



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, JUNE 10, 2024
BOARD ROOM AND VIA YOUTUBE
5:30 PM**



RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

3. EMERGENCY SERVICES – MATT DENNER

- A. Authorizing the Chair to Sign a Memorandum of Agreement for the FY23-24 Adirondack Regional HazMat Consortium Hazardous Materials Emergency Preparedness Funding

4. PLANNING – JASON PFOTENHAUER

- A. Adopting the "St. Lawrence County Assessment of Fair Housing 2024"
- B. Authorizing the Chair to Sign the Local Sponsor Signature Form as Part of the Snowmobile Grant Application to the New York State Office of Parks, Recreation, and Historic Preservation
- C. Authorizing the Chair to Sign Contracts with Designated Trail Maintenance Entities Associated with the New York State Snowmobile Trail Grant Program
- D. Accepting Modifications to Agriculture District 1 and Authorizing the Consolidation of Agriculture District 1 and 2 into a Single Agriculture District called Agriculture District 1

5. PROBATION – TIM LEPAGE

- A. Proclaiming July 21-27, 2024, as Probation, Parole, and Community Supervision Week

6. SHERIFF – PATRICK ENGLE

- A. Modifying the 2024 Budget for the Sheriff's Office for a 2021 Law Enforcement Terrorism Prevention Program (SLETPP) Grant from the NYS Division of Homeland Security and Emergency Services
- B. Modifying the 2024 Budget for the Sheriff's Office for Housing Inmates
- C. Modifying the 2024 Budget for the Sheriff's Office to Purchase an Inception Whole Body Contraband Detections Scanner for the Correctional Facility

7. VACANCY REVIEW COMMITTEE - RUTH DOYLE

- A. Vacancy Review Summary
- B. Public Defender
 - a. Fill an Assistant Public Defender, Position No. 021400003
- C. Sheriff's Office
 - a. Fill a Deputy Sheriff, Position No. 605000019
 - b. Fill a Deputy Sheriff, Position No. 605000046
- D. District Attorney's Office
 - a. Create and Fill Assistant District Attorney, Position No. 026800015
- E. Emergency Services
 - a. Abolish Secretary I and Create and Fill Administrative Assistant, Position No. 005200014

8. 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. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

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

11. ADJOURNMENT – If there is no further business

July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF AGREEMENT FOR THE FY23-24 ADIRONDACK REGIONAL HAZMAT CONSORTIUM HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS FUNDING

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Adirondack Regional HazMat Consortium is an existing regional partnership between the Counties of St. Lawrence, Clinton, Essex, Franklin, Hamilton, Warren, and Washington, and

WHEREAS, the Consortium seeks to solidify their existing partnership to achieve a more efficient use of all staff in response, management, bidding and procurement for supplies and contractors to sustain all existing equipment, which preparing a long-range purchase/upgrade plan to continue to provide superior services to the respective counties, and

WHEREAS, grant funds are being leveraged to assist the Consortium with efforts to sustain and enhance its capabilities, and

WHEREAS, on behalf of the Consortium and as the fiduciary agent, Warren County applied for a FY23-24 Hazardous Material Emergency Preparedness Grant funding through the New York State Division of Homeland Security, and

WHEREAS, the Grant application has been successful in the amount of \$20,000, with a local match of not more than twenty-five (25%) percent (\$4,000), to be paid through in-kind services and a cash match that will be divided into seven equal shares and shared between St. Lawrence County and the other participating counties listed above, and

WHEREAS, the contribution requested of St. Lawrence County is \$571 (X1134102 25000),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Agreement for the FY23-24 Adirondack Regional Consortium Hazardous Materials Emergency Preparedness Funding, upon approval of the County Attorney.

July 10, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

**ADOPTING THE "ST. LAWRENCE COUNTY ASSESSMENT OF FAIR HOUSING
2024"**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County applies for and is awarded Community Development Block Grant funding to administer a variety of community and economic development projects that principally benefit low to moderate income households throughout the County, and

WHEREAS, as a condition of receiving Federal funds, the US Department of Housing and Urban Development (HUD) requires local communities to certify that they affirmatively further fair housing; this obligation requires the grantee to conduct an assessment of fair housing in the community, take appropriate actions to overcome the effects of identified impediments, and maintain records concerning the local analysis and activities, and

WHEREAS, the last assessment of fair housing was conducted in 2017, which relied on 2010 Census Data and no longer accurately reflects current population demographics or housing conditions in the County, and

WHEREAS, St. Lawrence County Fair Housing Task Force responded to the need to assess progress on fair housing issues, collaborated with St. Lawrence University on data collection and analysis, conducted meetings with stakeholders, and reviewed the draft "Assessment" prepared by St. Lawrence County Planning Staff,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators adopts the "St. Lawrence County Assessment of Fair Housing 2024," and

BE IT FURTHER RESOLVED that the Assessment identifies strategies to educate the public about housing discrimination, and short and long-term strategies to improve equal opportunity for affordable housing in the County, and

BE IT FURTHER RESOLVED that the Board of Legislators designates the Fair Housing Task Force to affirmatively further fair housing in St. Lawrence County, and to maintain records concerning these activities.

St. Lawrence County Fair Housing Assessment Summary

St. Lawrence County's Fair Housing Assessment includes socioeconomic and demographic information about county residents, an overview of the County's housing programs, and goals and actions to improve housing services, address housing discrimination, and promote equal housing opportunity in St. Lawrence County. Once adopted, the Fair Housing Assessment will serve as a guide for the County's municipalities, the Fair Housing Task Force, and other fair housing stakeholders including landlords, tenants, service providers, and other organizations over the next five years.

St. Lawrence County is geographically the largest county in New York State, but it is also the smallest county per capita with a population that continues to decline. Following a brief surge in the early 1990s, the county's population peaked at 114,254 residents in 1980. As of 2021, the population of St. Lawrence County is 108,051. By 2040, the Cornell Project on Applied Demographics projects the county's population will continue to decline to 102,733.

Over the past few decades, the racial makeup of the county has slowly grown more diverse. Enrolled populations at area universities are significantly more diverse than the surrounding towns. SUNY Potsdam and SUNY Canton are the most diverse schools with 71% and 67% of student enrollment, respectively, who are white (enrollment data for the Wanakena Ranger School was not available). This is compared to 92.3% of the county population in 2021 that is white (American Community Survey 5-Year Estimates).

Due to the small sample size for racial minorities in the county, poverty data by race is problematic as the data includes large margins of error that in some instances are greater than the sample size, and are therefore not statistically significant. It is for this reason that poverty rates by race are not included in this Assessment.

The U.S. Census Bureau defines *family* as "a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together"; *household* is defined as "all the people who occupy a housing unit. (People not living in households are classified as living in group quarters.)" Between 2017 and 2021, median family income grew by 20.2% while median income among households remained stagnant at \$54,351. This indicates the purchasing power of unrelated households were adversely impacted by the 9% rate of inflation since COVID-19.

Of the 86,781 persons in the county who are 18 years and older, 54% (47,247) have attained a two-year degree or higher. Twenty percent (17,685) have a Bachelor's Degree or higher, and an additional 34% (29,562) have an Associate's Degree or higher. Thirty-five percent of the population (30,121) have a high school diploma or equivalent, while 11% (9,413) did not complete high school or earn a graduation equivalent.

The last publication of the Assessment of Fair Housing recorded some of the highest unemployment rates in St. Lawrence County's recent history with the county unemployment rate averaging 10%, also reflecting national trends. Since the publication, however, unemployment rates in St. Lawrence County have decreased substantially. County-wide unemployment has decreased by 3.7% while unemployment in the five largest towns in the

county has decreased by -2% (Canton), -6.5% (Gouverneur), -9.4% (Massena), -2.6% (Ogdensburg), and -1.4% (Potsdam) since 2015.

Affordable housing projects are relatively spread out throughout the county, including traditional publicly run housing facilities, market-rate apartment complexes, and housing built using tax credits. There are traditional public housing complexes administered by local public housing authorities (PHAs) in the population centers of Canton, Massena, Potsdam, and Ogdensburg. HUD data on tenant demographics show broad similarities between the PHAs. However, the profile of Massena (the largest PHA) shows more occupants per unit, lower incomes per person and household, lower family contribution to rent, and more low and extremely low income residents than the three other PHAs.

Goals and Action Items for this Assessment include:

- Create an ArcGIS Story Map to Identify exclusionary Zoning and Land Use Regulations
- Encourage Municipalities to participate in the State's Pro-Housing Community Program
- Address Exclusionary Zoning and Land Use Regulations when Providing Local Planning Assistance to Municipalities
- Provide Fair Housing Education to Local Officials
- Conduct Fair Housing Outreach to Tenants, Service Providers, Property Managers, and Landlords
- Eliminate Barriers to Affordable Housing Resources
- Improve Housing Conditions via Rental Inspections

This Fair Housing Assessment was prepared with contributions from: St. Lawrence University Public Interest Corps Intern Sasha Henderson; the St. Lawrence County Planning Office; the St. Lawrence County Department of Social Services; fair housing stakeholders including tenants, service providers, landlords, and other organizations; partner agencies of the Fair Housing Task Force including Legal Aid Society of NNY, the NYS Attorney General's Office, and CNY Fair Housing; and members of St. Lawrence County's Fair Housing Task Force.

July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE LOCAL SPONSOR SIGNATURE FORM
AS PART OF THE SNOWMOBILE GRANT APPLICATION TO THE NEW YORK
STATE OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County has served as the local sponsor of the New York State Snowmobile Trails Grant-In-Aid Program since 1988, and

WHEREAS, the snowmobile registrations will be remitted to St. Lawrence County (BF038895 56000) to be used for snowmobile trail development and maintenance, and

WHEREAS, the St. Lawrence County Snowmobile Association and North Country Trail Maintenance Alliance are committed to continuing the maintenance of trails within the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the Local Sponsor Signature Form as part of the grant application to the New York State Office of Parks, Recreation and Historic Preservation upon the approval of the County Attorney.

July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH DESIGNATED TRAIL
MAINTENANCE ENTITIES ASSOCIATED WITH THE NEW YORK STATE
SNOWMOBILE TRAIL GRANT PROGRAM**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Snowmobile Trail Grant Program (hereinafter “Program”) was created, based on Article 27 of the NY Parks, Recreation, and Historic Preservation Law, and

WHEREAS, this Program establishes a mechanism for allocating funds to local governmental sponsors engaged in the development and maintenance of snowmobile trails, designated as part of the New York State Snowmobile Trail System, and

WHEREAS, the County is a designated recipient of funds under the Program and is designated as a “local sponsor” for receipt of New York State Snowmobile Grant funds, and

WHEREAS, the Program establishes a mechanism for allocating funds to local governmental sponsors that engage in the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, and

WHEREAS, the Planning Office has been tasked with the role of Authorized Project Administrator (Administrator) and will oversee the operations and deliverables on behalf of the County, and

WHEREAS, several snowmobile associations assist the County in maintaining the trail system and may be designated as Trail Maintenance Entities (hereinafter referred to as the “TME”) on behalf of the County,

WHEREAS, in order to establish the parameters of performance and create a clear understanding of the parties obligations, a contract between the County and each designated TME is appropriate.

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with County designated Trail Maintenance Entities associated with the New York State Snowmobile Trail Grant Program, upon the approval of the County Attorney.

July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

**ACCEPTING MODIFICATIONS TO AGRICULTURE DISTRICT 1 AND
AUTHORIZING THE CONSOLIDATION OF AGRICULTURE DISTRICT 1 AND 2
INTO A SINGLE AGRICULTURE DISTRICT CALLED AGRICULTURE DISTRICT 1**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County has established an Agricultural Districts Program to protect and enhance its agricultural resources, and

WHEREAS, Section 303-a of the New York State Agriculture and Markets Law requires agricultural districts to be reviewed every eight (8) years to authorize the continuation, with or without modifications to said district, and

WHEREAS, during the eight-year review, the County can modify the districts by adding or removing parcels based on review of agricultural tax exemptions, aerial imagery, soil classification, and real property classification, and

WHEREAS, Section 303-b of the New York State Agriculture and Markets Law authorizes annual reviews to receive requests from property owners to add land to an agricultural district, and

WHEREAS, Section 303-c of the New York State Agriculture and Markets Law authorizes the County to consolidate agricultural districts, and

WHEREAS, from March 1st to March 30th, the County received requests to add three (3) parcels to Agricultural District 2, received no requests to add parcels to Agricultural District 1, and received no requests to remove parcels from Agricultural District 1, and

WHEREAS, consolidation of districts will save time and resources by conducting a single eight-year review rather than two each eight-year period, and

WHEREAS, the Agricultural and Farmland Protection Board recommends accepting all modifications as requested by each property owner, and

WHEREAS, the Agricultural and Farmland Protection Board recommends adding 19 parcels totaling 1,125 acres of viable agricultural land to Agricultural District 1, and removing 472 parcels of non-agricultural uses totaling 1,445 acres from the same district, and

WHEREAS, the Agricultural and Farmland Protection Board recommends consolidation of the two districts into one district,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators accepts modifications to Agriculture District 1 and Authorizes the Consolidation of Agricultural District 1 and 2 into a single agricultural district called Agricultural District 1, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Planning Office to submit the eight-year review report and appropriate documentation to the Commissioner of Agriculture and Markets for certification as required by law.

**ST. LAWRENCE COUNTY
 AGRICULTURAL AND FARMLAND PROTECTION BOARD**
 Courthouse, 48 Court Street,
 Canton, New York 13617-1169
 Tel: (315) 379-2292 ▪ Fax: (315) 379-2252

To: County Board of Legislators
From: Samuel Joseph
Date: May 30, 2024
Re: Eight Year Review for Agricultural District 1
 Consolidation of Agricultural Districts

Each year, St. Lawrence County accepts requests to add agricultural land to Ag Districts 1 and 2. 2024 marks the eight-year review for Ag District 1. Under Ag and Markets Law, the Ag and Farmland Protection Board reviews landowner requests, and examines the extent of agricultural lands in Ag District 1. Specifically, the County examines the:

1. Nature and status of farming and farm resources in the district
2. Extent to which the District has achieved its original objectives
3. Relationship of the District to municipal land use plans and policies
4. Degree of coordination with local land use regulations
5. Rationale for adding or removing properties from the district

An analysis of these issues is below.

1. The Nature of Farming and Farm Resources in Agricultural District 1

Agricultural District 1 comprises of 12 towns in the county; the district includes Oswegatchie, DePeyster, DeKalb, Hermon, Edwards, Pitcairn, Fowler, Gouverneur, Macomb, Morristown, Hammond, and Rossie. There are 7,505 parcels in Ag District 1 that total 303,204 acres. 84% percent of this acreage is tied to agricultural activities, and 639 parcels in the district receive an agricultural exemption.

Parcels	Property Class	Use	Acres	%
1,262	100s	Agricultural	125,173.1	41%
945	240s	Res w Ag	73,486.6	24%
755	320s	Vacant	39,279.4	13%
231	900s	Forested	15,751.2	5%
4,078			253,690.3	
43%			84%	

2. The Extent to Which Agricultural District 1 Achieved its Original Objectives

Since 2004, the County has consistently coordinated annual reviews to give property owners the opportunity to add land to the district, and coordinated eight-year reviews to add or remove land. Because a significant amount of land is already in the Agricultural District, the County receives few annual requests from property owners to add land to the district. Since the last eight year review in 2016, 125 acres of land have been added to the District as requested by property owners. In 2015, the Ag and Farmland Protection Board adopted a practice of examining local land use regulations when considering requests to add land to an ag district. The practice was instituted in an effort to ensure compatibility between lands that were added to a district, and the land use regulations of the affected municipality. In 2022, in an effort to minimize the displacement of prime soils to large-scale solar energy facilities, the Ag and Farmland Protection Board adopted criteria when examining a property owner's request to remove land from an ag district.

3. The Relationship of Ag District 1 to Municipal Plans and Policies

The Agricultural Districts Program's goal to protect and enhance agricultural lands is consistent with the County's Agricultural Development Plans adopted in 2001 and 2016. The most recent plan quantified the extent and location of prime, prime if drained, and soils of statewide significance, which has informed decision making by the County Planning Board on the siting of large-scale solar energy systems in Ag Districts 1 and 2. Due to the on-going concern of siting these facilities on some of the best soils in the county, the County Board of Legislators adopted Resolution No. 132-2020 which encouraged developers, land owners and local planning boards to site these facilities on marginal lands.

4. The Degree of Coordination with Local Regulations

To help inform municipal planning boards and zoning boards of appeal on the displacement of prime agricultural land to non-farm uses, the County created an online Agricultural Atlas which identifies: Lands located in an ag district; the location of State and Federal wetlands, hydric soils and prime soils; municipal zoning districts and whether agricultural activities are a permitted use. The County updated its Agricultural Data statement to identify whether affected lands have been tile drained, and whether the land receives an agricultural exemption. The County Planning Office also regularly provides technical assistance to local governments on the development of land use regulations; advises local municipal boards, planning boards and ZBAs with project reviews; and delivers land use training each spring and fall. Planning staff have also delivered public presentations on minimizing the displacement of prime soils when siting solar energy facilities, and is currently serving on the Department of Agriculture and Markets' Farmland Preservation Working Group. The Planning Office developed an online *Solar Development Mapping Tool* that identifies the marginal lands suitable for solar development. Additionally, the County Board of Legislators adopted Resolution No. 34-2024 encouraging local towns to use the mapping tool during solar development application decision making.

5. Rationale for adding or removing properties from the district and consolidation

To further Agriculture and Markets Law's intent to maintain a viable agricultural industry in the district, Planning staff identified lands that should be added or removed from Ag District 1 by examining: Lands that receive an agricultural exemption; lands classified as agricultural, and satellite / aerial imagery.

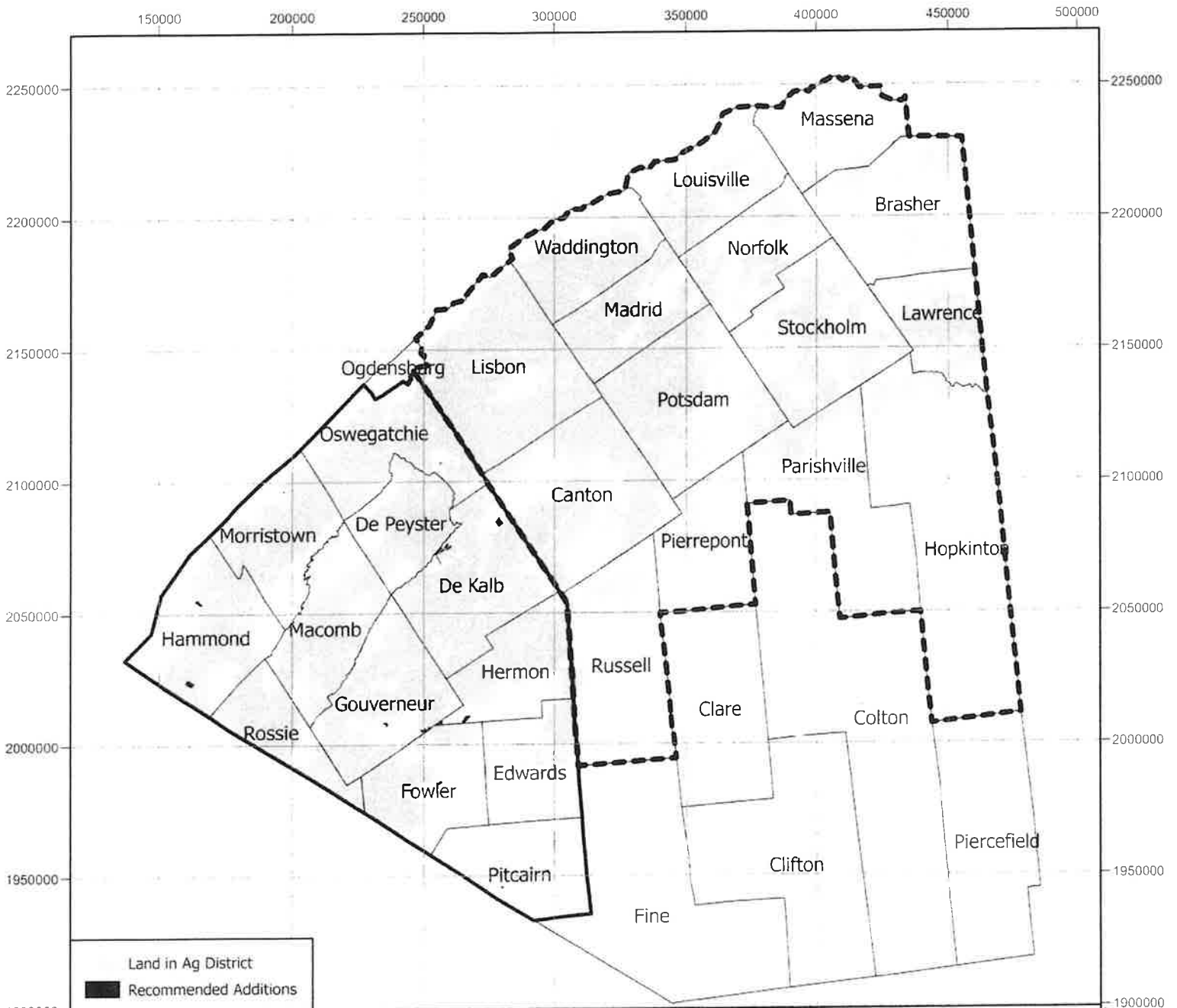
Legal notices were published in the County's official newspapers and mailed to municipalities with land in Ag District 1 to give property owners the opportunity to submit petitions between March 1st to March 30th. During that time, two petitions for three parcels were received to add property to Ag District 2. No petitions were received from landowners to add or remove land in Ag District 1.

The consolidation of Agricultural District 1 and 2 into a single district will save time and resources by only requiring a single eight-year review instead of two during an eight year period. The program was originally created when all the mapping had to be done by hand, and lack of aerial imagery meant that site visits to determine land use. There was a limit that could be analyze at one time. With the development of computer geographic information systems, the original seven districts were consolidated into two districts in 2000. The technology and speed has continued to develop, and so we are proposing to consolidate again into a single district.

A presentation of this report with the recommended modifications and consolidation was delivered to the Agricultural Farmland Protection Board at its meeting on April 4th, where the Board unanimously recommended the modifications, subject to any opposition received by affected property owners. Thereafter, formal legal notices were mailed to property owners announcing the Ag and Farmland Protection Board's recommendation, and the scheduling of a public hearing on May 8th to give the public the opportunity to comment on the recommendation. Legal notices were also published in the County's official newspapers, and mailed to affected municipalities for posting. As instructed by the Ag and Farmland Protection Board, staff accommodated requests from property owners to maintain the status quo. Parcels recommended for addition or removal were also omitted when legal notices were undeliverable as addressed and returned to sender.

A public hearing was held on May 8th 2024 at 6:00 p.m. in the Human Service Center to give the public the opportunity to comment on the Ag and Farmland Protection Board's recommendations. Eight people were in attendance. Staff reviewed the Ag District program, including benefits of being in an Ag District and data regarding the Ag Districts. Staff then proceeded to discuss Ag and Farmland Protection Board's suggested changes including additions, removals, and the consolidation of the two districts. Majority of attendees were unclear about the ramifications of the consolidation, but had no objections once explained. One gentleman expressed concern about Wetland Reserve Program with wetland easements on his property and another individual expressed concern about the State passing the RAPID act. Neither concerns are relevant to the Ag District recommended changes. The individual concerned about the RAPID Act did not want the consolidation to occur based on concerns about the RAPID Act, which is not relevant to the Agricultural District program and the consolidation will not impact the RAPID Act. Staff answered questions about ag exemptions that are available to farm operations, and technical assistance resources that are available to help the property owners. The public hearing concluded at 6:48 pm.

Proposed Merge of Agriculture Districts 1 and 2 into Agriculture District 1



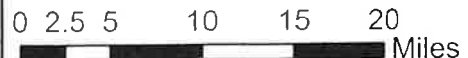
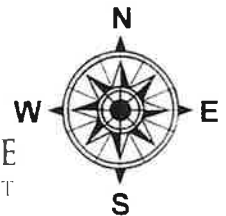
This map displays land in the Agricultural Districts 1 and 2 that will be combined into Agriculture District 1. New eight-year review will occur November 29, 2032.

Map created by St. Lawrence County Planning Office
 Date: April 2024
 Datum: NAD 83
 Projection: State Plane New York East NAD 83
 Data Sources: St. Lawrence County Planning Office
 St. Lawrence County Real Property

This map is for informational and planning purposes only. All information is subject to such variation and corrections as might result from a complete title search and accurate field survey.



ST. LAWRENCE
 COUNTY GOVERNMENT



July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

PROCLAIMING JULY 21-27, 2024, AS PROBATION, PAROLE, AND COMMUNITY SUPERVISION WEEK

By Ms. Curran, Chair, Operations Committee

WHEREAS, community corrections professionals are trained professionals who provide services and referrals for offenders, and work in partnership with other community agencies to promote prevention, intervention, and advocacy, and

WHEREAS, community corrections is an essential part of the justice system, and

WHEREAS, community corrections professionals uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity, and

WHEREAS, community correctional professionals are responsible for supervising adult and juvenile offenders in the community, and provide services, support, and protection to victims,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims July 21-27, 2024 as Probation, Parole, and Community Supervision Week, and

BE IT FURTHER RESOLVED that all citizens are encouraged to honor the men and women working in these professions and to recognize their many achievements.

July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE FOR A 2021 LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM (SLETPP) GRANT FROM THE NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 197-2021 approved the acceptance of FY21 Law Enforcement Terrorism Prevention Program (SLETPP) Grant, in the amount of \$157,910, from New York State Division of Homeland Security and Emergency Services, and

WHEREAS, a budget modification is required as an account change has been made for the appropriation expenses of this grant for the purpose of purchasing an ATV Trailer,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office for a 2021 Law Enforcement Terrorism Prevention Program (SLETPP) Grant from the NYS Division of Homeland Security and Emergency Services, as follows, and that any remaining funds will be rolled over to future budgets until the grant is fully expended:

DECREASE APPROPRIATIONS:

S1Z31104 42018 21HS	S 21HS Radio Equipment	\$7,896
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INCREASE APPROPRIATIONS:

S1Z31102 26000 21HS	S CRIM Other Equipment	\$7,896
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July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE FOR HOUSING
INMATES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office has received unanticipated revenue from nearby counties for housing inmates above the budgeted amount in the 2024 Budget, and

WHEREAS, these funds will be used to pay other county correctional facilities when it is necessary to house St. Lawrence County inmates at other facilities,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for housing inmates, as follows:

INCREASE REVENUE:

S5022645 550CO	S IH County Inmate Housing	\$31,000
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INCREASE APPROPRIATIONS:

S5031504 48001	S IH Boarding Out Prisoners	\$31,000
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July 1, 2024

Operations Committee: 6-10-2024

RESOLUTION NO.

MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE TO PURCHASE AN INCEPTION WHOLE BODY CONTRABAND DETECTIONS SCANNER FOR THE CORRECTIONAL FACILITY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Correctional Division has determined there is a need to purchase an Inception Whole Body Contraband Detection Scanner for use at the County Correctional Facility, and

WHEREAS, funds were not appropriated in the 2024 Sheriff's Office Budget for this equipment, and

WHEREAS, staff will be trained to operate this device with the proven benefit to increase safety and security for all staff and inmates at the Correctional Facility as it is able to detect both metallic and non-metallic threats including weapons, drugs, cell phones, and other contraband,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office to Purchase an Inception Whole Body Contraband Detection Scanner for the Correctional Facility, as follows:

INCREASE REVENUE:

S4015895 55001	S JAIL Other Public Safety Inc	\$44,000
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DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$100,000
S4031504 414MM	S JAIL Medical Malpractice Insurance	<u>36,000</u>
		\$136,000

INCREASE APPROPRIATIONS:

S4031502 25000	S JAIL Technical Equipment	\$180,000
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VACANCY REVIEW SUMMARY

Via Zoom

June 4, 2024

Legislators Attending: Dave Forsythe, Harry Smithers, Rick Perkins

Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy, Heather Hebert
2:30 P.M.

<u>Summary: January-June</u>		<u>Summary: June 4, 2024</u>		<u>Reason Vacated:</u>	
Request:	71	Request:	7	Retirement:	1
Approved:	70	Approved:	7	Resignation:	2
Denied:	0	Denied:	0	Promotion:	1
Request/Hold:	1	Request/Hold:	0	Internal Transfer:	0
Withdrawn:	0	Withdrawn:	0	New Position:	3
				Abolished:	3
				Terminated:	0

POSITIONS REVIEWED:

Highway:

Request: 1

Request: Abolish Field Ops Coordinator and Create and Fill, Engineering Aide III
Position No. 313200001, Immediately

Public Health:

Request: 1

Request: Abolish Community Health Nurse and Create and Fill, Supervising
Public Health Nurse
Position No. 504200001, Immediately

Public Defender:

Request: 1

Request: Fill, Assistant Public Defender
Position No. 021400003, Immediately

Sheriff:

Request: 2

Request: Fill, Deputy Sheriff
Position No. 605000019, Immediately

Request: Fill, Deputy Sheriff
Position No. 605000046, Immediately

District Attorney:

Request: 1

Request: Create and Fill, Assistant District Attorney
Position No. 026800015, Immediately

Emergency Services:

Request: 1

Request: Abolish Secretary I and Create and Fill, Administrative Assistant
Position No. 0052000014

Legislators Attending		
1.9 Perkins	5.7 Perkins, Sheridan	9.10
2.6 Denesha, Fay	6.4 Forsythe, Smithers, Perkins	10.8
3.5 Lightfoot, Curran	7.2	11.5
4.9 Webster, Hull	8.6	12.3

St. Lawrence County Vacancy Authorization Form

Public Defender's Office



Type: Fill

Assistant Public Defender

Subunit (If Applicable):

Date Submitted: May 10, 2024

Reason Vacated: Retirement

Position Number: 021400003

Date Vacated: 04/20/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 09/23/2019

Jurisdictional Class: Exempt

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$96,718

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$51,202

Revenue Generating: No 0 %

Base Salary: \$75,073

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

Base Hourly:

Grade:

Net County Cost: \$147,920

*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 on April 20, 2024, due to retirement, and is imperative that the position be filled as the responsibilities include attorney duties primarily in family court; some criminal matters including night courts; drafting legal documents including custody, child support, paternity, and family offense petitions; criminal motions and other documents; and interviewing clients, as well as other related duties including trials, hearing and preparation for those duties.

Department Head: *[Signature]*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

SUGGESTED MINIMUM QUALIFICATIONS: Must be duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York.

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Deputy Sheriff

Subunit (If Applicable): Criminal

Date Submitted: 5/21/2024

Reason Vacated: Resignation

Position Number: 605000019

Date Vacated: 5/31/24

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 12/27/22

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$50,003

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$26,472

Revenue Generating: No 0 %

Base Salary: \$48,553

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

Base Hourly: \$23.34

Grade: Base

Net County Cost: \$76,475

*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.

The Sheriff's Office will be impacted if this position is not filled with shifts running short, limiting the availability of Deputies for calls and has potential of endangering the life of others, including Deputies and the community, when emergencies arise. This will also short the office for prison transports, patrols, among other duties, and increasing overtime.

Res #225-2020, 92-2015, 6/2014

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan Diploma as described in Section 58 of the Civil Service Law.

SPECIAL REQUIREMENTS:

1. Candidate must be a citizen of the United States.
2. Possession of a current valid New York State Driver's license.
3. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.
4. Investigative Screening: As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.
5. Psychological Evaluation: As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill Deputy Sheriff

Subunit (If Applicable): Criminal Date Submitted: 5/21/2024

Reason Vacated: Promotion Position Number: 605000046

Date Vacated: 4/26/24 Position # Abolished: N/A

Position Status: Fulltime Last Fill Date: 1/17/2019

Jurisdictional Class: Competitive Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$67,195 Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$35,573 Revenue Generating: No 0 %

Base Salary: \$48,553 Reimbursed by Local, State or Federal Funds: No 0 %

Base Hourly: \$23.34

Grade: Base

Net County Cost: \$102,768

*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.

The Sheriff's Office will be impacted if this position is not filled with shifts running short, limiting the availability of Deputies for calls and has potential of endangering the life of others, including Deputies and the community, when emergencies arise. This will also short the office for prison transports, patrols, among other duties, and increasing overtime.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan Diploma as described in Section 58 of the Civil Service Law.

SPECIAL REQUIREMENTS:

1. Candidate must be a citizen of the United States.
2. Possession of a current valid New York State Driver's license.
3. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.
4. Investigative Screening: As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.
5. Psychological Evaluation: As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

St. Lawrence County Vacancy Authorization Form

District Attorney's Office



? Type: Create & Fill

Assistant District Attorney

Subunit (If Applicable):

Date Submitted: 05/14/2024

? Reason Vacated: New Position

? Position Number:

Date Vacated:

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date:

? Jurisdictional Class: Exempt

? Appointee Will Be: Permanent

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

Budget

? Salary of Person Leaving:

Fill Request Timeline: 90 Days

Benefits: Yes (52.94%) \$48,983

Revenue Generating: Yes 0 %

? Base Salary: \$92,526

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

? Base Hourly: \$50.84

? Grade: Band 6

? **Net County Cost: \$141,509**

*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 fully funded by the Buffett Foundation. The purpose of the grant is to combat human trafficking in the North County and New York State. The grant requires a dedicated prosecutor assigned to all cases arising from the task force created by the grant. A new position is necessary due to the workload of the DA's Office currently prohibiting the assignment of current staff to the position.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

No job specification

St. Lawrence County Vacancy Authorization Form

Emergency Services



Administrative Assistant

Type: Abolish & Create

Subunit (If Applicable):

Date Submitted: 4/24/2024

Reason Vacated: Resignation

Position Number: 0052000014

Date Vacated: 5/24/24

Position # Abolished: 0051000035

Position Status: Fulltime

Last Fill Date: N/A

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$45,707

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$24,197

Revenue Generating: No 0 %

Base Salary: \$49,172

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

Base Hourly: \$27.02

Grade: 23

Net County Cost: \$69,904

*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.

The Administrative Assistant primarily serves as the main assistant to the head of the department, resolving day to day operational problems, prepares required contracts, resolutions, and paperwork related to onboarding and offboarding staff. Additionally, this position plays a key role in communication within the department, organizing logistics for pragmatic and department wide meetings as well as supervising support staff. There is a need to abolish the Emergency Services Secretary position and create an Administrative Assistant position because of current location of positions and because of increased duties regarding budgets, grants, contracts and ARPA funding sources. The Sheriff's Office and Emergency Services Department currently share a Principal Fiscal Officer whose position is split 40% Emergency Services & 60% Sheriff. This position needs to be adjusted so the PFO position split is 32% ES & 68% Sheriff (decrease ES by 8% and increase Sheriff by 8%). This allows the two departments the ability to have additional help on budgets and grant requirements. The newly hired PFO will need ample time to learn duties associated with both departmental budgets and grants. The PFO position has been the only Fiscal Officer for the Sheriff's Office and Emergency Services Department for 14 years and with added duties and responsibilities due to increased budgets, additional grants and added funding sources for each department this percentage change is necessary. The Sheriff's office has a budget of \$12,842,817 and 13 grants and 3 School Resource Office funding sources. These obligations along with Emergency Services budget of \$1,855,483 and 12 grants with a total contract value of \$10,107,256 a large Radio Communications Project, the Canton PSAP Renovation and assorted ARPA Fundings, the duties have become overwhelming for one person to maintain and manage. Twenty five (25) grants alone for one person to handle all the monitoring, claiming and record keeping is overwhelming. Due to a recent retirement, the 14 year veteran PFO is being replaced with a new PFO. The newly created Administrative Assistant position at ES will work with the new PFO on the ES budget and grants by assisting with the budget/grant monitoring and in performing all ES grant claim reporting that is required through NYS DHSSES. ES grant claiming entails further NYS MWBE requirement status for any and all purchases made with all grant funds. The amount of background paperwork for \$10,107,256 in purchases is astonishing. The Administrative Assistant will help monitor and submit MWBE forms as required for each grant. Timelines of grant purchases and claiming is critical. If this change is not authorized, these two departments will struggle, the work will not be completed and mistakes and compromised timelines for grant reporting could be delayed or missed. For the \$10,107,256 funding for Emergency Services and \$2,182,933 funding for Sheriff's Office in grants alone, additional assistance in managing, monitoring and claiming grant funds is truly beneficial to both departments and the County.

Also, with the PSAP Office being relocated to Massena, the PFO is not readily available to the Emergency Services Director and Deputy Director. The Administrative Assistant would be located in Massena and would be easily accessible by the Directors. This position will be able to maintain/monitor expenditures to maintain budgetary controls for the ES Budget and grants and assist the Director on proper purchase requirements for grant contracts. The PFO would still be able to review and assist the Administrative Assistant from the Canton location. The Director of Emergency Services needs a person at the Massena PSAP Site in order to assist them in all that they have going on (PSAP Construction, Radio Communication Project, multiple grant contracts, etc).

Added duties that Emergency Services Administrative Assistant will do in the future:

1. Keep track of Emergency specific ARPA Funds, input invoices specific to what can be paid from these ARPA funds and keep track of ARPA account balance.
2. Keep track of Motorola Radio Contract payments, enter requisitions, paying invoices and keep tally of payments and balances of where Motorola payments will be paid from.
3. This contract along includes keeping track of \$12,150,000 contract from ARPA Funds (\$5,000,000) + FY18 SICG Targeted Grant Funds (\$3,000,000) and future lease payments.
4. Pay invoices related to grants, keep grant spreadsheet up-to-date with payments and pay information required for grant reporting.
5. This includes keeping track of 12+ grants with an approximate total value of \$10,107,256.
6. Assist Director & Deputy Director when ordering services/equipment for Grant projects, input requisitions, make sure grant guidelines are followed for purchasing process.
7. This includes more specific detail to means of purchasing services and/or products due to MWBE forms as required by Grant contracts.
8. Work with all vendors where ES purchases services/equipment for Grant projects to make sure they abide by Grant MWBE guidelines and submit necessary documentation as required by Grants.
9. Work with DHSSES Grant Representative on grant purchases, claim forms, budget modifications and balances of grant contracts.
10. Draft and submit resolutions as needed for all Emergency Services needs, including Grant contracts, budget modifications, etc.
11. Assist Principal Fiscal Officer in quarterly claiming and year-end roll over helping keep grant accounts balanced.

This position falls under the supervision of the Deputy Director of EMS and interfaces with other departments for financial verification.

Department Head: *Matt Deary*

Approved?
Yes No

County Administrator:

Resolution #: