

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

JOSEPH LIGHTFOOT
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA

MR. LARRY DENESHA, CHAIR

MONDAY, JULY 13, 2020

*****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 – June 15

3. SHERIFF – BROOKS BIGWARFE

A. Police Reform and Reinvention Collaborative for New York State (Discussion)

4. PLANNING – JASON PFOTENHAUER

A. Authorizing the Chair to Sign a Contract with the North Country Housing Council, Inc. for the Delivery of the Countywide Housing Rehabilitation Program, Round #3 (Res)

B. Reauthorizing the North Country Home Consortium with the Counties of Jefferson and Lewis for the Purpose of Obtaining Home Investment Partnership Program Funds from the U.S. Department of Housing and Urban Development (Res)

C. Lead Grant Update (Discussion)

D. 2020 Census Update (Discussion)

5. VACANCY REVIEW COMMITTEE

A. Sheriff

1. Fill Sergeant (605100004)

2. Fill Deputy Sheriff (6050000xx)

B. District Attorney

1. Fill Chief Confidential Investigator (026700001)

C. Emergency Services

1. Fill Dispatcher (612100023)

D. Probation

1. Fill Keyboard Specialist (003100034)

6. COUNTY ADMINISTRATOR'S REPORT

A. Website Update

7. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternatives to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library
- 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. Negotiations
- B. Litigation
- C. Personnel
- D. Appointments

10. ADJOURNMENT – If there is no further business.

August 3, 2020

Operations Committee: 7-13-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NORTH
COUNTRY HOUSING COUNCIL, INC. FOR THE DELIVERY OF THE
COUNTYWIDE HOUSING REHABILITATION PROGRAM, ROUND #3**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, St. Lawrence County was awarded \$440,000 through the NYS Community Development Block Grant (CDBG) Program in order to rehabilitate homes as part of the third round of its Countywide Housing Rehabilitation Program (CHRP 3), and

WHEREAS, the County has partnered with the North Country Housing Council, Inc. to deliver 28 previous CDBG awards for housing rehabilitation, and

WHEREAS, the partnership between the County and the North Country Housing Council, Inc. has resulted in the investment of more than \$11.7 million in CDBG Funds, and has assisted more than 630 low-income households to live in substantially improved living conditions (N1080204 460GP NH52),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the North Country Housing Council, Inc. for the delivery of the Countywide Housing Rehabilitation Program, Round 3, upon approval of the County Attorney.

August 3, 2020

Operations Committee: 7-13-2020

RESOLUTION NO. _____

REAUTHORIZING THE NORTH COUNTRY HOME CONSORTIUM WITH THE COUNTIES OF JEFFERSON AND LEWIS FOR THE PURPOSE OF OBTAINING HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the Board of Legislators adopted Resolution No. 43-93 on February 8, 1993, which authorized the formation of a three county HOME Consortium for the purpose of obtaining HOME Investment Partnership Program Funds from the U.S. Department of Housing and Urban Development and designated Jefferson County as Lead County in the Consortium, and

WHEREAS, the Board of Legislators previously adopted Resolution No. 132-96, Resolution No. 148-99, Resolution No. 102-2002, Resolution No. 97-2005, Resolution No. 123-2008, and Resolution No. 84-2011 which reauthorized the North Country HOME Consortium, and

WHEREAS, in the previous reauthorization round, 103 municipalities within the three counties had agreed to participate in the HOME Consortium, and

WHEREAS, those funds have been successfully utilized to provide affordable housing in the three county HOME Consortium area,

WHEREAS, the U.S. Department of Housing and Urban Development has notified the three county HOME Consortium that a new consortium agreement must be executed due to the fact that the qualification period for the Consortium ends June 30, 2020, and

WHEREAS, the HOME Administrative Board, comprised of representatives of the three counties, has expressed a desire to continue the three county HOME Consortium for three more years, and has developed terms for cooperation agreements between the counties and local governments, and

WHEREAS, Jefferson County has agreed to continue to serve as lead county for the Consortium,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators agrees to reauthorize the North Country Home Consortium with the Counties of Jefferson and Lewis for the purpose of obtaining Home Investment Partnership Program funds from the U.S. Department of Housing and Urban Development.

St. Lawrence County Vacancy Authorization Form

SHERIFF'S OFFICE



Type: Fill

SERGEANT

Subunit (If Applicable): Criminal

Date Submitted: 06/29/2020

Reason Vacated: Retirement

Position Number: 6051-004

Date Vacated: June 26, 2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: January 7, 2013

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 60 Days

Temporary Position? No

Salary of Person Leaving: \$66,471

Revenue Generating: No 0 %

Benefits: Yes \$33,043

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$63,106

Budget Mod Attached, If Required?

Grade: SS13

Net County Cost: \$99,513

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 open due to a retirement of a Road Patrol Sergeant position. Since August of 2016, the criminal division has gone from having 8 Sergeants to 5, one Detective Sergeant and four Road Patrol Sergeants. This office can not operate safely and efficiently with 3 Road Patrol Sergeants if this position isn't approved. Now more than ever, due to bail reform, discovery reform, use of force changes, the new police reform laws, and the recent pandemic supervision is a necessity to maintain continuity of this operation. There are currently 4 platoons that operate on 12-hour shifts with 24-hour road patrol coverage. This vacancy is currently leaving an evening/midnight patrol platoon short with no supervision. This office is paying "out of title" pay for a deputy to act as an Officer in charge while this position remains vacant. The Detective Sergeant supervises the criminal investigation and drug task force separate from the road patrol and 12-hour shift schedule.

Department Head:

Brooks J. Bijunke

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

SHERIFF'S OFFICE



Type: Fill

Deputy Sheriff

Subunit (If Applicable): Criminal

Date Submitted: 06/29/2020

Reason Vacated: Promotion

Position Number: 6050000xx

Date Vacated: 08/01/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: Unknown

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 60 Days

Temporary Position? No

Salary of Person Leaving: \$41,861

Revenue Generating: No 0 %

Benefits: Yes \$20,809

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$41,861

Budget Mod Attached, If Required?

Grade: SS13

Net County Cost: \$62,670

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 would be a backfill if the Road Patrol Sergeant position were to be approved. If this position is not filled, the safety of the citizens of St. Lawrence County are at a higher risk and there is great potential for increased overtime costs. We currently have a list of candidates that are interested in laterally transferring to this Office, which puts us in a better position financially by not having to send the potential transfer to a Police Academy and subsequent Field Training required per NYS Department of Criminal Justice Services.

*We are unable to provide the position number and other relevant data at this time due to the fact a promotion to Sergeant has not taken place as of the signing of this document.

Department Head:

Brooks J. Bjornke

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

DISTRICT ATTORNEY



Type: Fill

CHIEF CONFIDENTIAL INVESTIGATOR

Subunit (If Applicable):

Date Submitted: 06/11/2020

Reason Vacated: Retirement

Position Number: 026700001

Date Vacated: 07/31/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 10/02/2000

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$80,065

Revenue Generating: No 0 %

Benefits: Yes \$39,800

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$65,577

Budget Mod Attached, If Required?

Grade: 33

Net County Cost: \$119,866

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 Chief Confidential Investigator position has a high impact on the District Attorney's Office. The Chief investigator is responsible for commencing and conducting investigations on behalf of the District Attorney's Office. Aids other law enforcement agencies in investigations. The Chief Investigator helps the prosecutors with all trial preparation, including finding witnesses, meeting with witnesses, serving subpoenas on witnesses, and picking witnesses up at airports and at their homes. Prepares and serves all confidential investigative grand jury subpoenas on businesses and other persons associated with the case. Runs criminal histories on all law enforcement requests for pistol permits, background checks and FBI NIC requests. Locates and gives out dispositions on cases that are up to twenty five years old that are requested from law enforcement, local courts, and prior defendants. Secures signatures on Orders of Protection of the defendant and serves them upon the victims.

Department Head:

Day Porter

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Emergency Services



Type: Fill

Full Time Dispatcher

Subunit (If Applicable):

Date Submitted: 6/15/2020

Reason Vacated: Promotion

Position Number: 612100023

Date Vacated: 6/13/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 10/13/2018

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$39,494

Revenue Generating: No 0 %

Benefits: Yes \$19,632

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$36,842

Budget Mod Attached, If Required?

Grade: 18

Net County Cost: \$59,126

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. The Dispatcher is 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: *Matt Daulton*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Probation



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 6/17/2020

Reason Vacated: Retirement

Position Number: 003100034

Date Vacated: 4/29/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 10/4/1999

Hours Per Week: **35**

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$38,437

Revenue Generating: No 0 %

Benefits: Yes \$19,107

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$32,556

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$57,544

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 plays a very important role in the efficiency and accuracy of the Probation Department and if not filled, the department would rely heavily on the Secretary 1, Account Clerk and Keyboard Specialist to absorb the duties, which would negatively affect the quality and efficiency of the duties already assigned to those positions.

Department Head:

Handwritten signature of the Department Head.

Approved?

Yes No

County Administrator:

Resolution #: