

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
FAX (315) 379-2463

RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, JUNE 13, 2022
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – May 9**
- 3. COMMUNITY DEVELOPMENT PROGRAM ANNUAL UPDATE – Felicia Neahr, Executive Director**
- 4. PROBATION – TIM LEPAGE**
 - A. Proclaiming July 17-23, 2022 as Probation, Parole, and Community Supervision Week (Res)
- 5. SHERIFF – BROOKS BIGWARFE**
 - A. Modifying the 2022 Budget for the Sheriff's Office for Implementation of an Additional K9 Team, Equipment, and Training for St. Lawrence County (Res)
- 6. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security for a FY2022 Emergency Management Performance Grant (Res)
- 7. PLANNING – JASON PFOTENHAUER**
 - A. Authorizing the Continuation of Agricultural District 2 and Accepting Modifications to the District (Res) (Info)
- 8. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS**
 - A. Authorizing the Chair to Sign Grant Amendments for Early Voting Expansion (EVE) Grant Contract Extension (Res)

9. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Vacancy Review Summary (Info)
- B. Sheriff
 - 1. Abolish two (2) part-time Deputies, and create and fill one (1) full-time Deputy, Position No. 605000053
 - 2. Fill a Correctional Officer, Position No. 603000034
- C. Probation
 - 1. Create and fill a Probation Assistant, Position No. 609500002
 - 2. Create and fill a Probation Assistant, Position No. 609500004
- D. Public Defender
 - 1. Fill a Clerk, Position No. 002300056
- E. Conflict Defender
 - 1. Fill an Assistant Conflict Defender, Position No. 021500007

10. COUNTY ADMINISTRATOR’S REPORT

11. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Fiacco)
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)
- J. Broadband Ad Hoc (Haggard)

12. OLD/NEW BUSINESS

13. EXECUTIVE SESSION

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

14. ADJOURNMENT – If there is no further business.

July 11, 2022

Operations Committee: 6-13-2022

RESOLUTION NO. _____

**PROCLAIMING JULY 17-23, 2022 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 17-23, 2022 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 11, 2022

Operations Committee: 6-13-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE FOR
IMPLEMENTATION OF AN ADDITIONAL K9 TEAM, EQUIPMENT, AND
TRAINING FOR ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 117-2021 created a reserve account (01TG0899 50300 K92) for the Sheriff's Office to accept donations for an additional K9 Program, and

WHEREAS, donations have been accepted and there are sufficient funds to proceed with purchasing a dog, related equipment as needed for the additional K9, and handler training, and

WHEREAS, this K9 will be used to find missing persons and locate drugs,

NOW THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Sheriff's Office for implementation of an additional K9 Team, equipment, and training for St. Lawrence County, as follows:

DECREASE ASSIGNED FUND BALANCE:

01TG0899 50300 K92	Sheriff K9 Unit #2 Reserved FB	\$3,378.35
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INCREASE APPROPRIATED FUND BALANCE:

01TG0910 50300	Fund Balance, Unreserved Appropriations	\$3,378.35
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INCREASE REVENUE:

S6027055 55000 K92	S Sheriff Donations K Unit #2	\$8,842.00
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INCREASE APPROPRIATIONS:

S6031104 42800 K92	S DGTF K92 Other Supplies	\$5,720.35
S6031104 44500 K92	S DGTF K92 Other Travels	<u>6,500.00</u>
		\$12,220.35

July 11, 2022

Operations Committee: 6-13-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE
OFFICE OF HOMELAND SECURITY FOR A FY2022 EMERGENCY MANAGEMENT
PERFORMANCE GRANT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, funding for the FY2022 Emergency Management Performance Grant (EMPG) is provided by the US Department of Homeland Security Federal Emergency Management Agency (FEMA) and is administered by the NYS Division of Homeland Security, and

WHEREAS, an annual grant in the amount of \$47,211 has been awarded to the Office of Emergency Services (X2043055 57000) with a contract period of October 1, 2021 through September 30, 2024, and

WHEREAS, this FY2022 EMPG grant will be utilized to offset salaries for administrative staff within the Office of Emergency Services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with New York State Office of Homeland Security for a FY2022 Emergency Management Performance Grant, upon approval of the County Attorney.

July 11, 2022

Operations Committee: 6-13-2022

RESOLUTION NO. _____

**AUTHORIZING THE CONTINUATION OF AGRICULTURAL DISTRICT 2
AND ACCEPTING MODIFICATIONS TO THE DISTRICT**

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 be reviewed every eight (8) years to authorize the continuation, with or without modifications to the district, and

WHEREAS, Section 303-b of the same law authorizes annual reviews to receive requests from property owners to add land to an agricultural district, and

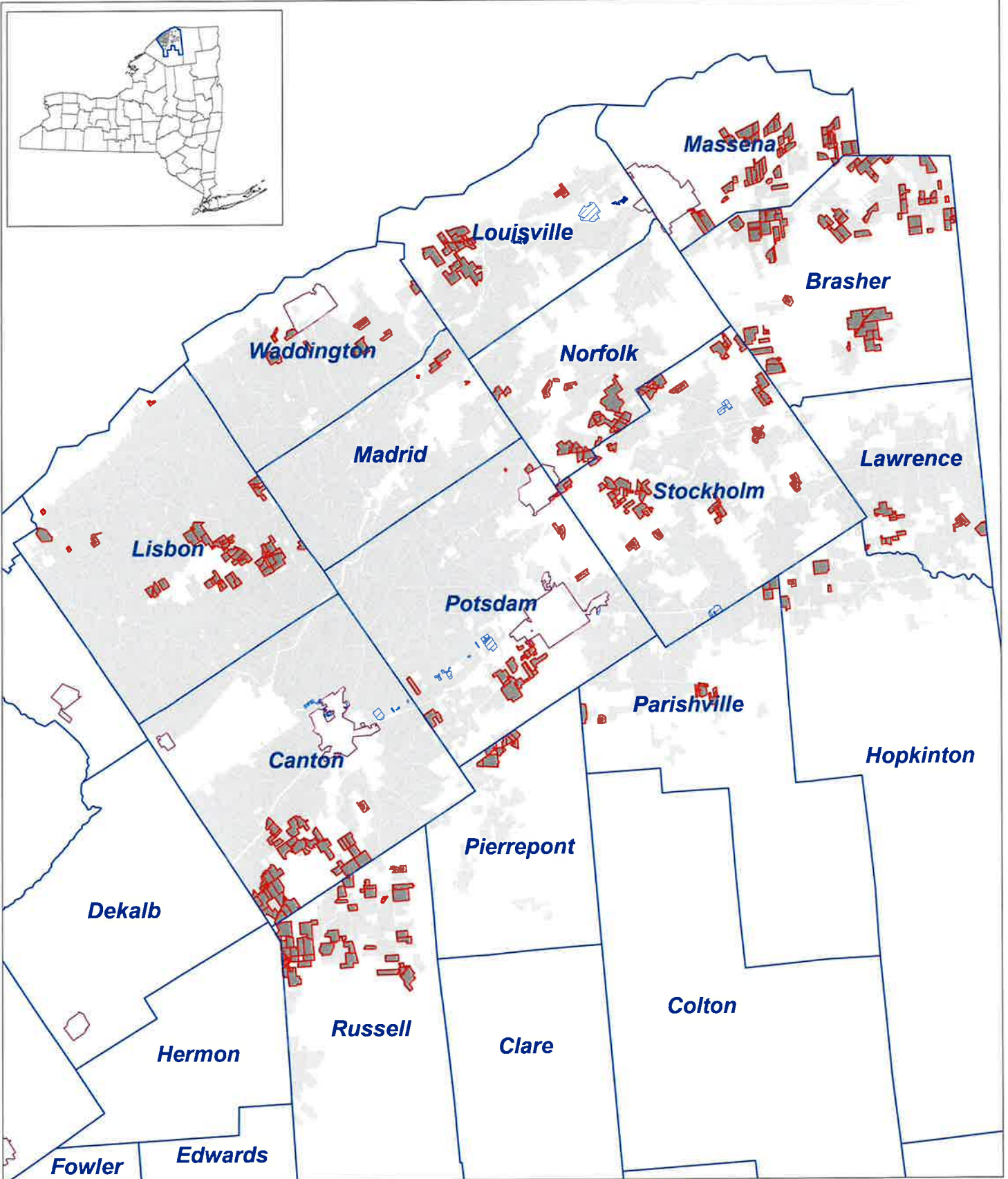
WHEREAS, from March 1st to March 30th, the County received no requests to add land to Agricultural District 1, and received requests from two (2) property owners to add 80.7 acres and remove 3.6 acres from Agricultural District 2, and

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

WHEREAS, based on agricultural exemptions, real property classifications, and satellite imagery, the Agricultural and Farmland Protection Board recommends adding 397 parcels totaling 31,438.1 acres of viable agricultural lands to Agricultural District 2, and removing 126 parcels of non-agricultural uses totaling 1,167.8 acres from the same district,

NOW, THEREFORE, BE IT RESOLVED, the Board of Legislators authorizes the continuation of Agricultural District 2 and accepts modifications to the District, and

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



- Legend**
- Property Boundary
 - Agricultural District 2
 - Recommended Addition
 - Recommended Removal
 - Road or Highway
 - US Highway
 - State Highway
 - County Road
 - Local Road
 - Village
 - Town
 - Forest or Park
 - River or Lake



Projection: New York State Plan Datum: NAD83
 Property Boundaries: St. Lawrence County Real Property Tax Office
 Agricultural Districts: St. Lawrence County Planning Office
 State Lands & Municipal Boundaries: NYS GIS Center/Que
 Roads: NYS Street Centerline Data

**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: Matilda Larson, Planner III
Date: June 13, 2022
Re: Eight Year Review for Agricultural District 2

Each year, St. Lawrence County accepts requests to add agricultural land to Ag Districts 1 and 2. 2022 marks the eight-year review for Ag District 2. Under Ag and Markets Law, the Ag and Farmland Protection Board reviews landowner requests, and examines the extent of agricultural lands in Ag District 2. Specifically, the County examines the:

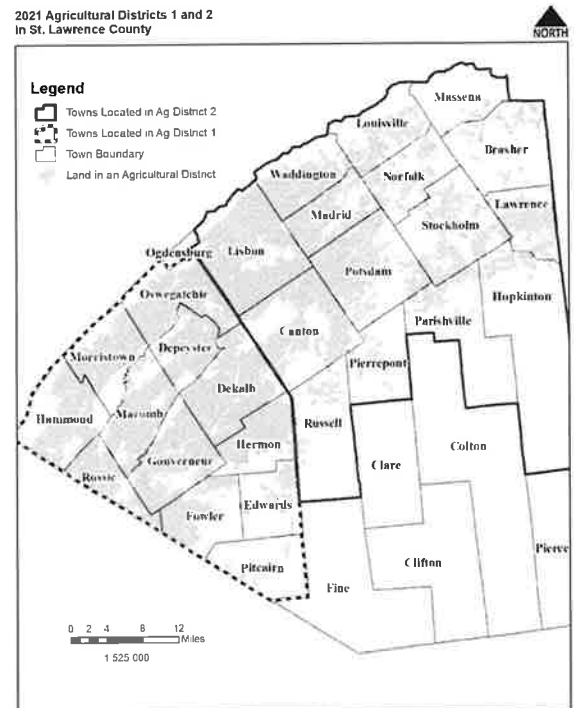
1. Nature and status of farming and farm resources in the district
2. Extent to which the District has achieved its original objectives
3. Relationship of the District to municipal land use plans and policies
4. Degree of coordination with local land use regulations
5. Rationale for adding or removing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

An analysis of these issues is below.

1. The Nature of Farming and Farm Resources in Agricultural District 2

Agricultural District 2 comprises of 15 towns in the county; the district includes Lisbon, Canton and Russell and towns eastward to the Franklin County line. According to 2021 Real Property Tax Records, there are 9,378 parcels in Ag District 2 that total 316,946 acres. Eighty-six percent of this acreage is tied to agricultural activities, and 777 parcels in the district receive an agricultural exemption.

Parcels	Property Class	Use	Acres	%
1,518	100s	Agricultural	132,563.7	49%
1,175	240s	Res w Ag	78,266.6	29%
945	320s	Vacant	41,134.9	15%
440	900s	Forested	20,195.5	7%
4,078			272,160.7	
43%			86%	



Acreage Since 2004	
Ag Dist 2	Total
Brasher	2,054.2
Canton	1,729.7
Hopkinton	219.4
Lawrence	2,148.8
Lisbon	1,358.3
Louisville	764.6
Madrid	266.2
Massena	1,529.8
Norfolk	365.3
Oswegatchie	(15,178.2)
Parishville	705.9
Pierrepoint	1,915.5
Potsdam	1,605.5
Russell	4,091.4
Stockholm	478.8
Waddington	201.4
Total	4,256.6

2. *The Extent to Which Agricultural District 2 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. From 2004 to present, the County added a net total of 4,256 acres to Ag District 2. 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 2 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.

5. *Rationale for adding or removing properties from the district*

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 2 by examining: Lands that receive an agricultural exemption; lands classified as agricultural, and

satellite imagery. After these lands were identified, postcards were mailed to affected property owners informing them of the County's intent to add or remove their property from the district, and accommodated a property owner's request to maintain the status quo.

At the end of February, legal notices were also published in the County's official newspapers and mailed to municipalities with land in Ag District 2 to give property owners the opportunity to submit petitions between March 1st to March 30th. During that time, two petitions were received to add to Ag District 2, and two petitions were received to remove land from Ag District 2. No petitions were received from landowners in Ag District 1.

A presentation of this report with the recommended modifications was delivered to the Agricultural Farmland Protection Board at its meeting on April 7th, 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 27th 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.

One person attended the public hearing on May 24th. Staff reviewed the benefits of being in an Ag District, reviewed this year's requested additions, and answered questions about ag exemptions that are available to farm operations. No comments were received in response to the Ag and Farmland Protection Board's recommendation to add 397 parcels totaling 31,438.1 acres, and to remove 126 parcels totaling 1,167.8 parcels from the same district. A map depicting the location of the additions and removals from the district is attached, and lists detailing land to be added or removed are available in the Planning Office.

July 11, 2022

Operations Committee: 6-13-2022

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 an Early Voting Expansion Grant, and for remaining funds to roll over to future budgets until fully expended, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to January 28, 2023, for those grants that have an unexpended balance, and

WHEREAS, the unexpended balance for Early Voter Expansion (EVE) is \$20,103 (E1Z30895 56000), 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 grant amendments for Early Voting Expansion (EVE) Grant Contract Extension, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

June 7, 2022

9:00 a.m.

Summary: January 4th – June 7th

Requests: 87
Approved: 83
Denied: 0
Request/Hold: 4
Withdrawn: 0

Summary: June 7th

Requests: 16
Approved: 14
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions to be reviewed:

Highway:

Request: 1

Request: Fill, Motor Equipment Operator
Position No. 310000028, Immediately

Recommendation: Fill, Immediately

Real Property:

Request: 1

Request: Fill, Real Property Tax Service Aide
Position No. 107000005, 60 Days

Recommendation: Fill, 60 Days

Sheriff:

Request: 2

Request: Abolish Two Part Time Deputy Sheriff Positions, Create and Fill Full Time Deputy Sheriff, Position No. 605000053, 60 Days

Recommendation: Fill, 60 Days

Request: Fill, Correctional Officer
Position No. 603000034, Immediately

Recommendation: Fill, Immediately

Probation:

Request: 2

Request: Create and Fill a portion of the position, Probation Assistant
Position No. 609500002, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill a portion of the position, Probation Assistant
Position No. 609500004, Immediately

Recommendation: Fill, Immediately

Public Defender:

Request: 1

Request: Fill, Clerk
Position No. 002300056, Immediately

Recommendation: Fill, Immediately

Conflict Defender:

Request: 1

Request: Fill, Assistant Conflict Defender
Position No. 021500007, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 2

Request: Fill, Community Health Educator
Position No. 502500002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Public Health Specialist
Position No. 504300006, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 6

Request: Fill, Social Welfare Examiner – Unit/TA/SNAP
Position No. 814000039, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Daycare
Position No. 814000048, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Medicaid
Position No. 814000020, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Medicaid
Position No. 814000021, Immediately

Recommendation: Fill, Immediately

Request: Fill, Employment and Training Counselor – Unit/Employment
Position No. 701000019, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS
Position No. 815200003, Immediately

Recommendation: Fill, Immediately

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

1.4.2022	John Burke and Margaret Haggard
2.8.2022	Larry Denesha and Dan Fay
3.8.2022	Joe Lightfoot and Rita Curran
4.5.2022	Kevin Acres and Tony Arquiett
5.3.2022	Rick Perkins and Bill Sheridan
6.7.2022	Harry Smithers and Dave Forsythe

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Abolish & Create

Deputy Sheriff

Subunit (If Applicable): Road Patrol

Date Submitted: 05/26/2022

Reason Vacated: Resignation

Position Number: 605000053

Date Vacated: 9/7/2021 & 7/12/2022

Position # Abolished: 605000043 and 45

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 60 Days

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$25,791

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

Base Salary: \$45,989

Budget Mod Attached, If Required?

Grade: Dep

Net County Cost: \$71,780

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 Abolish and Create is to abolish two part-time Deputy Sheriff positions and create one full time Deputy Sheriff Position due to the inability to recruit officers to fill part-time positions. These part-time positions were instrumental in jail transports, court transports, court paperwork service, fingerprinting, pistol permits, and in-office public contact. The full-time position is needed to ensure we are able to continue the timely processing of the aforementioned duties and coverage for other duties required of a Deputy.

Department Head: *Brooks J. Benjamin*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill

Correctional Officer

Subunit (If Applicable):

Date Submitted: 06/01/22

Reason Vacated: Resignation

Position Number: 603000034

Date Vacated: 05/31/22

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 01/09/21

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,611

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$27,261

Reimbursed by State
or Federal Funds: No 0 %

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade: CORR

Net County Cost: \$75,873

Detailed Justification

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

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

Department Head:

Brooks J. Bjurke

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Probation



Type: Create & Fill

Probation Assistant

Subunit (If Applicable):

Date Submitted: 5/19/2022

Reason Vacated: Other

Position Number: 609500002

Date Vacated: 9/1/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 9/29/2003

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$56,436

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$31,649

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

Base Salary: \$46,575

Budget Mod Attached, If Required?

Grade: 23

Net County Cost: \$88,085

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 current position was not fully funded in the 2022 budget. Position will need to be restored and funded from September 1, 2022 to December 31, 2022.

This employee is at top step with a salary of \$56,436. Current budgeted salary amount is \$37,812.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Probation



Type: Create & Fill

Probation Assistant

Subunit (If Applicable):

Date Submitted: 5/19/2022

Reason Vacated: Other

Position Number: 609500004

Date Vacated: 9/1/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/1/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$56,436

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$31,649

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

Base Salary: \$46,575

Budget Mod Attached, If Required?

Grade: 23

Net County Cost: \$88,085

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 current position was not fully funded in the 2022 budget. Position will need to be restored and funded from September 1, 2022 to December 31, 2022.

This employee is at top step with a salary of \$56,436. Current budgeted salary amount is \$37,812.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Defender



Type: Fill

Clerk

Subunit (If Applicable):

Date Submitted: 05/17/22

Reason Vacated: Transfer

Position Number: 002300056

Date Vacated: 5/13/22

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/23/17

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$35,516

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$19,917

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

Base Salary: \$33,247

Budget Mod Attached, If Required?

Grade: 13

Net County Cost: \$55,433

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 the primary for handling the phone dealing with calls from both clients and courts. The Clerk also is the primary one dealing with service of process to the Correctional Facility, filing of internal documents and discovery downloading and printing. The Clerk has also been the greeter to any clients or visitors to the office. After a request from management the Clerk fills out some work request orders to support the inner workings of the office, such as file storage. Without this position those tasks are redistributed to the other clerical staff and impedes on their ability to complete of their own tasks many of which are time sensative such as witness and exhibit lists and closing files.

Department Head:

James M. Gregor

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Conflict Defender



Type: Fill

Assistant Conflict Defender

Subunit (If Applicable):

Date Submitted: 06/02/2022

Reason Vacated: Resignation

Position Number: 021500007

Date Vacated: 6/14/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/11/2021

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$91,610

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$51,375

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

Base Salary: \$71,109

Budget Mod Attached, If Required?

Grade: Ind

Net County Cost: \$142,985

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.

Our office is assigned to cases in SLC County Court, Family Court, IDV, Support Court, Judicial Diversion Program (Felony Drug Court), Ogdensburg City Court and Drug Treatment Court, as well as the 30+ local criminal courts. Attorneys appear for regular court dockets, compliance conferences, settlement conferences, warrants, off hour arraignments, hearings, trials, etc. Most criminal cases are in person and require travel; Family Court is in person and virtual (various judges and court attorney referee appearances which overlap creating coverage issues). Office is budgeted for five (5) attorneys; there is currently a vacant criminal attorney position; and if this mixed caseload position is not approved to be filled, that leaves three (3) attorneys resulting in ineffective representation. This position primarily handled Family Court neglect and abuse matters; attended assigned criminal courts; and CAFA appearances. The Conflict Defender's Office is seeking approval to fill this vacancy immediately.

In order to provide quality and effective representation, sufficient attorney staffing is needed to meet with clients prior to court; review cases and discovery; speak with witnesses; investigate defenses; research and file motions and pleadings; refer clients for services; obtain records; and generally be prepared in advance of those court appearances. Criminal clients must be provided with counsel at arraignment (CAFA) and on Desk Appearance Tickets (DAT); and counsel are also requested to appear with family clients at the initial Article 10 appearance ("AROC" on neglect and/or abuse removal). The NYS Office of Indigent Legal Services established criminal caseload standards and guidelines in 2018 and full implementation under the Statewide Expansion of Hurrell-Harring contract is anticipated by 2023 (SLC is the recipient of approximately \$5.3 million dollars under that contract). ILS also released Family Court caseload standards and guidelines in 2021. At present, our office lacks sufficient attorney staff to provide representation for all court requests and meet the recommended state guidelines.

Date Vacated is approximate as employee will be departing upon conclusion of current assigned case.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: