

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

**DAVID FORSYTHE**  
Chair, Board of Legislators

**OPERATIONS COMMITTEE AGENDA**  
**MS. RITA CURRAN, CHAIR**  
**MONDAY, MAY 8, 2023**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – April 10**
- 3. PROBATION – TIM LEPAGE**
  - A. Authorizing the Chair to Sign the Alternatives to Incarceration (ATI) Service Plan Contract (Res)
  - B. Opposing Senate Bill S6282, “An Act to Repeal Section 257-C of the Executive Law Relating to Probation Administrative Fees; to Amend the Executive Law in Relation to Prohibiting Certain Fees Associated with Probation; and to Amend the Correction Law and the Executive Law in Relation to Termination and Discharge of Certain Sentences” (Res)
- 4. PLANNING – JASON PFOTENHAUER**
  - A. Authorizing the Addition of One (1) Parcel of 0.3 Acre to Agricultural District 1 and Eight (8) Parcels Totaling 358.5 Acres to Agricultural District 2 (Res) (Info)
- 5. INFORMATION TECHNOLOGY – RICK JOHNSON**
  - A. Authorizing the Chair to Sign a Contract with NYSTEC for Virtual Chief Information Services Officer (VCISO) and Modifying the 2023 Budget for Information Technology (Res)
- 6. INDIGENT DEFENSE – RUTH DOYLE**
  - A. Authorizing the Chair to Sign Contracts with New York State Indigent Legal Services for Years 3 and 4 of the Hurrell-Harring Contract (Res)
  - B. Authorizing the Chair to Sign a Contract Extension with New York State Indigent Legal Services for the Hurrell-Harring Funding, Extending the Five Year Contract to a Six Year Contract (Res)
  - C. Authorizing the Chair to Accept the Third Counsel at First Appearance Grant for 2020-2022 and Sign a Contract with the New York State Office of Indigent Legal Services (Res)

- 7. VACANCY REVIEW COMMITTEE**
  - A. Vacancy Review Summary (Info)
  - B. Sheriff
    1. Fill Corporal, Position No. 603300003
- 8. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE**
- 9. COMMITTEE REPORTS**
  - A. Agriculture & Farmland Protection Board (Denesha)
  - B. Alternative to Incarceration Board (Burke)
  - C. Board of Trustees for Supreme Court Library (Haggard)
  - D. Emergency Medical Services Advisory Board (Curran)
  - E. Environmental Management Council (Terminelli)
  - F. Fire Advisory Board (Denesha)
  - G. Jury Board (Sheridan)
  - H. Planning Board (Fay)
- 10. OLD/NEW BUSINESS**
  - A. Results of the Feasibility Study for the Evaluation of Biosolids Processing
- 11. EXECUTIVE SESSION**
  - A. Litigation
  - B. Negotiations
  - C. Personnel
  - D. Appointments
- 12. ADJOURNMENT – If there is no further business.**

June 5, 2023

Operations Committee: 5-8-2023

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

**AUTHORIZING THE CHAIR TO SIGN THE ALTERNATIVES TO  
INCARCERATION (ATI) SERVICE PLAN CONTRACT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the St. Lawrence County Alternatives to Incarceration Advisory Board approved an extension of the Alternatives to Incarceration (ATI) Plan Contract No. CL17-1038-D07/C523950 for St. Lawrence County for July 1, 2023 through June 30, 2024, and

**WHEREAS**, these pre-trial services were funded in the prior year, 2022-2023 contract term, in the amount of \$28,421, and

**WHEREAS**, the total cost of the ATI Program for 2023 is \$106,812, of which \$28,421 is funded by the ATI Grant (Q1033105 56000 ATI), resulting in a County cost of \$78,391,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign the Alternatives to Incarceration (ATI) Services Plan Contract, upon approval of the County Attorney.

June 5, 2023

Operations Committee: 5-8-2023

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

**OPPOSING SENATE BILL S.6282, “AN ACT TO REPEAL SECTION 257-C OF THE EXECUTIVE LAW RELATING TO PROBATION ADMINISTRATIVE FEES; TO AMEND THE EXECUTIVE LAW IN RELATION TO PROHIBITING CERTAIN FEES ASSOCIATED WITH PROBATION; AND TO AMEND THE CORRECTION LAW AND THE EXECUTIVE LAW IN RELATION TO TERMINATION AND DISCHARGE OF CERTAIN SENTENCES”**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Section 257-C allows for every county and the City of New York to adapt a local law requiring individuals currently serving or who shall be sentenced to a period of probation upon conviction of any crime under article thirty-one of the Vehicle and Traffic Law to pay to the local probation department with the responsibility of supervising the probationer an administrative fee, and

**WHEREAS**, in 1994, St. Lawrence County enacted Local Law No. 1 which allowed the Probation Department to collect a one-time fee of fifty dollars (\$50) for alcohol/drug testing, and

**WHEREAS**, in 1994, St. Lawrence County enacted Local Law No. 2, which allowed the Probation Department to collect a fee for those persons convicted of any crime under article thirty-one of the New York State Vehicle and Traffic Law, and this administrative fee was a maximum amount of thirty dollars (\$30) per month, and a portion could be waived if the person convicted is considered indigent, and

**WHEREAS**, Senate Bill S.6282 seeks to repeal Section 257-C of the Executive Law, which would prohibit the collection of any fee, including, but not limited to, an administrative fee, supervision fee, monitoring fee, or screening fee (alcohol/drug testing), and

**WHEREAS**, Probation Departments across New York State collect some variation of these fees to help offset departmental budgets, and if these fees discontinue, a greater financial burden will shift from the offenders to law-abiding taxpayers, and

**WHEREAS**, funding from State aid for Probation Departments dropped from approximately 49.6% in 1990 to around 10% in 2022, and to take further revenue from departments would be detrimental to maintaining staff and services, and

**WHEREAS**, St. Lawrence County Probation Department has collected a total of \$191,945 from 2018-2022: \$125,581 in supervision fees, \$31,620 in drug/alcohol testing fees and \$34,744 in restitution surcharges,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators opposes Senate Bill S.6282, “An Act to Repeal Section 257-C of the Executive Law Relating to Probation Administrative Fees; to Amend the Executive Law in Relation to Prohibiting Certain Fees Associated with Probation; and to Amend the Correction Law and the Executive Law in Relation to Termination and Discharge of Certain Sentences”, and

June 5, 2023

**BE IT FURTHER RESOLVED** that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senate Majority Leader Andrea Stewart-Cousins; Assembly Speaker Carl Heastie; Senator Joseph Griffo; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; Assemblyman Scott Gray; Stephen Acquario, Executive Director of NYSAC; and Luci Welch, President of NYS Council of Probation Administrators (COPA).

June 5, 2023

Operations Committee: 5-8-2023

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

**AUTHORIZING THE ADDITION OF ONE (1) PARCEL OF 0.3 ACRE TO AGRICULTURAL DISTRICT 1 AND EIGHT (8) PARCELS TOTALING 358.5 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 County established March 1<sup>st</sup> to March 30<sup>th</sup> as the annual 30-day review period to receive requests to add land to these districts, and

**WHEREAS**, in 2023, the County received requests to add one (1) parcel to Agricultural District 1, and eight (8) 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 6<sup>th</sup> and recommends nine (9) parcels be added to Agricultural Districts 1 and 2, and

**WHEREAS**, no public comments were received during or before the April 20<sup>th</sup> public hearing about the recommended additions,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes adding one (1) parcel of 0.3 acre to Agricultural District 1, and eight (8) parcels totaling 358.5 acres to Agricultural District 2.

**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

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**To:** County Board of Legislators  
**From:** Matilda Larson  
**Date:** May 5, 2023  
**Re:** 2023 Annual Review for Agricultural Districts 1 and 2

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Each year, St. Lawrence County accepts requests to add agricultural land to Ag Districts 1 and 2. This year, the County received requests from six property owners to add land to both districts (see attached summary sheet, maps and photos). Under Ag and Markets Law, the Agricultural 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, real property classifications, soil information, aerial imagery, and whether the requested addition was 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.

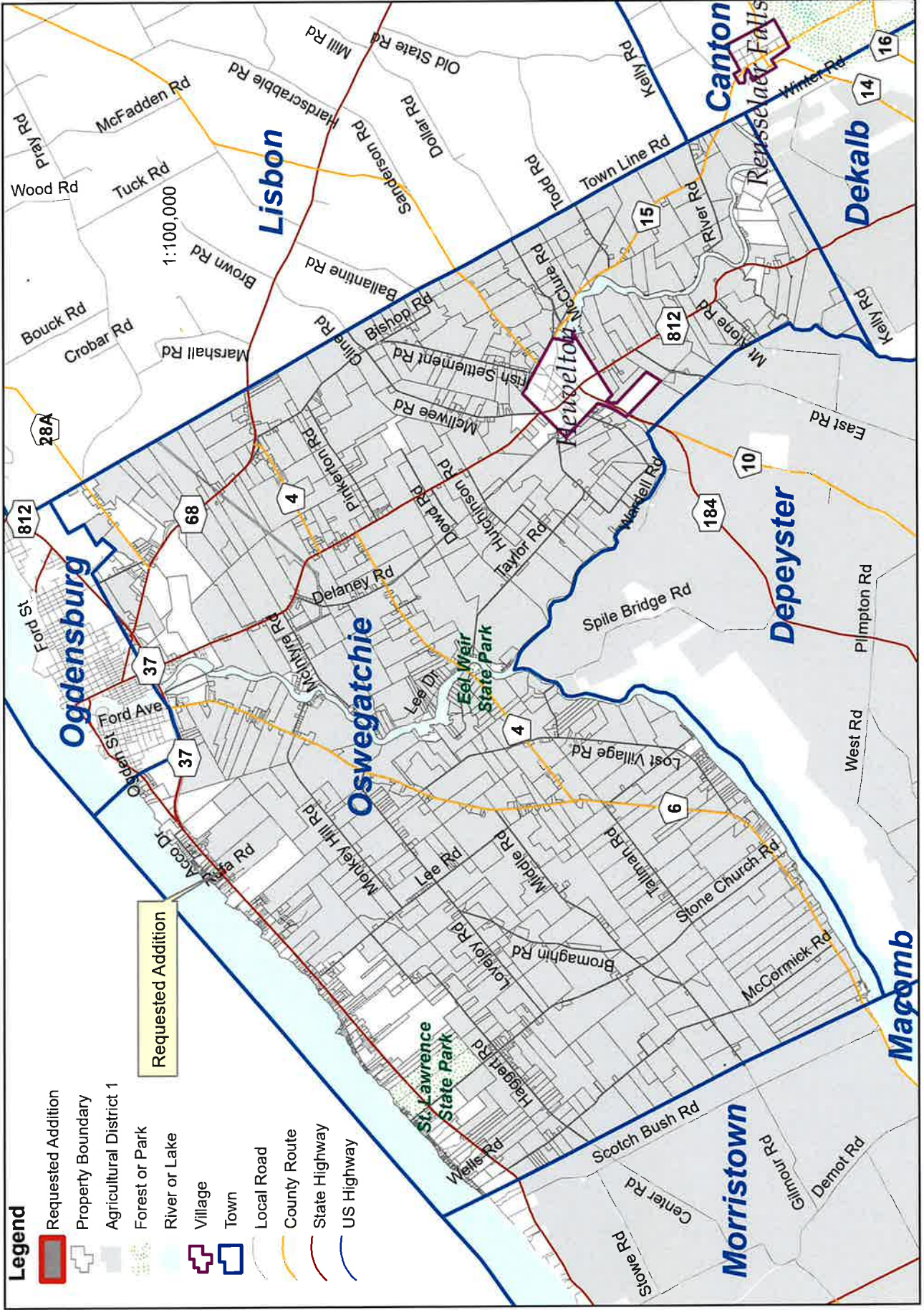
This information was reviewed by the Agricultural and Farmland Protection Board at their meeting on April 6<sup>th</sup>, and the Board recommends the Board of Legislators add all parcels to Agricultural Districts 1 and 2. A legal notice announcing the requested additions, and the scheduling of a public hearing to receive public comment on the additions was held on April 20<sup>th</sup>. Copies of the legal notice with maps were distributed to property owners who requested the additions; forwarded to affected municipalities for posting; and the legal notice was published in the County's official newspapers. No one attended the public hearing, and no comments were received by staff.





# **AG DISTRICT 1**

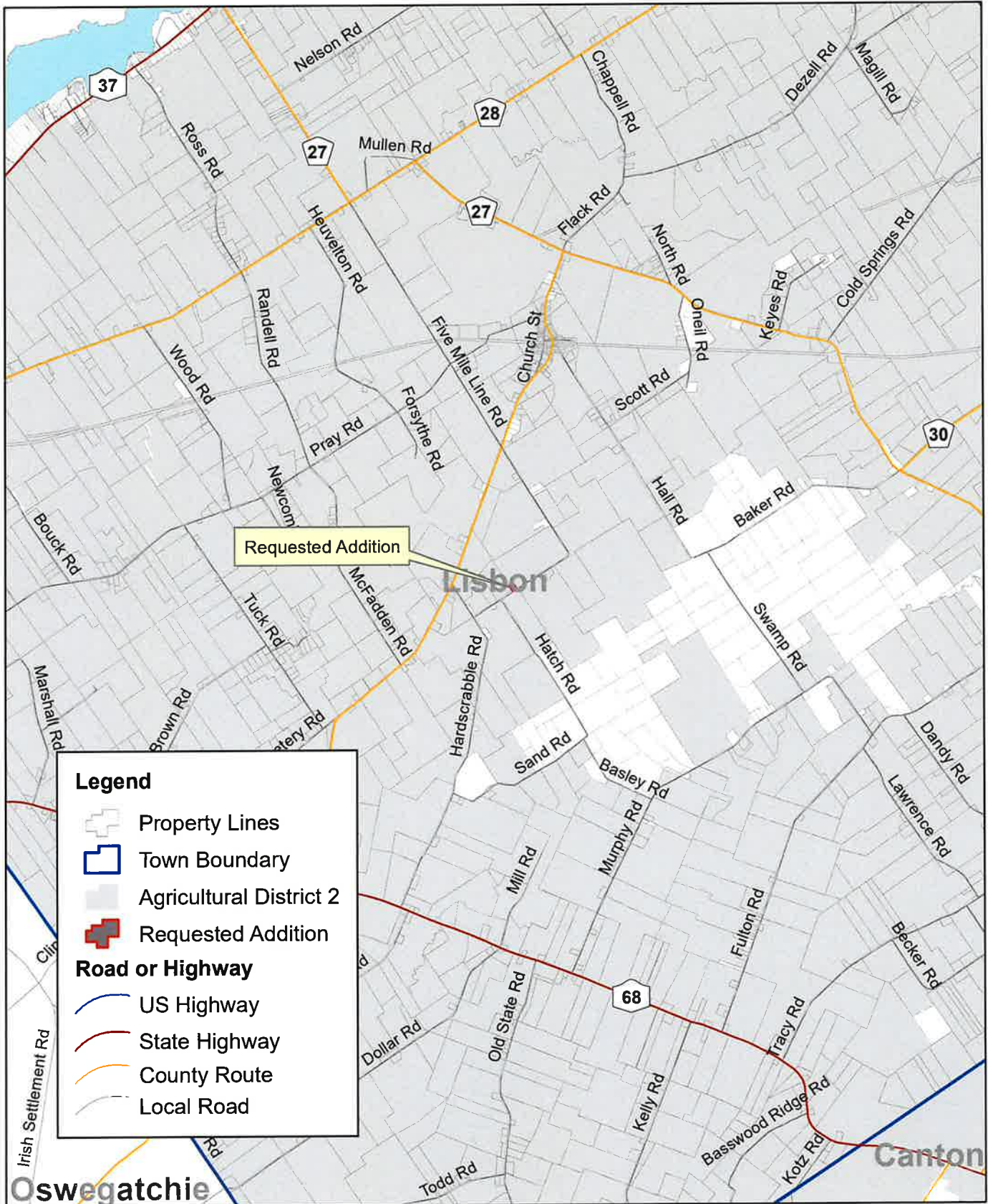
# Town of Oswegatchie, St. Lawrence County 2023 Requested Addition to Ag District 1



## **AG DISTRICT 2**



Town of Lisbon, St. Lawrence County  
2023 Requested Addition to Ag District 2

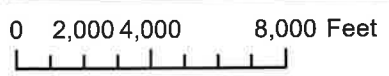


**Legend**

- Property Lines
- Town Boundary
- Agricultural District 2
- Requested Addition

**Road or Highway**

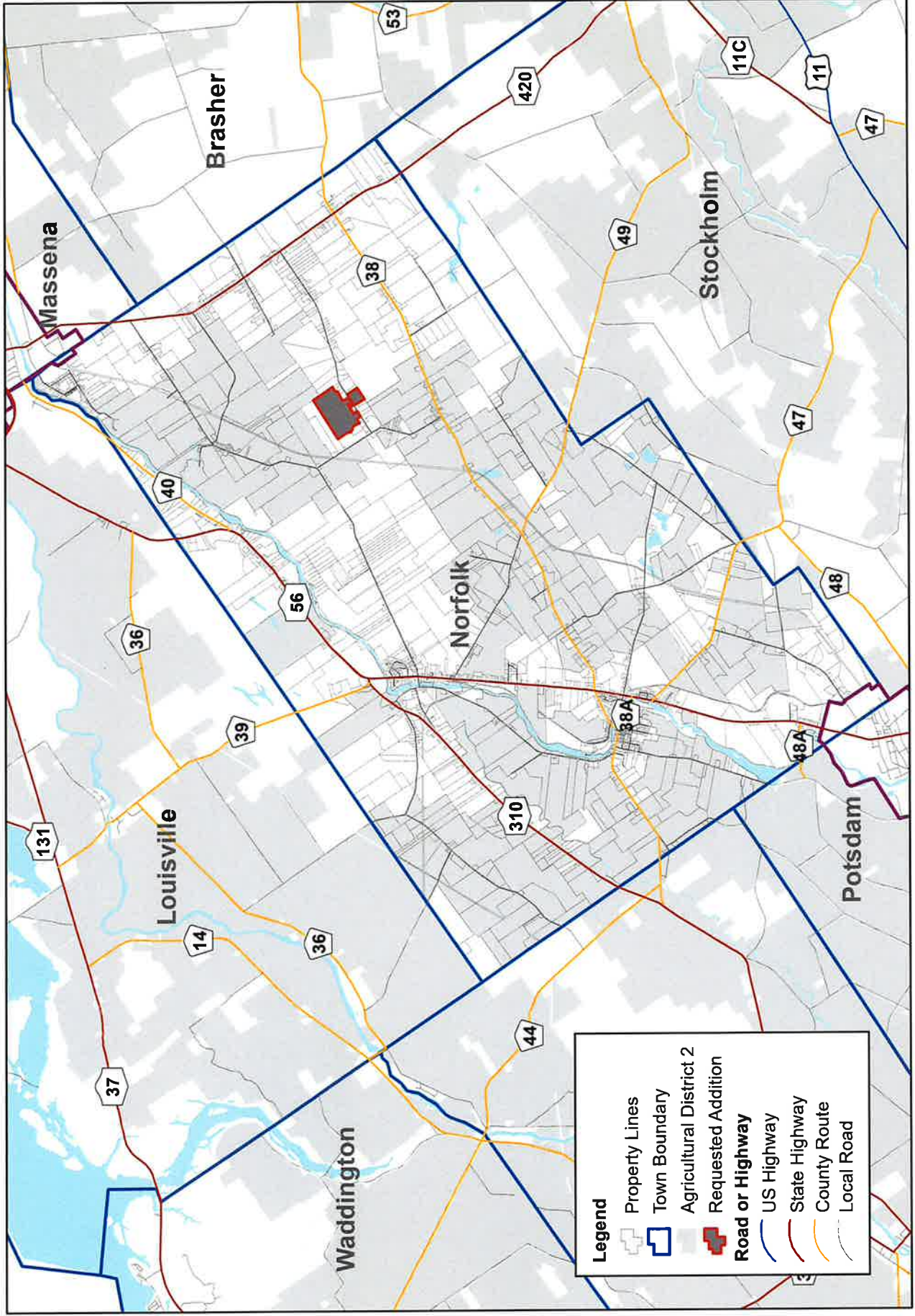
- US Highway
- State Highway
- County Route
- Local Road



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



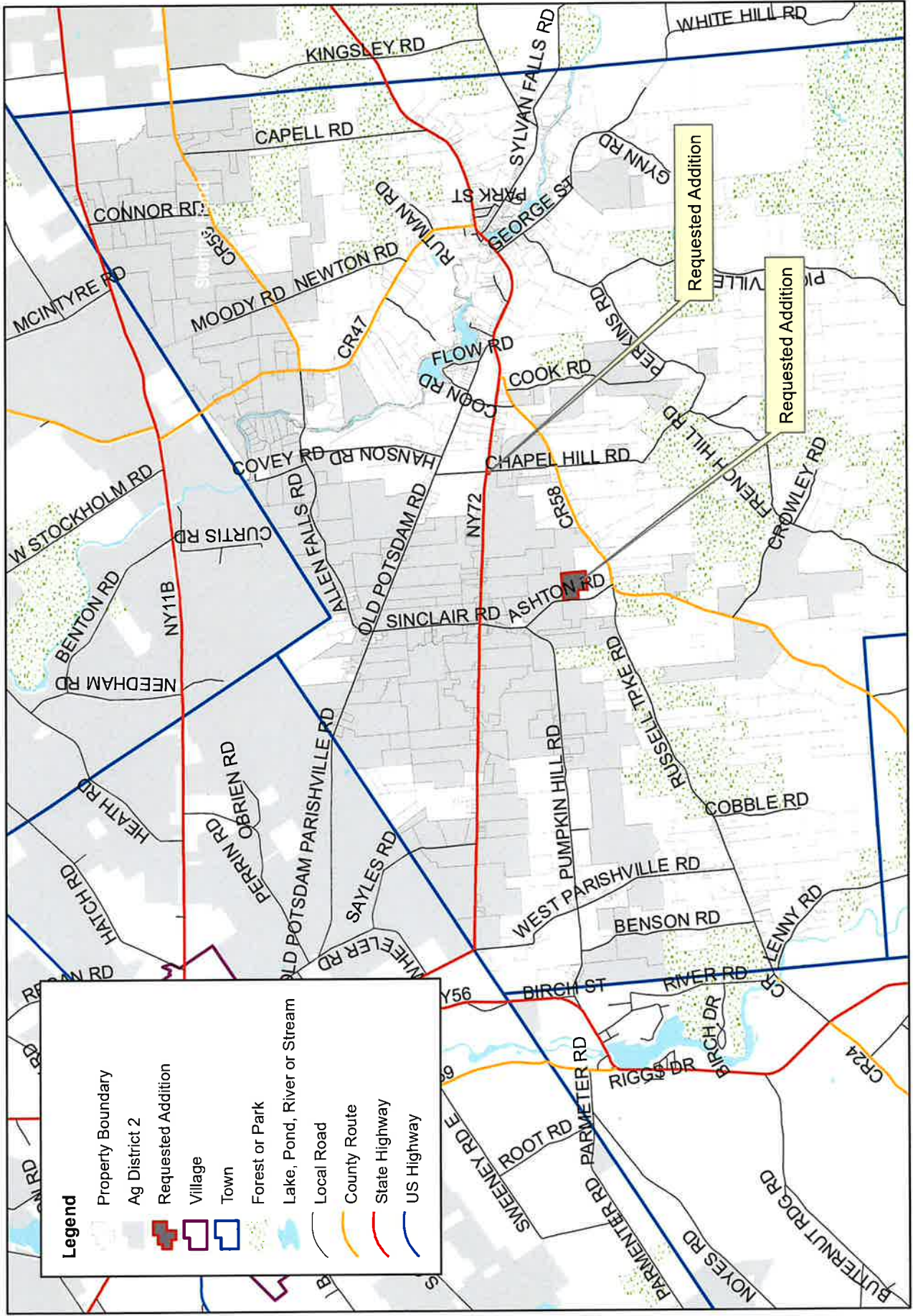
**Town of Norfolk, St. Lawrence County  
2023 Requested Addition to Ag District 2**





# Town of Parishville, St. Lawrence County 2023 Requested Additions to Ag District 2

2 Miles  
1  
0

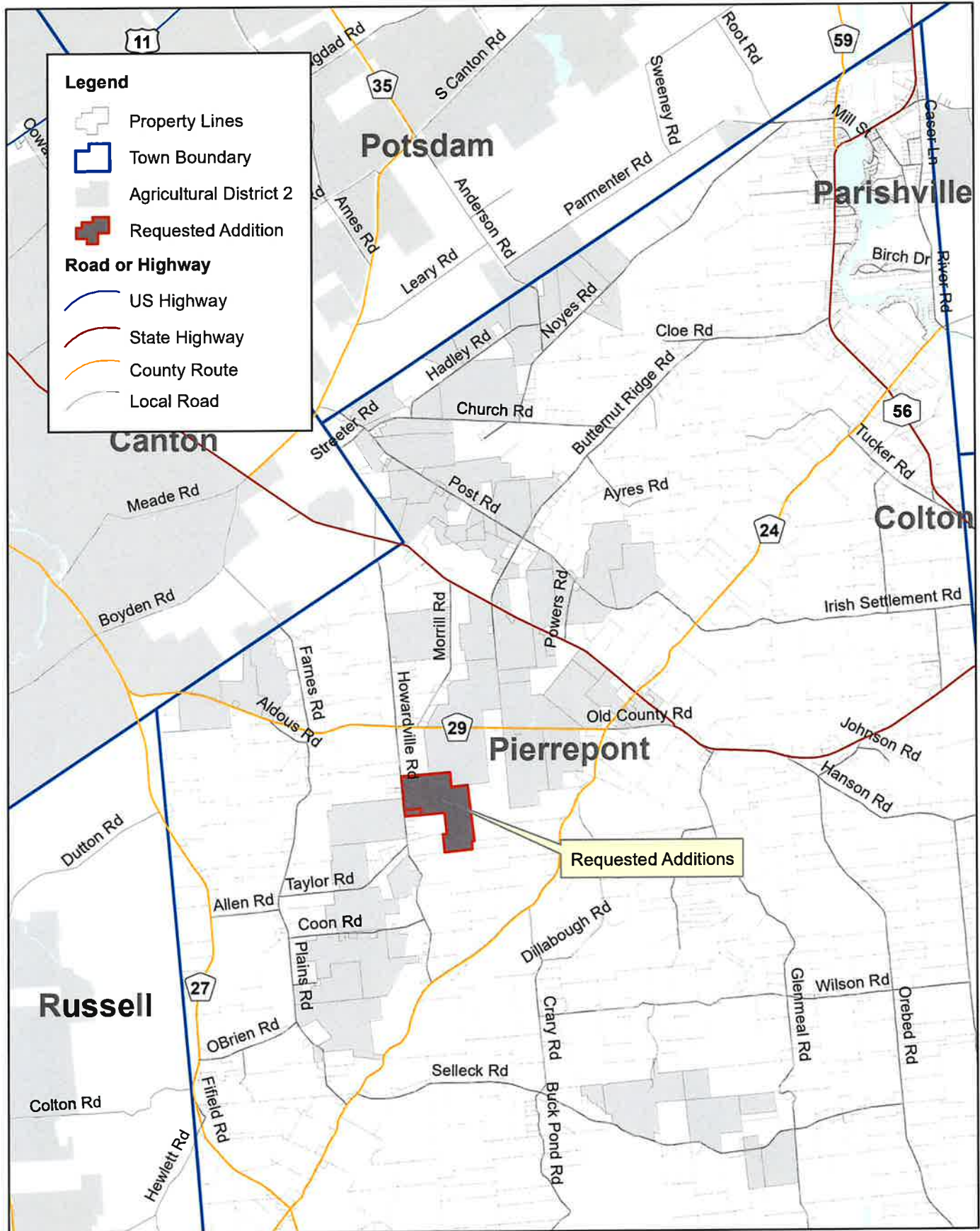


**Legend**

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



**Town of Pierrepont, St. Lawrence County  
2023 Ag District 2 Requested Addition**



June 5, 2023

Operations Committee: 5-8-2023

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NYSTEC FOR VIRTUAL CHIEF INFORMATION SERVICES OFFICER (VCISO) AND MODIFYING THE 2023 BUDGET FOR INFORMATION TECHNOLOGY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, cybersecurity threats remain prevalent throughout the world including governments agencies, and

**WHEREAS**, the complexity of these threats and their tendency to change rapidly demands more focus on organizational security, and these demands exceed the ability of County IT Staff to completely address, and require a dedicated focus, and

**WHEREAS**, NYSTEC is a proven leader in security, has been commissioned by the State of New York to provide cybersecurity services to local governments to secure elections, and has a working relationship with St. Lawrence County and its network environment, and

**WHEREAS**, NYSTEC provides Virtual Chief Information Security Officer services in lieu of having to hire a CISO at a significant expense, to include but not limited to, regular security assessments, compliance training, vendor contract review, policy assistance, reports, and recommendations,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with NYSTEC for Virtual Chief Information Services Officer (VCISO), upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2023 Budget for the Information Technology Department, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$20,000
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**INCREASE APPROPRIATIONS:**

CD016804 43007	C IT Other Fees & Services	\$20,000
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June 5, 2023

Operations Committee: 5-8-2023

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

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH  
NEW YORK STATE INDIGENT LEGAL SERVICES FOR YEARS 3 AND 4  
OF THE HURRELL-HARRING CONTRACT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Resolution No. 342-2018 authorized a contract with New York State Indigent Legal Services for the provision of funding associated with the implementation of Senate Bill S.8114 and Assembly Bill A.10706, “An Act to Amend the County Law, the Executive Law, and the State Finance Law in relation to Indigent Defense Services, and

**WHEREAS**, St. Lawrence County Indigent Service providers (Public Defender, Conflict Defender, and Assigned Counsel) are entitled to receive reimbursement of expenditures related to indigent criminal defense representation of a combined \$5,309,997 over the course of five (5) years as follows:

- Year 1      \$353,999.82      (April 1, 2018 – March 31, 2019)
- Year 2      \$707,999.64      (April 1, 2019 – March 31, 2020)
- **Year 3      \$1,061,999.46      (April 1, 2020 – March 31, 2021)**
- **Year 4      \$1,415,999.10      (April 1, 2021 – March 31, 2022)**
- Year 5      \$1,769,999.10      (April 1, 2022 – March 31, 2023)

**WHEREAS**, the Hurrell-Harring Grant provides the County with a total of \$2,477,999 in grant funding for Year 3 and Year 4 for the use of Indigent Criminal Defense exclusively,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts with New York State Indigent Legal Services for Years 3 and 4 of the Hurrell-Harring Contract, upon approval of the County Attorney.

June 5, 2023

Operations Committee: 5-8-2023

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT EXTENSION WITH NEW YORK STATE INDIGENT LEGAL SERVICES FOR THE HURRELL-HARRING FUNDING EXTENDING THE FIVE YEAR CONTRACT TO A SIX YEAR CONTRACT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Resolution No. 342-2018 authorized a contract with New York State Indigent Legal Services for the provision of funding associated with the implementation of Senate Bill S.8114 and Assembly Bill A.10706, "An Act to Amend the County Law, the Executive Law, and the State Finance Law in relation to Indigent Defense Services, and

**WHEREAS**, St. Lawrence County Indigent Service providers (Public Defender, Conflict Defender, and Assigned Counsel) are entitled to receive reimbursement of expenditures related to indigent criminal defense representation of a combined \$5,309,997 over the course of five (5) years, and

**WHEREAS**, Indigent Legal Services is providing the opportunity to extend for a sixth year, April 1, 2023 to March 31, 2024, allowing additional time for utilization of remaining funds for expenditures during the extension period,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract extension with New York State Indigent Legal Services for the Hurrell-Harring funding extending the five year contract to a six year contract, upon approval of the County Attorney.

June 5, 2023

Operations Committee: 5-8-2023

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

**AUTHORIZING THE CHAIR TO ACCEPT THE THIRD COUNSEL AT FIRST APPEARANCE GRANT FOR 2020-2022 AND SIGN A CONTRACT WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, a settlement of a longstanding legal dispute between several counties, several named plaintiffs, and the State of New York resulted in a new mandate recognized as the Counsel at First Appearance, or Hurrell-Harring, service required that Counties operating an indigent defense program to provide counsel for indigent defendants at all critical stages of representation, to include arraignment, and

**WHEREAS**, in 2014 St. Lawrence County was one of the first counties to apply for and receive funding for the creation of one of the first Counsel at First Appearance (CAFA) Programs, and

**WHEREAS**, the New York State Office of Indigent Legal Services recognizes the challenges this creates for many counties particularly those with a number of rural courts, and

**WHEREAS**, in 2017, the New York State Office of Indigent Legal Services issued requests for proposals for a second grant associated with counsel at first appearance, and

**WHEREAS**, the availability of a grant to subsidize efforts toward implementation of a system to provide an attorney at first appearance for the indigent population that will assist the Office of the Public Defender, Office of the Conflict Defender, and the Office of Indigent Defense, and

**WHEREAS**, funds will be utilized to assist the support functions of the offices that provide indigent defense by providing a Legal Secretary for the Office of the Public Defender, a Keyboard Specialist in the Office of the Conflict Defender, as well as assistance to the anticipated cost of the Assigned Counsel Program for the provision of counsel at first appearances for clients,

**WHEREAS**, Resolution Nos. 248-2013 and 18-2020 authorized accepting the first and second CAFA Grants for 2013-2015 and 2017-2019, respectively,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to accept the Third Counsel at First Appearance Grant for 2020-2022, and sign a contract with the New York State Office of Indigent Legal Services, upon approval of the County Attorney.

# VACANCY REVIEW SUMMARY

Via Zoom

May 2, 2023

**Legislators Attending:** Rick Perkins and Glenn Webster

**Committee Members:** Ruth Doyle, Dylan Soper, Jonnie Dorothy, Heather Hebert  
2:00 P.M.

## **Summary:** January 4<sup>th</sup> – May 2<sup>nd</sup>

Requests: 57  
Approved: 57  
Denied: 0  
Request/Hold: 1  
Withdrawn: 0

## **Summary:** May 2<sup>nd</sup>

Requests: 12  
Approved: 12  
Denied: 0  
Request/Hold: 0  
Withdrawn: 0

Positions to be reviewed:

### **Highway:**

Request: 1

Request: Fill, Laborer  
Position No. 306000017, Immediately

Recommendation: Fill, Immediately

### **Workforce Innovation & Opportunity Act (WIOA):**

Request: 1

Request: Fill, Employment and Training Counselor  
Position No. 701000027, Immediately

Recommendation: Fill, Immediately

### **County Administrator:**

Request: 2

Request: Fill, Building Maintenance Worker – Unit/Buildings and Grounds  
Position No. 304200008, Immediately

Recommendation: Fill, Immediately

Request: Fill, Buildings and Grounds Crewleader – Unit/Buildings and Grounds  
Position No. 302800001, Immediately

Recommendation: Fill, Immediately

**Treasurer:**

Request: 1

Request: Fill, Senior Account Clerk  
Position No. 100200015, Immediately

Recommendation: Fill, Immediately

**Social Services:**

Request: 6

Request: Fill, Senior Caseworker – Unit/Child Protective Services  
Position No. 815400003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Case Supervisor, Grade B/CPS – Unit/Child Protective Services  
Position No. 816000001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist – Unit/Preventive  
Position No. 003100096, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist – Unit/Medical Services  
Position No. 003100037, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Account Clerk – Unit/Child Support  
Position No. 100200009, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/HEAP  
Position No. 814000060, Immediately

Recommendation: Fill, Immediately

**Sheriff:**

Request: 1

Request: Fill, Corporal – Unit/Correctional Facility  
Position No. 603300003, Immediately

Recommendation: Fill, Immediately

**Committee Members:**

- 1.4 John Burke and Dave Forsythe
- 2.7 Larry Denesha and Dan Fay
- 3.7 Joseph Lightfoot and Rita Curran
- 4.4 Ben Hull and William Sheridan
- 5.2 Rick Perkins and Glenn Webster

# St. Lawrence County Vacancy Authorization Form

## Sheriff's Office



Type: Fill  Correction Corporal

Subunit (If Applicable): Corrections Date Submitted: 04/28/2023

Reason Vacated: Resignation  Position Number: 603300003

Date Vacated: 05/10/23 Position # Abolished:

Position Status: Fulltime  Last Fill Date: 04/25/2020

Jurisdictional Class: Competitive Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving: \$65,479 Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$33,682 Revenue Generating: No 0 %

Base Salary: \$48,721 Reimbursed by Local, State or Federal Funds: No 0 %

Base Hourly: \$23.42

Grade: CORP

**Net County Cost: \$99,161**

\*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.

A sufficient level of staffing is necessary to effectively and efficiently operate the Correctional Facility. This position gives flexibility through scheduling for supervisory coverage in an effort to reduce overtime when a supervisor is needed. The Corporal position is unique as it can be accounted as an officer or supervisor when needed per NYS Commission of Correction. This will fulfill minimum staffing requirements for the facility.

Department Head: *Brooks J. Bigwarfe*

**Approved?**  
Yes  No

County Administrator:

Resolution #: