

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
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RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, JUNE 12, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – May 8**
- 3. SHERIFF – BROOKS BIGWARFE**
 - A. Six month assessment of the mandated Medication Assisted Treatment (MAT) Program in the County Correctional Facility (Discussion)
- 4. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Contract with Blazestack, Inc. for Fire Investigation Case Management Software and Modifying the 2023 Budget for the Office of Emergency Services (Res)
 - B. Authorizing the Chair to Sign an Intermunicipal Agreement with the Cranberry Lake Fire District, the Town of Fine, and the Village of Potsdam for Proposed Sites to Construct Interoperability Towers in each Location (Res)
- 5. PROBATION – TIM LEPAGE**
 - A. Proclaiming July 16-22, 2023 as Probation, Parole, and Community Supervision Week (Res)
- 6. PLANNING – JASON PFOTENHAUER**
 - A. Authorizing the Chair to Sign Contracts for the County Public Transit Buses with Passio Technology for Surveillance and Automatic Vehicle Location Systems and with Kajeet for Mobile Wi-Fi System (Res)
 - B. Authorizing the Chair to Sign Contracts with Designated Trail Maintenance Entities Associated with the New York State Snowmobile Trail Grant Program (Res)
 - C. Authorizing the Chair to Sign the 2023-2024 Local Sponsor Signature Form as Part of the Grant Application to the New York State Office of Parks, Recreation, and Historic Preservation (Res)

7. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS

- A. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for Technology Innovation and Election Resource (TIER) Grant Program and Modifying the 2023 Budget for the Board of Elections (Res)
- B. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for Absentee Ballot Pre-Paid Postage Grant for Board of Elections for the Acceptance of the 2023 Absentee Ballot Pre-Paid Postage Grant (Res)
- C. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for Poll Worker Training /Voter Education (Res)
- D. Authorizing the Chair to Sign Grant Amendments for Early Voting Expansion (EVE) Grant Contract Extension (Res)

8. HUMAN RESOURCES – JONNIE DOROTHY

- A. Authorizing Hourly Rate Changes for Examination Monitors to Proctor Civil Service Exams for 2023 and 2024 (Res)
- B. Authorizing the Chair to Sign a Contract with Allsup for the Eligibility of Medicare Disability Benefits (Res)

9. TREASURER – RENEE COLE

- A. 2022 Unaudited Results

10. VACANCY REVIEW COMMITTEE

- A. Vacancy Review Summary (Info)
- B. Sheriff
 - 1. Fill Deputy Sheriff, Position No. 605000010
 - 2. Abolish Records Officer and Create and Fill Administrative Assistant, Position No. 005200012
 - 3. Fill Correctional Officer, Position No. 603000070
- C. Public Defender
 - 1. Fill Assistant Public Defender, Position No. 021400010
- D. Emergency Services
 - 1. Fill Dispatcher, Position No. 612100013
- E. Human Resources
 - 1. Fill Human Resources Aide, Position No. 017600003
 - 2. Fill Human Resources Tech, Position No. 017500002

11. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

12. 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)

13. OLD/NEW BUSINESS

14. EXECUTIVE SESSION

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

15. ADJOURNMENT – If there is no further business.

July 3, 2023

Operations Committee: 6-12-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BLAZESTACK, INC.
FOR FIRE INVESTIGATION CASE MANAGEMENT SOFTWARE AND MODIFYING
THE 2023 BUDGET FOR THE OFFICE OF EMERGENCY SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, in St. Lawrence County the Fire Investigation Team was formed in 1981 pursuant to New York State General Municipal Law for the purpose of assisting local fire chiefs in determining the origin and cause of fires and explosions, is comprised of ten (10) New York State and nationally certified investigators with various public safety backgrounds, and

WHEREAS, in accordance with the National Fire Prevention Association (NFPA) 1033 Standard for Professional Qualifications for Fire Investigator Section 4.3, duties of investigators shall include "... diagramming the scene, photographing, and taking field notes to be used to document scene findings, or to prepare written reports," and

WHEREAS, in accordance with NFPA 1033 Section 4.7.1, investigators shall prepare written reports; give investigative findings so that the report accurately reflects the facts, data, and scientific principles on which the investigator relied; clearly identify and express the opinion and conclusion of the investigator; and contain the reasoning by which each opinion or conclusion was reached in order to meet the requirement of the intended audience(s), and

WHEREAS, to better meet the data-gathering and report-writing requirements, fire investigation case management software was sought to assist in constructing in-depth, intricate, and detailed fire and explosion investigation reports, and

WHEREAS, Blazestack, Inc. offers an all-in-one case management solution that assists in data gathering, photography, on-scene documentation, and final report generation, and

WHEREAS, the annual cost for Blazestack, Inc., software solutions is \$2,900 for ten (10) investigators,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract, and any other subsequent annual renewal and/or expansion contracts if additional investigators are added to the team, with Blazestack, Inc. for fire investigation case management software, upon approval of the County Attorney, and

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

DECREASE APPROPRIATIONS:

X1034102 25000

X Fire Technical Equipment

\$2,900

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INCREASE APPROPRIATIONS:

X1034104 43007

X Fire Other Fees & Services

\$2,900

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Operations Committee: 6-12-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN INTERMUNICIPAL AGREEMENT
WITH THE CRANBERRY LAKE FIRE DISTRICT, THE TOWN OF FINE,
AND THE VILLAGE OF POTSDAM FOR SITES TO CONSTRUCT
INTEROPERABILITY TOWERS IN EACH LOCATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, as part of the 2023 Interoperability Tower Project the Board of Legislators would like to authorize the construction of new telecommunication towers in the Cranberry Lake Fire District, the Town of Fine, and the Village of Potsdam in order to enhance emergency communications throughout the County, and

WHEREAS, one goal of the County is to have an intermunicipal agreement with the Cranberry Lake Fire District, the Town of Fine, and the Village of Potsdam, and award contracts for the design and fabrication of these towers in Potsdam, Fine, and Cranberry Lake, and

WHEREAS, the acquisition of land and award of contracts constitutes an "action" as delineated in 6 NYCRR Part 617 and requires that the County comply with the requirements of the New York State Environmental Quality Review Act (SEQRA), and

WHEREAS, long Environmental Assessment Forms (EAF) identifying and assessing the potential adverse environmental impacts associated with the proposed construction at each of these three sites have been prepared and distributed in an electronic version to the members of the Board of Legislators for review, and

WHEREAS, the preparation of the EAF incorporated data was collected from the following sources: NYS Department of Environmental Conservation critical habitats databases, NYS Office of Parks, Recreation and Historic Preservation information on archeological sites and concerns, FEMA FIRM maps for each town, state and federal wetlands delineation maps, a state and federal wetland delineation study, internal engineering assessments, radio telemetry studies, a phase-1 environmental audit of the site, highway sufficiency ratings, soil maps and soil boring data, a site survey and assessment of local land use regulations and design considerations that may be incorporated to minimize adverse impacts, and

WHEREAS, the County determined that there are no other "involved" agencies as defined in § 617.6 (b) (4),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an Intermunicipal Agreement with the Cranberry Lake Fire District, the Town of Fine, and the Village of Potsdam for sites to construct interoperability towers in each location, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that based upon the environmental assessment and supporting materials, the Board of Legislators has determined that the development of these projects will not result in any significant adverse environmental impacts related specifically to the construction of the towers occurring after February 6th and that such towers specifically be

July 3, 2023

“non-guyed” and less than 200’ in height to minimize impact, all conditions which are consistent with planned actions and activities, and

BE IT FURTHER RESOLVED that the Board of Legislators expects to fully comply with any and all permit conditions during construction and occupancy of the building, as may be required.

July 3, 2023

Operations Committee: 6-12-2023

RESOLUTION NO. _____

**PROCLAIMING JULY 16-22, 2023 AS PROBATION, PAROLE
AND COMMUNITY SUPERVISION WEEK**

By Ms. Curran, Chair, Operations Committee

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

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 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 16-22, 2023 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 achievements in a challenging environment.

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Operations Committee: 6-12-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR
THE COUNTY PUBLIC TRANSIT BUSES WITH PASSIO TECHNOLOGY FOR
SURVEILLANCE AND AUTOMATIC VEHICLE LOCATION SYSTEMS
AND WITH KAJEET FOR MOBILE WI-FI SYSTEM**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the County issued Requests for Proposals (RFPs) for Automatic Vehicle Location (AVL) Systems, surveillance systems, and mobile Wi-Fi systems for the public transit buses (N2B56302 25000 and N2B56302 23000), and

WHEREAS, a competitive process was held and nine (9) proposals were received, and

WHEREAS, Passio Technologies was determined to offer the best value for AVL Systems and surveillance systems, and Kajeet was determined to offer the best value for mobile Wi-Fi systems at a total cost not to exceed \$214,000, and this funding is available in the 2023 Budget, and

WHEREAS, these investments do not require a local County contribution and will be reimbursed with State and Federal transit funds awarded by the New York State Department of Transportation,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts and purchase Passio Technologies for Automatic Vehicle Location Systems and Surveillance Systems and Kajeet for Wi-Fi Systems on St. Lawrence County Public Transit Buses, upon approval of the County Attorney,

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Operations Committee: 6-12-2023

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 a 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 assuming the role of Authorized Project Administrator (Administrator) from the Soil and Water Conservation District Manager and will oversee the operations and deliverables on behalf of the County, and

WHEREAS, several snowmobile associations, that includes the St. Lawrence County Snowmobile Association and North Country Trail Maintenance Alliance, 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, and

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

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Operations Committee: 6-12-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN THE 2023-2024 LOCAL SPONSOR SIGNATURE FORM AS PART OF THE 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 2022-2023 Award of \$223,032 from 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 the 562 miles of trails within the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the 2023-2024 Local Sponsor Signature Form as part of the grant application to the New York State Office of Parks, Recreation, and Historic Preservation, upon approval of the County Attorney.

July 3, 2023

Operations Committee: 6-12-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT EXTENSIONS FOR TECHNOLOGY INNOVATION AND ELECTION RESOURCE (TIER) GRANT PROGRAM AND MODIFYING THE 2023 BUDGET FOR THE BOARD OF ELECTIONS

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators approved Resolution No. 203-2021, authorizing the Chair to sign grant applications for New York State Technology Innovation and Election Resource (TIER) Grant Program, and

WHEREAS, Resolution No. 203-2021 also allowed for the rollover of these funds annually, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to January 27, 2024 for those grants that have an unexpended balance, and that they are increasing the amount available to the St. Lawrence County Board of Elections, and

WHEREAS, the unexpended balance for State Technology Innovation and Election Resource (TIER) Grant Program is \$95,380 (E1Z30895 56000), and the State has awarded an additional \$83,557, and grant extension applications must be signed by the Chair and returned to New York State Board of Elections,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for Technology Innovation and Election Resource (TIER) Grant Program, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Board of Elections, as follows:

INCREASE REVENUE:

E1Z30895 56000	E State Aid	\$83,557
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INCREASE APPROPRIATIONS:

E1Z14502 25000	E SA Technical Equipment	\$83,557
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to the future budgets until fully expended.

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Operations Committee: 6-12-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT EXTENSIONS FOR ABSENTEE BALLOT PRE-PAID POSTAGE GRANT FOR BOARD OF ELECTIONS FOR THE ACCEPTANCE OF THE 2023 ABSENTEE BALLOT PRE-PAID POSTAGE GRANT

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators approved Resolution No. 329-2022, authorizing the Chair to sign grant applications for New York State Absentee Ballot Pre-paid Postage Grant Program, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to December 31, 2023 for those grants that have an unexpended balance, and increasing the amount available to the St. Lawrence County Board of Elections for 2023, and

WHEREAS, the unexpended balance for Absentee Ballot Pre-paid Postage Grant Program is \$28,863 (E1014504 42401), and

WHEREAS, grant extension applications must be signed by the Chair and returned to New York State Board of Elections,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for absentee ballot pre-paid postage grant for Board of Elections for the acceptance of the 2023 Absentee Ballot Pre-Paid Postage Grant, upon approval of the County Attorney.

July 3, 2023

Operations Committee: 6-12-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT EXTENSIONS FOR POLL WORKER TRAINING /VOTER EDUCATION

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators approved Resolution No. 5-2023 authorizing the Chair to sign grant applications for New York State voting access for individual with disabilities polling place improvement, and HHS voting access for individuals with disabilities polling place improvement, and voter education/poll worker training, and

WHEREAS, Resolution No. 73-2009 allowed for the rollover of these funds annually, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2024 for those grants that have an unexpended balance, and

WHEREAS, the unexpended balance for Voter Education/Poll Worker Training is \$42,694 (E3030895 56002), and will be used to pay election inspectors for additional training needed to become county employees, election inspection handbooks, and voter education pamphlets for school visits, and

WHEREAS, grant extension applications must be signed by the Chair and returned to New York State Board of Elections,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for poll worker training/voter education, upon approval of the County Attorney.

July 3, 2023

Operations Committee: 6-12-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN GRANT AMENDMENTS FOR EARLY VOTING EXPANSION (EVE) GRANT CONTRACT EXTENSION

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators approved Resolution No. 202-2021, authorizing the Chair to sign grant applications for Early Voting Expansion Grant, and

WHEREAS, Resolution No. 202-2021 also allowed for the rollover of these funds annually, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to January 28, 2024 for those grants that have an unexpended balance, and

WHEREAS, the unexpended balance for Early Voting Expansion Grant is \$20,103, and grant extension applications must be signed by the Chair and returned to New York State Board of Elections,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign grant amendments for Early Voting Expansion (EVE) Grant Contract Extension, upon approval of the County Attorney.

July 3, 2023

Operations Committee: 6-12-2023

RESOLUTION NO. _____

AUTHORIZING HOURLY RATE CHANGES FOR EXAMINATION MONITORS TO PROCTOR CIVIL SERVICE EXAMS FOR 2023 AND 2024

By Ms. Curran, Chair, Operations Committee

WHEREAS, according to the New York State Constitution Article V, Section 6, appointments and promotions in the civil service of St. Lawrence County shall be made according to merit and fitness to be ascertained, as far as practicable, by competitive examination, and

WHEREAS, Human Resources employs Examination Monitors and Chief Exam Monitors to proctor New York civil service exams, and

WHEREAS, these titles are categorized as “flat rate”, non-union, per diem positions, and

WHEREAS, it is understood that the annual hourly wage rate increases of Exam Monitors mirror CSEA negotiated annual wage increases, and

WHEREAS, the 2023 hourly rate for an Examination Monitor is currently \$13.78/hour, and

WHEREAS, the 2023 New York State minimum wage hourly rates for Upstate New York is \$14.20/hour, and the New York State minimum wage law does not apply to public agencies, but rather employees of St. Lawrence County are covered by the Federal minimum wage which is currently \$7.25/hour, and

WHEREAS, St. Lawrence County recognizes the importance of providing competitive wages to retain current employees and recruit new employees for positions, and

WHEREAS, Human Resources recommends changes to the Examination Monitor hourly rate for the remainder of 2023 will cost approximately seventy dollars (\$70) (CP014301 19000),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the hourly rate changes for Examination Monitors to proctor civil service exams for 2023 and 2024, and

BE IT FURTHER RESOLVED the hourly wage rate for Examination Monitors be equivalent to the New York State hourly rate of \$14.20/hour or the current rate for Update New York, and

BE IT FURTHER RESOLVED that the wage increase will go into effect at the beginning of the next full pay period after the date this resolution is adopted by the Board of Legislators.

July 3, 2023

Operations Committee: 6-12-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
ALLSUP FOR THE ELIGIBILITY OF MEDICARE DISABILITY BENEFITS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Human Resources oversees benefit administration for the St. Lawrence County Health Insurance and Pharmacy Plans, and

WHEREAS, the benefit advisor for St. Lawrence County is tasked to remain current with trends in the market and bring recommendations to the Healthcare Committee that would benefit the County workforce and improve the ability of the County to provide care, and it is the recommendation of Burnham Benefit Advisors that the County contract with “Allsup” for Medicare coordination, and

WHEREAS, Allsup will provide services that includes identifying pre-65 year old retirees or dependents that are disabled and Medicare eligible and converting their health insurance coverage to Medicare as primary coverage, and will also provide the following services:

- Identify qualified plan participants who are entitled to Medicare as primary coverage.
- Monitor disabled plan participants who will become entitled to Medicare in the future.
- Enroll disabled plan participants in Medicare Part B without penalty under federal Disability Special Enrollment Period provisions.
- Represent disabled plan participants for Social Security (SS) Disability Insurance benefits which results in additional benefits for the retiree including Medicare eligibility, increased SS retirement benefits.
- Resolve Centers for Medicare & Medicaid Services Demand Notices requiring reimbursement for charges allegedly paid by Medicare as Primary Payer in error.

WHEREAS, by converting Medicare to primary coverage St. Lawrence County can reduce future group health plan expenditures for that member by approximately seventy-one percent (71%), and

WHEREAS, Allsup will charge a one-time fee of \$3,000 per Medicare eligible conversion (T5090608-860AD), and

WHEREAS, Allsup has a ninety-seven percent (97%) success rate for getting Social Security and Medicare benefits for eligible retirees, and

WHEREAS, this service will help St. Lawrence County as well as its eligible retirees,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Allsup for the eligibility of Medicare Disability Benefits, upon approval of the County Attorney, and

July 3, 2023

BE IT FURTHER RESOLVED that the agreement will be for a four (4) years term, expiring on July 3, 2027, and shall continue in effect on a month-to month basis unless the agreement is terminated by either party or until the agreement is extended through mutual agreement.

VACANCY REVIEW SUMMARY

Via Zoom

June 6, 2023

Legislators Attending: Harry Smithers and Dave Forsythe

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

Positions reviewed:

Summary: January 4th – May 2nd

Requests: 72

Approved: 72

Denied: 0

Request/Hold: 1

Withdrawn: 0

Summary: June 6th

Requests: 15

Approved: 15

Denied: 0

Request/Hold: 0

Withdrawn: 0

Highway:

Request: 3

Request: Fill, Motor Equipment Operator
Position No. 310000033, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Mechanic
Position No. 308100005, Immediately

Recommendation: Fill, Immediately

Request: Fill, Heavy Equipment Operator/Labor Crewleader
Position No. 311400003, Immediately

Recommendation: Fill, Immediately

Solid Waste:

Request: 1

Request: Fill, Heavy Equipment Operator
Position No. 309800005, Immediately

Recommendation: Fill, Immediately

Treasurer:

Request: 1

Request: Fill, Account Clerk
Position No. 100100033, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 3

Request: Fill, Deputy Sheriff – Unit/Road Patrol
Position No. 605000010, Immediately

Recommendation: Fill, Immediately

Request: Abolish Records Officer Create and Fill Administrative Assistant –
Unit/Correctional Facility
Position No. 005200012, Immediately

Recommendation: Fill, Immediately

Request: Fill, Correction Officer – Unit/Correctional Facility
Position No. 603000070, Immediately

Recommendation: Fill, Immediately

Public Defender:

Request: 1

Request: Fill, Assistant Public Defender
Position No. 021400010, Immediately

Recommendation: Fill, Immediately

Emergency Services:

Request: 1

Request: Fill, Dispatcher
Position No. 612100013, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 2

Request: Fill, Senior Social Welfare Examiner – Unit/TA/SNAP
Position No. 814100001, Immediately

Recommendation: Fill, Immediately

Request: Abolish Keyboard Specialist and Create and Fill Social Welfare Examiner –
Unit/Children’s Services
Position No. 814000075, Immediately

Recommendation: Fill, Immediately

County Attorney:

Request: 1

Request: Create and Fill, Paralegal
Position No. 022000003, Immediately

Recommendation: Fill, Immediately

Human Resources:

Request: 2

Request: Fill, Human Resource Technician
Position No. 017500002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Human Resource Aide
Position No. 017600003, 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 Glenn Webster and Rick Perkins
- 6.6 Harry Smithers and Dave Forsythe

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill Deputy Sheriff

Subunit (If Applicable): Road Patrol Date Submitted: 05/30/2023

Reason Vacated: Resignation Position Number: 605000010

Date Vacated: 06/06/2023 Position # Abolished:

Position Status: Fulltime Last Fill Date: 11/30/2021

Jurisdictional Class: Competitive Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$48,665 Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$25,033 Revenue Generating: No 0 %

Base Salary: \$47,254 Reimbursed by Local, State or Federal Funds: No 0 %

Base Hourly: \$22.72

Grade: DEP.

Net County Cost: \$73,698

*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 impact on the department if this position is not filled is that the assigned shift will be short staffed, limiting the availability of Deputies for calls potentially endangering the life of Deputies and the community when emergencies arise. This will also create a short staffing scenario for the office for prison transports, pistol permits, other duties, and will increase overtime.

Department Head: *Brooks J. Bigwarfe*

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: Abolish & Create

Administrative Assistant

Subunit (If Applicable):

Date Submitted: 05/30/23

Reason Vacated: Retirement

Position Number: 005200012

Date Vacated: 05/27/23

Position # Abolished: 600100001

Position Status: Fulltime

Last Fill Date: 07/18/89

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$48,679

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$25,040

Revenue Generating: No 0 %

Base Salary: \$47,856

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

Base Hourly: \$26.29

Grade: 23

Net County Cost: \$73,719

*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.

With the retirement the Correctional Facility Records Officer, we are requesting to abolish the current position of Records Officer and create an Administrative Assistant position. The existing Records Officer position is recognized by Council 82, Local 2390 Union, while the created Administrative Assistant will be recognized by CSEA. The Administrative Assistant position is necessary in order to relieve Correctional Facility Administration from some of the clerical details and more time in other areas of operation such as development, implementation, and evaluation of policies and procedures related to the operation of a jail. Additionally it will allow more time to monitor staff performance to ensure adherence to the standards set by policy in order to maintain a safe, secure and productive environment. This will be accomplished by adding the following work duties:

- 1) Set up, type and maintain correspondence, meeting minutes and hearings; i.e. canvas letters, promotional letters.
- 2) Screen callers or visitors and refer to appropriate party. Open, review and distribute incoming mail schedule/arrange meetings, conferences and appointments.
- 3) Tracking information, costs and preparing reports using statistical and narrative information; i.e. SCAAP, MAT, FMLA and FOIL.
- 4) Digitalize, maintain and prepare financial, payroll, personnel and attendance records.
- 5) Maintain accounts monitor expenditures and budgetary data.
- 6) Order, maintain, verify receipt of inventory and track warranties for all facility supplies.
- 7) Digitalize filing systems, combining a two file employee personnel record into one single record.

Department Head: *Brooks J. Bigwarfe*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Secretarial Science or related field and two (2) years of clerical experience in an office setting which involved typing or keyboarding primarily for word processing; OR
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience as stated in (A) above.

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill **Correction Officer**

Subunit (If Applicable): Correctional Facility Date Submitted: 05/30/23

Reason Vacated: Resignation Position Number: 603000070

Date Vacated: 06/21/23 Position # Abolished:

Position Status: Fulltime Last Fill Date: 03/06/21

Jurisdictional Class: Competitive Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$52,339 Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$26,923 Revenue Generating: No 0 %

Base Salary: \$48,470 Reimbursed by Local, State or Federal Funds: No 0 %

Base Hourly: \$23.30

Grade: CORR

Net County Cost: \$79,262

*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 Correctional Facility shall employ the number of Correctional officers necessary to provide care, custody and control for all inmates and to perform all other necessary facility functions. 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 New York State Commission of Corrections is fifty-six (56). In 2022, the Board of Legislators authorized the addition of four additional officers via Resolution Nos. 277-2022 & 362-2022 due to persistent overtime and staffing issues. It has been determined that sixty (60) full time Officers are necessary to assist in performing facility functions 24 hours per day, 365 days per year. This will fulfill the staffing requirements and allocations for the facility by New York State Commission of Corrections and the St. Lawrence County Board of Legislators.

Department Head: *Brooks J. Bigwarfe*

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.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Employees in this class are required to possess a valid New York State Motor Vehicle Operator's license or otherwise demonstrate a capacity to meet the transportation needs of the position.

St. Lawrence County Vacancy Authorization Form

Public Defender



Type: Fill

Assistant Public Defender

Subunit (If Applicable):

Date Submitted: May 2, 2023

Reason Vacated: Resignation

Position Number: 021400010

Date Vacated: May 24, 2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 1/25/2022

Jurisdictional Class: Exempt

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$84,758

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$43,600

Revenue Generating: No 0 %

Base Salary: \$73,064

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

Base Hourly: \$40.15

Grade: IND

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.

In 2017, the New York State Office of Indigent Legal Services established case load standards to take effect gradually beginning in 2018 and must be fully implemented by 2023. At present, the St. Lawrence County Public Defender's Office is currently operating severely understaffed based on these caseload standards, therefore the filling of the Assistant Public Defender position is essential in continuing to provide constitutionally mandated services to indigent clients. The goal of this position is to provide necessary legal services with the overarching goal of balancing out the caseloads among attorneys in the office, in order to comply with the NYS ILS caseload standards. This position will be used for criminal court matters.

Department Head:

J. Michael Anagnost

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

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

Emergency Services



Type: Fill

Dispatcher

Subunit (If Applicable):

Date Submitted: 5/26/2023

Reason Vacated: Resignation

Position Number: 612100013

Date Vacated: 5/10/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 9/18/2021

Jurisdictional Class: Non-Competitive

Appointee Will Be: Provisional

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

Budget

Salary of Person Leaving: \$41,351

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$21,271

Revenue Generating: No 0 %

Base Salary: \$39,966

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

Base Hourly: \$19.21

Grade: 18

Net County Cost: \$62,622

*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.

Staffing needs require the filling of this position immediately. Dispatchers are responsible for manning one of four positions in the Emergency Services Dispatch Center. These positions serve all of the County residents who require emergency services and law response.

Department Head: *Mark Deery*

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.

SPECIAL REQUIREMENT:

1) Persons appointed to this position must successfully complete the Emergency Medical Dispatch Course, certified by the National Academy of Emergency Medical Dispatch within six (6) months of appointment and must maintain certification throughout employment.

2) Appointment to this position requires an employee to access the New York State Criminal Database. Candidates with a felony conviction are barred from appointment. A misdemeanor conviction may bar appointment.

St. Lawrence County Vacancy Authorization Form

Human Resources



Type: Fill

Human Resource Aide

Subunit (If Applicable):

Date Submitted: 05/26/2023

Reason Vacated: Promotion

Position Number: 017600003

Date Vacated: 06/05/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 04/11/2022

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

Budget

Salary of Person Leaving: \$42,093

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$21,652

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: \$63,745

*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.

It is essential for the duties/responsibilities of this position to be completed in order to provide adequate Civil Service and Human Resources services including, but not limited to, Exam Processing (monitoring, announcing, ordering, scoring), 426 Processing, Application Processing, Certification Lists, trouble shooting, etc. for approximately 70 outside agencies and 24 departments in St. Lawrence County Government; as well as perform the duties of orientation, filing, copying, data entry, reception, answering phones, etc.

If these duties/responsibilities were not completed, the inability to provide accurate and timely services would compromise the integrity of Human Resources and Civil Service.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

(A) Graduation from a regionally accredited or New York State registered college with an Bachelor' s Degree in Human Resources, Public Administration or closely related field; OR

(B) Graduation from a regionally accredited or New York State registered college with an Associate' s Degree in Human Resources, Public Administration or closely related field AND two (2) years of clerical experience, one (1) of which must have involved personnel administration in either the public or private sector; OR

(C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma AND three (3) years of clerical experience, two (2) of which must have involved personnel administration in either the public or private sector.

Note: Personnel Administration includes activities in areas such as: benefit administration, personnel file maintenance, civil service examination, new employee orientation etc. or support of these functions in a Human Resources Department setting.

St. Lawrence County Vacancy Authorization Form

Human Resources



Type: Fill

Human Resource Technician

Subunit (If Applicable):

Date Submitted: 05/26/2023

Reason Vacated: Resignation



Position Number: 017500002

Date Vacated: 06/02/2023

Position # Abolished:

Position Status: Fulltime



Last Fill Date: 07/27/2021

Jurisdictional Class: Competitive

Appointee Will Be: Provisional



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

Budget

Salary of Person Leaving: \$52,615

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$27,065

Revenue Generating: No 0 %

Base Salary: \$49,734

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

Base Hourly: \$27.32

Grade: 24

Net County Cost: \$79,680

*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.

It is essential for the duties/responsibilities of this position to be completed in order to provide adequate Civil Service and Human Resources services including, but not limited to, Payroll Certifications, Exam Processing (monitoring, announcing, ordering, scoring), Position Classifications, 426 Processing, Application Review, Certification Lists, trouble shooting, etc. for approximately 30 outside agencies and 12 departments in St. Lawrence County Government; as well as Benefit Administration, Affordable Care Act reporting, orientation duties, contract interpretation, etc.

If these duties/responsibilities were not completed, the inability to provide accurate and timely services would compromise the integrity of civil service and human resources.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Resources, Public Administration or closely related field and one (1) year experience in personnel administration in either the public or private sector, six (6) months of which shall have been in a Human Resources Department; OR

(B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Human Resources, Public Administration or closely related field and three (3) years of experience in personnel administration in either the public or private sector, six (6) months of which shall have been in a Human Resources Department; OR

(C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and five (5) years of experience, in personnel administration in either the public or private sector, six (6) months of which shall have been in a Human Resources Department.

Note: Personnel Administration includes activities in areas such as: benefit administration, personnel file maintenance, civil service examination, new employee orientation etc. or support of these functions in a Human Resources Department setting.