

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, JULY 19, 2021
*****BOARD ROOM AND LIVE VIA YOUTUBE*****
*****5:30 P.M. *****

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – June 14

3. SHERIFF – BROOKS BIGWARFE

- A. Modifying the 2021 Budget for the Sheriff's Office for a 2020 Operation Stonegarden Grant from the NYS Division of Homeland Security and Emergency Services (Res)
- B. Modifying the 2021 Budget for the Sheriff's Office to Accept a FY21 CTZ-8 Red Team Exercise Grant from the New York State Division of Homeland Security and Emergency Services Offices (Res)
- C. Modifying the 2021 Budget for the Sheriff's Office Criminal Division for the Purchase of a Boat Motor for the Sheriff's Patrol (Res)

4. EMERGENCY SERVICES – MATT DENNER

- A. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security to Accept FY21 State Homeland Security Preparedness Grant and Modifying the 2021 Budget for Emergency Services and Sheriff's Office (Res)
- B. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security for a FY20 PSAP Grant and Modifying the 2021 Budget for Emergency Services (Res)
- C. Authorizing the Chair to Sign a Memorandum of Agreement with the Department of Homeland Security to Accept a Temporary Loan of the Mutualink Interoperable Communications Resources (Res)
- D. Modifying the 2021 Emergency Services Budget for the Purpose of Purchasing an Updated FIT Testing Machine (Res)

5. PLANNING – JASON PFOTENHAUER

- A. Lead Grant Update (Presentation)
- B. Authorizing the Planning Office to Apply for Community Development Block Grant Funding and for the Chair to Sign Necessary Application Documentation and a Contract with the New York State Office of Community Renewal (Res)
- C. National Marine Sanctuary in Eastern Lake Ontario and the St. Lawrence River (Discussion)

6. **BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS**
 - A. Authorizing the Chair to Sign an Early Voting Expansion Grant and Modifying the 2021 Budget for the Board of Elections (Res)
 - B. Authorizing the Chair to Sign a Technology Innovation and Election Resource (TIER) Grant and Modifying the 2021 Budget for the Board of Elections (Res)
7. **INFORMATION TECHNOLOGY – RICK JOHNSON**
 - A. Authorizing the Chair to Sign a Contract with Juniper Networks and Meridian IT to Purchase Replacement Network Switches and Management Software (Res)
8. **CONFLICT DEFENDER – AMY DONA**
 - A. Authorizing the Chair to Sign a Contract with the New York State Defenders Association for the Public Defender Case Management System (Res)
9. **VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Review Committee Summary (Info)
 - B. Probation
 1. Fill Secretary I, Position No 005100010
 - C. Conflict Defender
 1. Fill Assistant Conflict Defender, Position No. 02150003
 - D. Emergency Services
 1. Fill Dispatcher, Position No. 612100013
 - E. Purchasing
 1. Abolish Keyboard Specialist and Create and Fill Purchasing Clerk, Position No. 011500001
10. **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)
11. **OLD/NEW BUSINESS**
12. **EXECUTIVE SESSION**
 - A. Litigation
 - B. Personnel
 - C. Appointments
13. **ADJOURNMENT** – If there is no further business.

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE FOR A 2020
OPERATION STONEGARDEN GRANT FROM THE NYS DIVISION OF HOMELAND
SECURITY AND EMERGENCY SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 236-2020 approved the acceptance of a FY20 OPSG Grant from New York State Division of Homeland Security and Emergency Services in the amount of \$329,908, and

WHEREAS, the amount budgeted was \$330,001, so a budget modification is required, and

WHEREAS, St. Lawrence County Sheriff's Office will receive \$123,025.49 and will act a pass-through agency for three local entities; the City of Ogdensburg Police Department (\$139,918.59), Town of Norfolk (\$9,846.47) and Town of Massena (\$57,209.81), and

WHEREAS, the remaining funding of \$70,091.64 is allocated to three State level law enforcement agencies (NYS Police, NYS Park Police, and NYS DEC) who will do their own reporting,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for a 2020 Operation Stonegarden Grant from the NYW Division of Homeland Security and Emergency Services, as follows:

INCREASE APPROPRIATIONS:

S1Z31102 25000 SG20	S CRIM Technical Equipment	\$92
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INCREASE REVENUES:

S1Z43895 57000 SG20	S SG Federal Aid	\$92
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE TO ACCEPT A FY21 CTZ-8 RED TEAM EXERCISE GRANT FROM THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES OFFICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office has been awarded a FY21 CTZ-8 Red Team Exercise Grant from the NYS Division of Homeland Security and Emergency Services Offices, and

WHEREAS, this grant covers overtime costs related to area law enforcement personnel performing exercises to educate the public and business employees of potential terrorist activities, and

WHEREAS, the contract period will be July 1, 2021 through July 31, 2021,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office to accept a FY21 CTZ-8 Red Team Exercise Grant from the New York State Division of Homeland Security and Emergency Services Office, as follows:

INCREASE APPROPRIATIONS:

S1Z31101 18000 RT21	S CRIM Red Team Overtime	\$2,577
S1Z31108 81000 RT21	S CRIM Red Team Retirement	344
S1Z31108 83000 RT21	S CRIM Red Team Social Security	197
S1Z31108 84000 RT21S	CRIM Red Team Workers Compensation	<u>69</u>
		\$3,187

INCREASE REVENUE:

S1Z43895 57000 RT	S FA RT Federal Aid	\$3,187
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August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE
CRIMINAL DIVISION FOR THE PURCHASE OF A BOAT MOTOR
FOR THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office patrol boat motor is eighteen (18) years old, and is broken and unrepairable, and

WHEREAS, funds were not appropriated in the 2021 Sheriff's Office Budget, but funds from an unanticipated revenue have been realized to cover the entire costs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for the purchase of a boat motor, as follows:

INCREASE REVENUE:

S4022645 550SR	S LR Jail State Readies	\$00,000*
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INCREASE APPROPRIATIONS:

S1031102 26000	S CRIM Other Equipment	\$00,000*
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*dollar amounts to be filled in at committee.

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE OFFICE OF HOMELAND SECURITY TO ACCEPT FY21 STATE HOMELAND SECURITY PREPAREDNESS GRANT AND MODIFYING THE 2021 BUDGET FOR EMERGENCY SERVICES AND SHERIFF'S OFFICE

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Homeland Security and Emergency Services has awarded funding of \$118,432 to the Office of Emergency Services to support regional preparedness efforts with a contract period of September 1, 2021 through August 31, 2024, and

WHEREAS, the New York State Office of Homeland Security and Emergency Services has awarded funding of \$39,478 to the Sherriff's Office under the Law Enforcement Terrorism Prevention Program to support regional preparedness efforts with a contract period of September 1, 2021 through August 31, 2024, and

WHEREAS, this grant will facilitate the ability of St. Lawrence County to support the NYS Homeland Security Strategy and to assist law enforcement terrorism prevention activities,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract, and any other contracts as required for this grant, with New York State Office of Homeland Security to accept a FY21 State Homeland Security Preparedness Grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget for the Office of Emergency Services and Sheriff's Office, as follows:

INCREASE APPROPRIATIONS:

X2Z36402 25000 21HS	21HS Technical Equipment	\$26,310
X2Z36404 43007 21HS	S CRIM Other Fees and Services	92,122
S1Z31104 42018 21HS	Radio Equipment	7,896
S1Z31104 42300 21HS	Other Communications Equipment	23,686
S1Z31104 45300 21HS	S CRIM Uniforms and Clothing	<u>7,896</u>
		\$157,910

INCREASE REVENUE:

X2Z43895 57000 HS	X FA Homeland Security	\$118,432
S1Z43895 57000 HS	S FA HS Federal Aid	<u>39,478</u>
		\$157,910

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

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE OFFICE OF HOMELAND SECURITY FOR A FY20 PSAP GRANT AND MODIFYING THE 2021 BUDGET FOR EMERGENCY SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Division of Homeland Security and the Office of Interoperable and Emergency Communications has awarded a grant of \$209,815 to the Office of Emergency Services to provide funds to purchase equipment to enhance PSAP 2020-2021 Operations (contract is January 1, 2021 to December 31, 2021), and

WHEREAS, this FY20 PSAP grant will facilitate the ability of St. Lawrence County to purchase and install PSAP equipment for the 911 Dispatch Center,

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 FY20 PSAP grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget for the Office of Emergency Services, as follows:

INCREASE APPROPRIATIONS:

X2Z36402 25000 PSAP	FY21 PSAP Technical Equipment	\$209,815
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INCREASE REVENUE:

X2Z33895 56000 PSAP	PSAP State Aid	\$209,815
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August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF AGREEMENT WITH
THE DEPARTMENT OF HOMELAND SECURITY TO ACCEPT A TEMPORARY
LOAN OF THE MUTUALINK INTEROPERABLE COMMUNICATIONS RESOURCES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Department of Homeland Security has acquired the hardware, software, and user Mutualink Edge subscription service for Mutualink Interoperability Platforms and would like to temporarily loan such equipment, at no cost, to New York State counties for communications purposes, and

WHEREAS, this Memorandum of Agreement establishes the responsibilities, guidelines and procedures for the deployment and use of the equipment, software and user subscriptions provided to the counties, and

WHEREAS, the Mutualink Equipment will allow counties to communicate on a common platform for emergency management and public safety planning and response purposes,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Agreement with the Department of Homeland Security to accept a temporary loan of the Mutualink Interoperable Communications Resources, upon approval of the County Attorney.

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

MODIFYING THE 2021 EMERGENCY SERVICES BUDGET FOR THE PURPOSE OF PURCHASING AN UPDATED FIT TESTING MACHINE

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Office of Emergency Services currently has four PortaCount Fit Testing Machines which were purchased in 2014, 2016, and 2017 and are now outdated, and

WHEREAS, these machines are used to fit test 48 fire departments and 21 EMS agencies throughout St. Lawrence County,

WHEREAS, there is an increase in need for departments, and

WHEREAS, the purpose of respirator fit testing is to verify that the selected make, model and size of a facepiece adequately accommodate an individual's facial characteristics, and that this provides assurance that the wearer can don the facepiece properly and can achieve the anticipated protection,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Office of Emergency Services as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B Special Contingency Account	\$19,085
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INCREASE APPROPRIATIONS:

X1034102 25000	X Fire Technical Equipment	\$19,085
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August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN NECESSARY APPLICATION DOCUMENTATION WITH THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

By Ms. Curran, Chair, Operations Committee

WHEREAS, Community Development Block Grant (CDBG) funds are available from the New York State Office of Community Renewal (OCR) to provide for housing activities under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and

WHEREAS, applicants for CDBG Funds must be units of local government, specifically including counties, and the County has experience in preparing CDBG applications and administration of the programs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign necessary application documentation with the New York State Office of Community Renewal for Community Development Block Grant Funds, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that upon the grant be awarded, the Board of Legislators will consider a resolution to accept the grant and modify the budget, and

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

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN EARLY VOTING EXPANSION GRANT
AND MODIFYING THE 2021 BUDGET FOR THE BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, funds have become available from the Early Voting Expansion Grant Program for the Board of Elections for the period beginning April 7, 2021 through January 28, 2022, in the amount of \$20,103, and

WHEREAS, the grant has program specific terms and conditions,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an Early Voting Expansion Grant, approval from the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislature authorizes the Treasurer to modify the 2021 Budget for the Board of Elections, as follows:

INCREASE REVENUE:

E1Z30895 56000	E State Aid	\$20,103
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INCREASE APPROPRIATIONS:

E1Z14502 25000	E SA Technical Equipment	\$20,103
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A TECHNOLOGY INNOVATION AND ELECTION RESOURCE (TIER) GRANT AND MODIFYING THE 2021 BUDGET FOR THE BOARD OF ELECTIONS

By Ms. Curran, Chair, Operations Committee

WHEREAS, funds have become available from the New York State Technology Innovation and Election Resource (TIER) Program for the Board of Elections for the period beginning April 7, 2021 through January 27, 2023 in the amount of \$95,379, and

WHEREAS, the Grant has program specific terms and conditions which the Board of Elections will adhere to and abide by,

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

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget as follows:

INCREASE REVENUE:

E1Z30895 56000	E State Aid	\$95,380
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INCREASE APPROPRIATIONS:

E1Z14502 25000	E SA Technical Equipment	\$95,380
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH JUNIPER NETWORKS
AND MERIDIAN IT TO PURCHASE REPLACEMENT NETWORK SWITCHES
AND MANAGEMENT SOFTWARE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the County now uses Juniper switches throughout its network infrastructure with great success, and

WHEREAS, most of the models being used will no longer be able to be serviced after June 30, 2024, so upgrades are necessary, and the pricing has undergone a competitive bidding process overseen by the Purchasing Office, and

WHEREAS, Juniper Networks, in partnership with reseller Meridian IT, has offered extremely favorable pricing to replace all of the outdated models, to be paid over four (4) years with 0% interest, beginning this year, in the amount of \$22,721 each year, to include management software which will greatly improve ability to remediate network problems, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Juniper Networks and Meridian IT to purchase replacement network switches and management software, upon approval of the County Attorney.

August 2, 2021

Operations Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE
NEW YORK STATE DEFENDERS ASSOCIATION FOR
THE PUBLIC DEFENDER CASE MANAGEMENT SYSTEM**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Defenders Association (NYSDA) developed software that permits indigent defense providers to monitor and track data in a uniform and consistent manner across New York State, and

WHEREAS, the County and NYSDA originally entered into an agreement in 2013, wherein licenses, maintenance, and support are provided to St. Lawrence County Indigent Defense Providers for the use of the Public Defender Case Management System (PDCMS), and

WHEREAS, Resolution No. 238-2020 authorized a contract for the licenses, maintenance, and support associated with the use of the PDCMS for the period of August 22, 2020 through August 21, 2021, and

WHEREAS, the St. Lawrence County Indigent Defense Providers and NYSDA would like to extend the contract through August 21, 2022, and

WHEREAS, the \$9,000 cost associated with the licenses, maintenance, and support has been, and should continue to be, funded by State grant money received through annual distribution of the Indigent Legal Services Fund (IA011704 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Defenders Association for the Public Defender Case Management System, upon approval of the County Attorney.

VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

July 13, 2021

1:00 P.M.

Summary: January 5th – July 13th

Requests:	104
Approved:	83
Denied:	0
Request/Hold:	11
Withdrawn:	2

Summary: July 13th

Requests:	12
Approved:	12
Denied:	0
Request/Hold:	0
Withdrawn:	0

Positions reviewed:

Probation:

Request: 1

Request: Fill, Secretary 1
Position No. 005100010, Immediately

Recommendation: Fill, Immediately

Conflict Defender:

Request: 1

Request: Fill, Assistant Conflict Defender
Position No. 02150003, Immediately

Recommendation: Fill, Immediately

Real Property:

Request: 1

Request: Abolish Senior Tax Map Technician, Create and Fill Tax Map Technician/CAD
Specialist, Position No. 106300003, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 7

Request: Create and Fill, Case Supervisor, Grade B – Unit/Children’s Services
Position No. 816100013, Immediately

Recommendation: Fill, 30 Days

Request: Fill, Homemaker – Unit/Children’s Services
Position No. 805000004, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Children’s Services
Position No. 815000047, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Children’s Services
Position No. 815000039, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Adult Protective Services
Position No. 815000056, Immediately

Recommendation: Fill, Immediately

Request: Fill, Secretary 1 – Unit/CPS
Position No. 005100023, Immediately

Request: Fill, Senior Caseworker – Unit/CPS
Position No. 815400002, Immediately

Emergency Services:

Request: 1

Request: Fill, Dispatcher
Position No. 612100013, Immediately

Recommendation: Fill, Immediately

Purchasing:

Request: 1

Request: Abolish Keyboard Specialist, Create and Fill Purchasing Clerk
Position No. 011500001, Immediately

Recommendation: Fill, Immediately

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

- 1.5 Larry Denesha and Margaret Haggard
- 2.2 John Burke and Rita Curran
- 3.2 Rita Curran and Day Fay
- 4.6 Dave Forsythe
- 5.4 Kevin Acres and Suzanne Fiacco
- 6.8 Rick Perkins and Joe Lightfoot
- 7.13 Bill Sheridan and Harry Smithers

St. Lawrence County Vacancy Authorization Form

Probation Department



Type: Fill

Secretary I

Subunit (If Applicable):

Date Submitted: 06/22/2021

Reason Vacated: Retirement

Position Number: 005100010

Date Vacated: 7/30/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 5/7/2007

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,897

Revenue Generating: No 0 %

Benefits: Yes \$23,544

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$40,579

Budget Mod Attached, If Required?

Grade: 20

Net County Cost: \$72,441

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 Account Clerk and Keyboard Specialists to absorb the duties, which would negatively affect the quality and efficiency of the duties already assigned to those positions. With the courts opening back up full time we are seeing a major increase in paperwork coming in and going out of the department. If we are down this position for any period of time paperwork would start to back log.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Conflict Defender's Office



Type: Fill

Assistant Conflict Defender

Subunit (If Applicable):

Date Submitted: 06/24/2021

Reason Vacated: Resignation

Position Number: 02150003

Date Vacated: 07/09/2021

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 10/1/2017

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$73,155

Revenue Generating: No 0 %

Benefits: Yes \$36,365

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$69,206

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$109,521

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 office is budgeted for 5 full time attorneys (including Dept. Head) that handle family and criminal caseloads (1 attorney is primarily for criminal matters funded under the criminal justice initiative). Attorneys appear in 30+ local criminal courts, County Court, Family Court, Support Court, Judicial Diversion Program (Felony Drug Court), Ogdensburg City Court and Drug Treatment Court, and we are scheduled for compliance conferences, settlement conferences, hearings, and trials in addition to regular court dockets; travel hundreds of miles to local court appearances; spend hundreds of hours in court; and frequently have to change daily schedules and cancel client appointments to ensure court coverage at the request of court due to emergency cases (i.e., Article 10 abuse/neglect removals; return on bench warrants in criminal courts; last minute cases being assigned requiring an immediate appearance in court). Courts have reopened and cases are being scheduled for personal appearances throughout the county, including for trials. Family Court and County Court require in person and virtual appearances on particular matters and we need sufficient staffing not just to appear in person for court, but also virtually, and to be able to provide client representation in advance of those appearances. Criminal clients are provided with counsel at first appearances (CAFA) and for Desk Appearance Tickets (DAT) creating an additional burden on our office to be available on our non-scheduled weeks. Additionally, the NYS Office of Indigent Legal Services established case load standards which began in 2018 and must be fully implemented by 2023 under the Hurrell-Harring criminal justice funding, which St. Lawrence County is the recipient of an anticipated \$5.3 million dollars over the five year contract. This attorney position handles a significant family court caseload as well as criminal caseload. If this position is not filled, the remaining attorneys will not be able to adequately and effectively provide client representation and attend court appearances.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Emergency Services



Type: Fill

Dispatcher

Subunit (If Applicable):

Date Submitted: 7/8/21

Reason Vacated: Retirement

Position Number: 612100013

Date Vacated: 8/27/21

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/14/08

Hours Per Week: 40

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$45,328

Revenue Generating: No 0 %

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: \$67,153

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 Deun*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Purchasing



Type: Abolish & Create

Purchasing Clerk

Subunit (If Applicable):

Date Submitted: 06/28/2021

Reason Vacated: New Position

Position Number: 011500001

Date Vacated: 06/09/2021

Position # Abolished: 003100090

Position Will Be: Fulltime

Last Fill Date: 09/03/2019

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$34,928

Revenue Generating: No 0 %

Benefits: Yes \$16,818

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$37,855

Budget Mod Attached, If Required?

Grade: 18

Net County Cost: \$51,746

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 will transfer many of the responsibilities of the abolished Keyboard Specialist such as answering phones; handling mail; organization, billing, and distribution of stockroom supplies; accepting and stamping of bids; responding to inquires by both vendors and the public; and other various clerical duties. In addition, the title of Purchasing Clerk would allow for this position to be more involved in the purchasing process in order to create a backup of certain duties with the Assistant Purchasing Clerk and allow for more efficient operation of the department and succession planning. This position would become responsible for tracking of County contracts and leases to ensure agreements are current and the County is in compliance with noticing and purchasing law/policy requirements. Lastly, the position will carry with it certain auditing responsibilities. If this position were not filled the Department would be down to one fulltime employee and would be unable to operate the stockroom, nor respond to vendors in a timely manner. During bid openings it would be near impossible to manage bid acceptance and vendor communication while conforming to required timeframes and deadlines. The County would be vulnerable to non-compliance with NYS Purchasing Law and the County Purchasing Policy, especially in an unexpected absence of the only other position in the office. Additionally, there would be a missed opportunity to more efficiently manage contract and leases, while ensuring purchasing law and policies are being followed.

The Department has two employees, recently losing a position upon the retirement of the Director of Governmental Services, which will not be filled.

Department Head: *Dylan M. Boyer*

Approved?

Yes No

County Administrator:

Resolution #: