

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA

MS. RITA CURRAN, CHAIR

MONDAY, JUNE 14, 2021

*****BOARD ROOM AND LIVE VIA YOUTUBE*****

*****IMMEDIATELY FOLLOWING SERVICES COMMITTEE *****

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 202.1 ARTICLE 7, SUSPENSION OF LAW ALLOWING THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE****

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – May 10

3. EMERGENCY SERVICES – MATT DENNER

A. Authorizing the Chair to Sign a Memorandum of Agreement with the United States Army Garrison (USAG) Fort Drum for the Sharing of Radio Frequencies (Res)

4. PROBATION – TIM LEPAGE

A. Proclaiming July 18-24, 2021 as Probation, Parole, and Community Supervision Week (Res)

5. LEGISLATOR RITA CURRAN

A. Proclaiming June 27, 2021 as National HIV Testing Day in St. Lawrence County (Res)

6. VACANCY REVIEW COMMITTEE – RUTH DOYLE

A. County Clerk

1. Fill Motor Vehicle Clerk, Position No. 009100018

2. Fill Motor Vehicle Clerk, Position No. 009100007

B. Information Technology

1. Fill Computer Technician, Position No. 202700001

7. COMMITTEE REPORTS

A. Agriculture & Farmland Protection Board (Denesha)

B. Alternatives 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)

8. OLD/NEW BUSINESS

9. EXECUTIVE SESSION

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

10. ADJOURNMENT – If there is no further business.

July 12, 2021

Operations Committee: 6-14-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF AGREEMENT WITH
THE UNITED STATES ARMY GARRISON (USAG) FORT DRUM FOR THE
SHARING OF RADIO FREQUENCIES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, during emergency operations in and around the Fort Drum area (including the surrounding areas of Jefferson, Lewis, and St. Lawrence Counties), radio communications is imperative to assure effective emergency coordination, response, and operations, and

WHEREAS, a Memorandum of Agreement would establish the responsibilities, permissions and guidelines for use and sharing of licensed radio frequencies for the purpose of interoperability or mutual aid emergency responses,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Agreement with the United States Army Garrison (USAG) Fort Drum for the sharing of radio frequencies, upon approval of the County Attorney.

July 12, 2021

Operations Committee: 6-14-2021

RESOLUTION NO. _____

**PROCLAIMING JULY 18-24, 2021 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 18-24, 2021 as Probation, Parole, and Community Supervision Week, and encourages all citizens to honor the men and women working in these professions and to recognize their many achievements.

July 12, 2021

Operations Committee: 6-14-2021

RESOLUTION NO. _____

**PROCLAIMING JUNE 27, 2021 AS NATIONAL HIV TESTING DAY
IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, National HIV Testing Day (NHTD) is observed annually on June 27th, and on this day partners, health departments, and other organizations unite to raise awareness about the importance of HIV testing and early diagnosis of HIV, and

WHEREAS, the 2021 NHTD theme is “My Test, My Way” which highlights how you can take charge of your health by getting tested in a way that works best for you, and

WHEREAS, a key component in the fight to stop HIV is to connect with people most at risk and provide testing, treatment, and prevention education as these are keys to healthy communities, and

WHEREAS, in the 30 years since the Centers for Disease Control and Prevention (CDC) first reported on a new disease that would eventually be known as HIV/AIDS, nearly 600,000 Americans have died from AIDS, and thousands more live with disabilities due to symptoms and complications of the disease, and

WHEREAS, today advances in medical care and antiretroviral therapy (ART) have decreased the number of people with HIV who get AIDs, but still 1.2 million people are living with HIV in the United States and 16,000 Americans with AIDS die each year, and

WHEREAS, confidential and anonymous HIV testing clinics are held weekly at the St. Lawrence County Public Health Department at no cost for this service for St. Lawrence County residents, and

WHEREAS, with a focus on public health, St. Lawrence County encourages its citizens to know their status by getting tested and seeking medical intervention if needed, and

WHEREAS, St. Lawrence County would like to end negative attitudes and beliefs about people diagnosed with HIV, and encourages all people to commit to making positive changes of support for friends, family, and neighbors living with HIV thereby making it easier for them to live healthy lives, and to work as a community to break the HIV stigma,

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators proclaims June 27, 2021 as National HIV Testing Day in St. Lawrence County, and

BE IT FURTHER RESOLVED that the 2021 NHTD theme is “My Test, My Way”, and encourages all citizens to know their status by getting tested.

St. Lawrence County Vacancy Authorization Form

St. Lawrence County Clerk



Type: Fill

Motor Vehicle Clerk

Subunit (If Applicable):

Date Submitted: 05/19/2021

Reason Vacated: Retirement

Position Number: 009100018

Date Vacated: July 26, 2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 02/19/2010

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$45,328

Revenue Generating: Yes 100 %

Benefits: Yes \$21,825

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$37,855

Budget Mod Attached, If Required?

Grade: 18

Net County Cost: \$0

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 position of DMV Clerk is 100% revenue generating. This person is either waiting on customers at the counter or processing downstate dealer work. It takes approximately 6 months of one on one training and sometimes longer for a DMV Clerk to be able to work on their own. It is imperative to fill this position prior to the retirement of the person leaving the position so training can begin. This position is one of two and maybe three retirements coming this summer. Being down two experienced staff members will put a major strain on service and time frames to return downstate dealer work and therefore possibly reduce revenue to the County. I'd also like to add, that many new hires do not make it through their probation period due to the difficulty and demands of the position. This again, could cause service and delay issues which may again possibly be detrimental to County revenue. These retirements also undoubtedly will lead to a need to increase overtime to process and return downstate dealer work.

Department Head: *Jones - Johnson*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

St. Lawrence County Clerk



Type: Fill

Motor Vehicle Clerk

Subunit (If Applicable):

Date Submitted: 05/19/2021

Reason Vacated: Retirement

Position Number: 009100007

Date Vacated: 08/13/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 05/04/1998

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$45,328

Revenue Generating: Yes 100 %

Benefits: Yes \$21,825

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$37,855

Budget Mod Attached, If Required?

Grade: 18

Net County Cost: \$0

Detailed Justification

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The position of DMV Clerk is 100% revenue generating. This person is either waiting on customers at the counter or processing downstate dealer work. It takes approximately 6 months of one on one training and sometimes longer for a DMV Clerk to be able to work on their own. It is imperative to fill this position prior to the retirement of the person leaving the position so training can begin. This position is one of two and maybe three retirements coming this summer. Being down two experienced staff members will put a major strain on service and time frames to return downstate dealer work and therefore possibly reduce revenue to the County. I'd also like to add, that many new hires do not make it through their probation period due to the difficulty and demands of the position. This again, could cause service and delay issues which may again possibly be detrimental to County revenue. These retirements also undoubtedly will lead to a need to increase overtime to process and return downstate dealer work.

Department Head: *[Signature]*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Information Technology



Type: Fill

Computer Technician

Subunit (If Applicable):

Date Submitted: 06/01/2021

Reason Vacated: Retirement

Position Number: 202700001

Date Vacated: 05/28/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$54,925

Revenue Generating: No 0 %

Benefits: Yes \$26,446

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$45,328

Budget Mod Attached, If Required?

Grade: 23

Net County Cost: \$81,371

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 technician in IT is responsible for the ordering, setup, and maintenance of computer hardware and software. The impact if not filled would be the inability to respond efficiently when computers are broken, and the significant slowing of rolling out new computers. Eventually, we would fall too far behind to catch up, resulting in the unacceptable aging of the fleet and a subsequent increase in breakdowns.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: