lisbon	12,755.60
Louisville:	
Village of West Massena	1,306.48
Town of Louisville	14,270.80

June 5, 2023

Macomb	2,464.00
Madrid	5,928.34
Massena:	
Village of Massena	12,823.10
Town of Massena	27,798.54
Town of Morristown	15,715.38
Norfolk:	
Village of Norwood	99.80
Village of Massena	1.73
Town of Norfolk	14,407.45
Ogdensburg	47,058.17
Oswegatchie:	
Village of Heuvelton	991.57
Town of Oswegatchie	18,413.02
Parishville	6,885.50
Piercefield	5,937.68
Pierrepont	15,859.44
Pitcairn	2,428.69
Potsdam:	
Village of Potsdam	18,854.21
Village of Norwood	4,204.33
Town of Potsdam	75,733.76
Rossie	3,932.51
Russell	6,173.45
Stockholm	14,541.02
Waddington:	
Village of Waddington	2,054.11
Town of Waddington	7,981.66
Totals	\$486,531.83

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

OPPOSING NEW YORK STATE SENATE BILL S4976A AND ASSEMBLY BILL A2084, "AN ACT TO AMEND THE ENVIRONMENTAL CONSERVATION LAW, IN RELATION TO PROHIBITING THE USE OF LEAD AMMUNITION IN THE TAKING OF WILDLIFE ON STATE-OWNED LAND AND LAND CONTRIBUTING SURFACE WATER TO THE NEW YORK CITY WATER SUPPLY"

By Mr. Gennett, Chair, Finance Committee

WHEREAS, hunting is a way of life and an economically important tradition across St. Lawrence County, and

WHEREAS, NYS Senate Bill 4976A and Assembly Bill A2084 prohibits the use of lead ammunition in taking of wildlife on wildlife management areas, state forests, forest preserves, state parks or any other state-owned land that is open for hunting and on land contributing surface water to the New York City water supply, and

WHEREAS, while recognizing the potential harm cause by lead ammunition to the environment, an outright ban is neither logical or feasible, and

WHEREAS, the current science on this subject does not warrant a full ban on the use of lead ammunition while hunting, and resources would be better spent on educating hunters about non-lead alternatives, and developing programs to increase the supply and availability of non-lead hunting ammunition, and

WHEREAS, the availability of ammunition is currently erratic and manufacturers are severely backlogged and struggling to keep shelves stocked, and an outright ban on lead ammunition, without prior education, incentives, or phasing in, will hinder hunters and ultimately impact wildlife management programs, and

WHEREAS, a ban would likely hurt rural communities most where access to non-lead alternatives is minimal and costly, and

WHEREAS, further research should be conducted to understand the full scope and extent of impacts of lead hunting ammunition and how it affects the water supply in New York City,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators opposes NYS Senate Bill S4976A and Assembly Bill A2084, "An Act to Amend the Environmental Conservation Law, in Relation to Prohibiting the Use of Lead Ammunition in the Taking of Wildlife on State-Owned Land and Land Contributing Surface Water to the New York City Water Supply," and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; and Assemblyman Scott Gray.

St. Lawrence County Vacancy Authorization Form

Highway



Type: Fill

Laborer

Subunit (If Applicable):

Date Submitted: 4/4/2023

Reason Vacated: Retirement

Position Number: 306000017

Date Vacated: 4/28/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 04/12/1994

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$44,482

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$22,882

Revenue Generating: No 0 %

Base Salary: \$37,469

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

Base Hourly: \$18.01

Grade: 16

Net County Cost: \$67,364

*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.

This position is needed to keep up with road maintenance and repair tasks. This includes loading and unloading trucks, installing signage, patching potholes, cutting brush, removing dead trees and brush, roadside mowing, flagging, plowing parking lots, shoveling snow and spreading salt. Failure to fill this position will seriously impede the department's ability to maintain safe and passable roads and bridges.

Department Head: *Dwight R. Chandon*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form



Workforce Innovation Opportunity Act

Type: Fill

Employment & Training Counselor

Subunit (If Applicable):

Date Submitted: 4/18/23

Reason Vacated: Promotion

Position Number: 701000027

Date Vacated: 4/17/23

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/6/2019

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$53,614

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$27,579

Revenue Generating: No 0 %

Base Salary: \$49,734

Reimbursed by Local,
State or Federal Funds: Yes 100 %

Base Hourly: \$27.33

Grade: 24

Net County Cost: \$0

*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.

This position was vacated due to a promotion. An Employment and Training Counselor typically has a case load of 40-50 WIOA participants. During the Summer Youth Employment Program the position would typically have an additional case load of 70-75 youth. The Employment and Training Counselor determines eligibility, maintains participant files and data bases, communicates with training providers and employers, attends job fairs, conducts workshops, and gives presentations for employers or school districts as requested. The position also assists in the coverage of the Resource Room. This involves assisting with resumes, job searches, online applications, providing information and/or giving referrals for job openings.

This vacancy leaves two WIOA funded E&T Counselors. The WIOA program is a complicated program with a long learning curve. If this position is left unfilled the department would not be able to serve as many participants which could result in a recapture of funding. It could also result in not being able to meet the benchmarks set by the Department of Labor.

Department Head: *Genny Taylor*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

County Administrator



Type: Fill



Building Maintenance Worker

Subunit (If Applicable): Buildings & Grounds

Date Submitted: 04/21/2023

Reason Vacated: Retirement



Position Number: 304200008

Date Vacated: 07/01/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 12/18/2007

Jurisdictional Class: Non-Competitive



Appointee Will Be: Permanent



Hrs Per Week: 40

Shift Length: 8



FTE: 1.00

Budget

Salary of Person Leaving: \$55,741

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$28,673

Revenue Generating: No 0 %

Base Salary: \$46,103

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

Base Hourly: \$22.17

Grade: 22

Net County Cost: \$84,414

*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.

Please consider this request to fill the referenced staffing vacancy. The Maintenance staff is crucial to ensuring a safe environment for County employees and the visiting public. As the Department works towards maintaining, upgrading, and improving aging facilities it is critical to sustain a staffing level that will allow the County to reach its objectives. The staff member vacating this position currently maintains the County key program and fire extinguisher inspections. This will be to fill the fulltime position and a request will be made for a transitional position with goal of overlap before departure. Having the opportunity to train the new staff member prior to his departure would be invaluable to a seamless transition.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

County Administrator



Type: Fill



Buildings & Grounds Crewleader

Subunit (If Applicable): Buildings & Grounds

Date Submitted: 04/24/2023

Reason Vacated: Retirement



Position Number: 302800001

Date Vacated: 06/23/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 10/01/2017

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 40

Shift Length: 8



FTE: 1.00

Budget

Salary of Person Leaving: \$56,866

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$29,252

Revenue Generating: No 0 %

Base Salary: \$49,734

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

Base Hourly: \$23.91

Grade: 24

Net County Cost: \$86,118

*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.

Please consider this request to fill the referenced staffing vacancy. The Custodial and Maintenance staff is crucial to ensuring a clean and safe environment for County employees and the visiting public. As the Department works towards maintaining, upgrading, and improving aging facilities it is critical to sustain a staffing level that will allow the County to reach its objectives. The staff member vacating this position currently acts as a working Supervisor overseeing Custodial and Maintenance Staff during the 3:00 to 11:00 PM shift. This will be to fill the fulltime position and a request will be made for a transitional position with goal of overlap before departure. Having the opportunity to train the new staff member prior to his departure would be invaluable to a seamless transition.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Treasurer's Office



Type: Fill

Senior Account Clerk

Subunit (If Applicable):

Date Submitted: 04/26/2023

Reason Vacated: Retirement

Position Number: 100200015

Date Vacated: 05/12/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 02/04/2020

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$45,295

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$23,300

Revenue Generating: No 0 %

Base Salary: \$41,351

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

Base Hourly: \$22.72

Grade: 19

Net County Cost: \$68,595

*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.

This is a critical position in the Treasurer's Office. The primary responsibility of this position is cash receipts. The Treasurer's office takes deposits in the office from a variety of sources: payments at the window, payments made via mail, and payments made electronically via direct deposit to the counties 60+ commonly used bank accounts. The office processes receipts for health insurance, fines and surcharges, property tax receipts, and a variety of departmental income. The office has sole responsibility to record every receipt into the financial records, and this position is responsible for the entry of those transactions.

After the deposits are balanced and the receipts are entered, this position prepares the daily deposit report for accounting review and posting.

The position provides routine tax payment information orally or in writing in response to phone calls or mail in requests.

Additionally, this position is responsible for customer service coverage for tax payments at both the service window and telephone.

Department Head:

Ronnie Cole

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Abolish & Create

Director of Finance

Subunit (If Applicable):

Date Submitted: 4/3/2023

Reason Vacated: New Position

Position Number:

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Jurisdictional Class:

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: FTE: 1.00

Budget

Salary of Person Leaving:

Fill Request Timeline: 90 Days

Benefits: Yes (51.44%) \$35,719

Revenue Generating: No 0 %

Base Salary: \$69,438

Reimbursed by Local,
State or Federal Funds: Yes 81 %

Base Hourly: \$38.15

Grade: MIV

Net County Cost: \$19,980

*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.

If created, the Director of Finance will be responsible for leading the Accounting Unit in the Department of Social Services. This is a Unit of nine people who manage the finances for the \$74M Budget. The role has been reviewed to ensure the appropriate competencies for accounting experience and supervision are required while also confirming that the workload is adequately distributed in the Unit. The Director of Finance will collaborate with the Director of Services and the Head Social Welfare Examiner to ensure the Programs are maximizing revenue and allocating expenses in accordance with the regulations of Office of Children and Family Services and the Office of Temporary Disability Assistance. Under the general supervision of the Commissioner of the Department, this is a critical role to have competently fulfilled. The importance of filling this position to ensure that all eligible expenses are claimed, all regulations for reimbursement are maintained to the highest standards, and to remain current on all new administrative directives (ADMs) as well as implementing changes as they are promulgated by New York State and the Federal Government.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

June 5, 2023

Finance Committee: 5-22-2023

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 new 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 is 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)
Legislator	Rita Curran	6 hours	1/1/2023-12/31/2026	7674	62709118		6.80	
Legislator	Dan Fay	6 hours	1/1/2023-12/31/2026	0532	38626982		3.58	
Legislator	David Forsythe	6 hours	1/1/2023-12/31/2026	9155	43554971		8.39	
Legislator	John Gennett	6 hours	1/1/2023-12/31/2026	8632	73609091		2.28	
Legislator	Nicole Terminelli	6 hours	1/1/2023-12/31/2026	1786	63705140		4.41	
Legislator	Glenn Webster	6 hours	1/1/2023-12/31/2026	0844	73609125		8.53	
Coroner	James M. Sienkiewicz	6 hours	1/1/2023-12/31/2026	6729	42218743		.98	
Coroner	Steven M. Cary	6 hours	1/1/2023-12/31/2026	5677	73666083		4.03	

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

PROCLAIMING JUNE AS DAIRY MONTH

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-sixth anniversary of National Dairy Month, 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 has many family owned and operated farms that have been in existence for over 100 years including the Rhodee Farm in Canton; Kelly Farm in DeKalb; Jackson Farm in Depeyster; Demick Farm in Hammond; Crowe Farm in Heuvelton; Flack, Morrison, Rowen, and Smith Farms in Lisbon; Hopkirk, and Moulton Farms in Madrid; Robert Johnson Farm in Oswegatchie; and Dalton and McKnight Farms in Waddington, and

WHEREAS, St. Lawrence County dairy farmers produced 895 million pounds of milk in 2022, ranking St. Lawrence County fifth in the Northeast Milk Marketing Area which extends from New Hampshire to Virginia, and

WHEREAS, according to the Northeast Statistical Handbook, in 2022 there were 189 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 St. Lawrence County Dairy Festival Days, including the annual parade, will be held in Canton on June 2nd and 3rd, with this year's theme being "Delightfully Dairy,"

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby proclaims June as Dairy Month.

June 5, 2023

Finance Committee: 5-22-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DEVELOPMENT
AUTHORITY OF THE NORTH COUNTRY (DANC) FOR ASSISTANCE WITH
GRANT WRITING FOR THE 2023 COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) APPLICATION AND MODIFYING THE 2023 BUDGET FOR
THE PLANNING OFFICE**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, since 1982, St. Lawrence County has operated 32 programs, funded through the Community Development Block Grant (CDBG) Program, to rehabilitate homes owned and occupied by low-income households, and

WHEREAS, in 2023, the County anticipates applying for additional CDBG funds in order to continue its housing programs, and

WHEREAS, the Planning Office will not have adequate capacity in 2023 to support the application for additional CDBG funds in order to continue its housing programs due to a retirement and new staff in training, and

WHEREAS, the Planning Office has issued a Request for Quotes (RFQ) to provide assistance with grant writing services in order to prepare the 2023 CDBG application for funding,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Development Authority of the North Country (DANC) for assistance with grant writing for the 2023 Community Development Block Grant application, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2023 Budget for the Planning Office, as follows:

INCREASE APPROPRIATIONS:

N1080204 43007	N ADM Other Fees & Services	\$3,500
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INCREASE REVENUE:

N1027015 55000	N Planning Prior Year Refund	\$3,500
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BE IT FURTHER RESOLVED that the Chair is authorized to sign any additional documents necessary for the application, upon approval of the County Attorney.