

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, MAY 9, 2022
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – April 11
- 3. CENTRALIZED BIOSOLIDS MANAGEMENT** – Darren Richards, DPW Supervisor, Town of Colton and Carrie Tuttle, PhD, PE, CSP, Chief Operating Officer, DANC
- 4. INFORMATION TECHNOLOGY – RICK JOHNSON**
 - A. Authorizing the Chair to Sign a Contract with Dell Financial Services to Provide Replacement Virtual Server and Backup Equipment and Software for St. Lawrence County (Res)
 - B. Authorizing the Chair to Sign a Contract with ABS Solutions, LLC, to Provide Professional Services for the Installation of Virtual Server and Backup Infrastructure for St. Lawrence County and Modifying the 2022 Budget for the Information Technology Department (Res)
- 5. SHERIFF – BROOKS BIGWARFE**
 - A. Setting Business Hours for the St. Lawrence County Sheriff's Office Civil Division (Res)
 - B. Authorizing the Sheriff to Fill a School Resource Deputy Position and Modifying the 2022 Budget for the Sheriff's Office for the School Resource Deputy (SRD) Program (Res)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
 - B. Sheriff
 1. Fill Corporal, Position No. 603300002
 2. Fill Correctional Officer, Position No. 603000020
 3. Fill Correctional Officer, Position No. 603000058
- 7. COUNTY ADMINISTRATOR'S REPORT**

8. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative 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. Negotiations
- D. Appointments

11. ADJOURNMENT – If there is no further business.

June 6, 2022

Operations Committee: 5-9-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DELL FINANCIAL SERVICES TO PROVIDE REPLACEMENT VIRTUAL SERVER AND BACKUP EQUIPMENT AND SOFTWARE FOR ST. LAWRENCE COUNTY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the technological infrastructure supporting the virtual servers and applications of the County is aging and reaching the end of serviceable life, and

WHEREAS, storage needs continue to increase as the County continues to become more reliant on technology, and

WHEREAS, a competitive process was utilized to evaluate various solutions, and

WHEREAS, Dell Financial Services is offering a sixty (60) month, low-interest payment plan to cover the cost of hardware and software infrastructure for less than the cost to support the current environment while delivering all components in entirety in 2022, and

WHEREAS, the term of the contract will begin the date of installation and run for sixty (60) months at an annual cost of \$44,550 for hardware and software, which is included in the 2022 Budget (CD016804 42004),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Dell Financial Services to provide replacement virtual server and backup equipment and software for St. Lawrence County, upon approval of the County Attorney.

June 6, 2022

Operations Committee: 5-9-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ABS SOLUTIONS, LLC,
TO PROVIDE PROFESSIONAL SERVICES FOR THE INSTALLATION OF
VIRTUAL SERVER AND BACKUP INFRASTRUCTURE FOR
ST. LAWRENCE COUNTY AND MODIFYING THE 2022 BUDGET
FOR THE INFORMATION TECHNOLOGY DEPARTMENT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, expert professional services are required to work to install, configure, and test the new virtual server and backup infrastructure, and

WHEREAS, that the one-time installation cost not to exceed \$37,125 will be covered in part (not to exceed \$10,000) by the Information Technology Budget, and the remainder by untargeted contingency,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with ABS Solutions, LLC, to provide professional services for the installation of virtual server and backup infrastructure for St. Lawrence County, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for the Information Technology Department, as follows:

DECREASE APPROPRIATIONS:

| | | |
|----------------|----------------------------|----------|
| B1019904 49700 | B SPEC Contingency Account | \$27,125 |
|----------------|----------------------------|----------|

INCREASE APPROPRIATIONS:

| | | |
|----------------|-----------------|----------|
| CD016804 43007 | C IT Other Fees | \$27,125 |
|----------------|-----------------|----------|

June 6, 2022

Operations Committee: 5-9-2022

RESOLUTION NO. _____

**SETTING BUSINESS HOURS FOR THE ST. LAWRENCE
COUNTY SHERIFF'S OFFICE CIVIL DIVISION**

By Ms. Curran, Chair, Operation Committee

WHEREAS, Section 206(2) of the County Law allows the Board of Legislators to set the hours for the transaction of business in the Sheriff's Civil Office, and

WHEREAS, to allow the public to have access to the Civil Office the same general hours as the St. Lawrence County Clerk's Office as these offices provide services of a related nature, the Sheriff would like the hours for the transaction of business to be weekdays from 8:00 a.m. to 4:00 p.m., and

WHEREAS, this will enable the St. Lawrence County Sheriff's Civil Office to be in compliance with the New York State Sheriff's Association Institute, Inc., accreditation for the Standards for a Professional Sheriff's Office Civil Division, and

WHEREAS, the hours of operations proposed would be in the best interest of the citizens of St. Lawrence County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators sets the business hours for the St. Lawrence County Sheriff's Office Civil Division, and

BE IT FURTHER RESOLVED that the hours of operation for the Civil Division of the Sheriff's Office will be weekdays from 8:00 a.m. to 4:00 p.m.

June 6, 2022

Operations Committee: 5-9-2022

RESOLUTION NO. _____

AUTHORIZING THE SHERIFF TO FILL A SCHOOL RESOURCE DEPUTY POSITION AND MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE FOR THE SCHOOL RESOURCE DEPUTY (SRD) PROGRAM

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 8-2022 authorized the Chair to sign contract(s) and establish a School Resource Deputy (SRD) Program with St. Lawrence County School Districts, and

WHEREAS, the Edwards-Knox Central School District has proven interest and signed a contract for a School Resource Deputy for the term of January 1, 2022 through December 31, 2024 (with the option of renewal through June 30, 2026), and

WHEREAS, the School Resource Deputy Position requires a trained deputy for assignment with the expectation a backfill will be authorized, and

WHEREAS, appropriation and revenue accounts will be created in the 2022 Budget for the Sheriff's Office, and

WHEREAS, revenue from the Edward-Knox School District will assist with costs of salary and benefits, not to exceed \$104,000 for 2022, \$107,120 for 2023, and \$110,334 for 2024 with payment to St. Lawrence County bi-annually by January 30th and June 30th of each applicable year not to exceed 2026, and

WHEREAS, the Edwards-Knox School District will also be responsible for the cost of overtime salary for this School Resource Deputy who performs SRD duties for the School District and/or SRD events or incidents which will be payable to St. Lawrence County as required in quarterly billings submitted by the Sheriff's Office to the School District,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Sheriff to fill a School Resource Deputy Position, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for the Sheriff's Office for the School Resource Deputy (SRD) Program, as follows:

INCREASE APPROPRIATIONS:

| | | |
|--------------------|---------------------------------------|----------|
| S1031101 11000 SRD | S CRIM SRD Supervisory/Administration | \$50,655 |
| S1031101 18000 SRD | S CRIM SRD Overtime | 0 |
| S1031104 81000 SRD | S CRIM SRD Retirement | 6,383 |
| S1031108 83000 SRD | S CRIM SRD Social Security | 3,486 |
| S1031108 84000 SRD | S CRIM SRD Workmens Compensation | 1,279 |
| S1031108 84500 SRD | S CRIM SRD Life Insurance | 93 |
| S1031108 86000 SRD | S CRIM SRD Health Insurance | 16,402 |

June 6, 2022

| | | |
|--------------------|-----------------------------|------------|
| S1031108 86500 SRD | S CRIM SRD Dental Insurance | 567 |
| S1031108 89000 SRD | S CRIM SRD Vision Insurance | <u>204</u> |
| | | \$79,069 |

INCREASE REVENUE:

| | | |
|--------------------|--------------------------------------|----------|
| S1023895 57000 SRD | S CRIM SRD Misc Revenue, Other Govts | \$79,069 |
|--------------------|--------------------------------------|----------|

VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

May 3, 2022

2:30 p.m.

Summary: January 4th – May 3rd

Requests: 73
Approved: 69
Denied: 0
Request/Hold: 4
Withdrawn: 0

Summary: May 3rd

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

Positions reviewed:

Sheriff:

Request: 3

Request: Fill, Corporal
Position No. 603300002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Correctional Officer
Position No. 603000062, Immediately

Recommendation: Fill, Immediately

Request: Fill, Correctional Officer
Position No. 603000058, Immediately

Recommendation: Fill, Immediately

Office for the Aging:

Request: 2

Request: Create and Fill, Program Coordinator
Position No. 803000008, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Senior Program Coordinator
Position No. 803100002, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 2

Request: Fill, Case Supervisor, Grade B – Unit/CPS
Position No. 81600004, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Keyboard Specialist, Unit/Children's Services
Position No. 003100105, Immediately

Recommendation: Fill, Immediately

Youth Bureau:

Request: 4

Request: Fill, Youth Intern (4)
Position No. 995500005, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Fill, Assistant Civil Engineer
Position No. 313100001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Field Operations Coordinator
Position No. 314200001, Immediately

Recommendation: Fill, Immediately

Treasurer:

Request: 1

Request: Abolish Collection Specialist and Create and Fill, Senior Account Clerk
Position No. 100200042, Immediately

Recommendation: Fill, Immediately

One-Stop Career Center:

Request: 1

Request: Abolish Principal Account Clerk and Create and Fill, Senior Account Clerk
Position No. 100200041, Immediately

Recommendation: Fill, Immediately

- Discussion - Executive Director Search

Human Resources:

- Discussion -
Exam Monitor Rate of Pay – (Exam Monitor \$13.42 and Chief Exam Monitor \$18.26)

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

| | |
|----------|---------------------------------|
| 1.4.2022 | John Burke and Margaret Haggard |
| 2.8.2022 | Larry Denesha and Dan Fay |
| 3.8.2022 | Joe Lightfoot and Rita Curran |
| 4.5.2022 | Kevin Acres and Tony Arquiatt |
| 5.3.2022 | Rick Perkins and Bill Sheridan |

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill

Corporal

Subunit (If Applicable): Corrections

Date Submitted: 04/11/22

Reason Vacated: Promotion

Position Number: 603300002

Date Vacated: 04/15/22

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 02/26/17

Hours Per Week:

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$63,727

Revenue Generating: No 0 %

Benefits: Yes \$35,738

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$49,418

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$99,465

Detailed Justification

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

The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the NYS Commission of Corrections is fifty-six (56), (four (4) of which are Corporals). 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 this person 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. Bujwala

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill

Correctional Officer

Subunit (If Applicable): Corrections

Date Submitted: 04/05/22

Reason Vacated: Resignation

Position Number: 603000020

Date Vacated: 03/23/22

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/10/20

Hours Per Week:

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,611

Revenue Generating: No 0 %

Benefits: Yes \$27,261

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$75,872

Detailed Justification

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

The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the NYS Commission of Corrections is fifty-six (56). This will fulfill minimum staffing requirements for the facility.

Department Head: *Brooks J. Bjurke*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriffs



Type: Fill

Correctional Officer

Subunit (If Applicable): Corrections

Date Submitted: 05/03/22

Reason Vacated: Promotion

Position Number: 603000058

Date Vacated: 04/15/22

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 08/30/08

Hours Per Week:

Appointee Will Be:

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$62,753

Revenue Generating: No 0 %

Benefits: Yes \$35,192

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$97,945

Detailed Justification

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

The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the NYS Commission of Corrections is fifty-six (56). This will fulfill minimum staffing requirements for the facility.

Department Head:

Brooks J. Byrnes

Approved?

Yes No

County Administrator:

Resolution #: