

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

FINANCE COMMITTEE AGENDA
KEVIN ACRES, CHAIR
MONDAY, AUGUST 29, 2022
*****BOARD ROOM AND LIVE VIA YOUTUBE *****
*****5:30 P.M. *****

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 11.9, IN EFFECT UNTIL SEPTEMBER 12, 2022, SUSPENSION OF LAW ALLOWS THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – July 25**
- 3. HIGHWAY – DON CHAMBERS**
 - A. Authorizing the Chair to sign Permanent Easements with National Grid on the Parcel and the Adjoining Property for Construction of Utilities for the County Highway Facility in the Town of Potsdam (Res)
 - B. Authorizing the Chair to Sign a Contract with St. Lawrence Valley Educational Television Council, Inc. for the Purpose of Maintaining an Antenna on the Tower in South Colton (Res)
 - C. Authorizing the Chair to Sign a Contract with J. J. Keller & Associates, Inc. for an Entry-Level Driver Training (ELDT) Trainer Certification Program and Modifying the 2022 Budget for the Department of Highways (Res)
 - D. Project Updates (Discussion)
- 4. SOLID WASTE – DON CHAMBERS**
 - A. Authorizing the Chair to Sign Contracts for the Construction of a Recycling Station Transfer Facility at the Ogdensburg Transfer Station and Modifying the 2022 Budget for Solid Waste (Res)
 - B. Authorizing the Chair to Sign a Contract with Barton and Loguidice, D.P.C. for Bidding, Construction, and Inspection Services for the Ogdensburg Transfer Station Improvement Project and Modifying the 2022 Budget for Solid Waste (Res)
 - C. Authorizing the Chair to Sign a Contract with Barton and Loguidice, D.P.C. for Engineering Services for Part 360 Permit Renewal for the Massena Transfer Station and Modifying the 2022 Budget for Solid Waste (Res)
- 5. SHERIFF – BROOKS BIGWARFE**
 - A. Proclaiming September 18-24, 2022, as Sheriff's Week in St. Lawrence County (Res)
 - B. Modifying the 2022 Budget for the Sheriff's Office for Overtime Expenses (Res)

6. COMMUNITY SERVICES – JAY ULRICH

- A. Modifying the 2022 Budget for the Opioid Treatment Program for Community Services (Res)

7. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Annual Vacancy Analysis (Info)
- B. Board of Legislators
 - 1. Fill three (3) Custodial Workers in Buildings and Grounds; Position Nos. 303000007; 303000009; and 303000015
- C. Real Property
 - 1. Create and Fill a Coordinator of Real Property Tax Services III, Position No. 108400002
- D. County Attorney
 - 1. Fill an Assistant County Attorney, Position No. 021900006

8. AMERICAN RESCUE PLAN ACT (ARPA) FUNDS – RUTH DOYLE

- A. Information and Update (Discussion)
- B. Authorizing the Chair to Sign a Contract Appropriating American Rescue Plan Act (ARPA) Funds for the Purpose of the Removal of Ash Trees with the Soil And Water Conservation District and Modifying the 2022 Budget for the County Administrator's Office (Res)

9. STATE OF THE FOREST DISCUSSION – Raeanne Dulanski, SWCD Manager and Aaron Barrigar, Conservation District Forester

10. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

- A. Modifying the 2022 Budget for the County Administrator’s Office to Complete Additional Work of Hazard Tree Removal Associated with the Ash Tree Removal Project (Res)
- B. Modifying the 2022 Budget for the County Administrator’s Office for Advertising Expenses (Res)
- C. Setting a Date for a Public Hearing on Proposed Local Law C (No. _) for the Year 2022, “Authorizing the Use of Video or Similar Service for Remote Attendance of Meetings of Public Bodies Acting in the Name of St. Lawrence County Pursuant to Chapter 1 of the Laws of 2022 for the State of New York” (Res)
- D. Authorizing the Creation of a Sheriff’s Marked Vehicle Reserve for the Purpose of Ensuring that St. Lawrence County Patrol Vehicles are Replaced on a Schedule that Ensures Public and Officer Safety (Res)

11. COMMITTEE REPORTS

- A. Cornell Cooperative Extension Board (Denesha)
- B. Fish and Wildlife Management Board, Region 6 (Curran)
- C. Fisheries Advisory Board (Terminelli)
- D. Gouverneur Fair Board (Smithers)
- E. Highway/Solid Waste Committee (Smithers)
- F. Industrial Development Agency (Reagen)

- G. Recreational and Trails Advisory Board (Arquiett/Perkins)
- H. St. Lawrence River Valley Redevelopment Agency (RVRDA) (Forsythe)
- I. St. Lawrence County Chamber of Commerce (Haggard)
- J. Soil & Water Conservation District Board of Directors (Acres/Burke)

12. OLD AND NEW BUSINESS

*****Note:** *Please allow a few minutes for the electronic transition to executive session****

13. EXECUTIVE SESSION

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

*****Note:** *Please allow a few minutes for the electronic transition to open session****

14. ADJOURNMENT – If there is no further business.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN PERMANENT EASEMENTS WITH NATIONAL GRID ON THE PARCEL AND THE ADJOINING PROPERTY FOR CONSTRUCTION OF UTILITIES FOR THE COUNTY HIGHWAY FACILITY IN THE TOWN OF POTSDAM

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Department of Highways is constructing an Outpost that contains both sand/salt and motor equipment storage facilities in the Town of Potsdam, and

WHEREAS, a parcel of land in the Town of Potsdam, Tax Map No. 75.002-1-5, is the location of the new Potsdam Outpost, and

WHEREAS, a parcel of land in the Town of Potsdam, Tax Map No. 75.002-1-24, has a permanent easement granted to the County for the purpose of accessing the new Potsdam Outpost, and

WHEREAS, prior to operating, the County must grant a permanent easement to National Grid over Tax Map No. 75.002-1-5 and adjacent parcel, Tax Map No. 75.002-1-24, for the purpose of constructing utility installation to the facility, and

WHEREAS, Resolution No. 184-2021 authorized the Chair of the Board of Legislators to sign all necessary documents for the purchase of property rights for the Potsdam Outpost,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign permanent easements with National Grid on the parcel and the adjoining property for construction of utilities for the County Highway Facility in the Town of Potsdam.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ST. LAWRENCE VALLEY EDUCATIONAL TELEVISION COUNCIL, INC. FOR THE PURPOSE OF MAINTAINING AN ANTENNA ON THE TOWER IN SOUTH COLTON

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Department of Highways presently has an antenna on the WPBS/WNPI Tower located in South Colton off the East Hill Road, and

WHEREAS, Resolution No. 409-2018, authorized an agreement with WPBS/WNPI, licensed as St. Lawrence Valley Educational Television Council, Inc., to maintain an antenna on the tower in South Colton, and this two (2) year agreement (2019 and 2020) had an option for two (2) one-year extensions (2021 and 2022), and

WHEREAS, the new contract term will be from January 1, 2023 through December 31, 2024, with the option of two (2) one-year renewals extending it to December 31, 2026,

WHEREAS, the annual cost is \$18,596 for 2023 and \$19,526 for 2024 (HM351104 42100), and

NOW, THEREFORE, BE IT RESOLVED that the Chair is authorized to sign the Chair to sign a contract with St. Lawrence Valley Educational Television Council, Inc. for the purpose of maintaining an antenna on the tower in South Colton, upon approval of the County Attorney.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH J. J. KELLER & ASSOCIATES, INC. FOR AN ENTRY-LEVEL DRIVER TRAINING (ELDT) TRAINER CERTIFICATION PROGRAM AND MODIFYING THE 2022 BUDGET FOR THE DEPARTMENT OF HIGHWAYS

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Department of Highways utilizes various pieces of motor equipment in its daily operations, and New York State Commercial Driver's Licenses (CDL) Class A & B are required to operate the equipment, and

WHEREAS, the impact of the current labor shortage has made it increasingly difficult to hire and retain licensed individuals, and

WHEREAS, J. J. Keller & Associates, Inc. (J. J. Keller) has submitted a proposed agreement to provide St. Lawrence County with an Entry-Level Driver Training (ELDT) Trainer Certification Program for entry-level driver training for Commercial Driver's License (CDL) A & B,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with J. J. Keller & Associates, Inc. for an Entry-Level Driver Training (ELDT) Trainer Certification Program, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for the Department of Highways, as follows:

INCREASE APPROPRIATIONS:

HM351104 41102	H MR Educational Workshops	\$1,900
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INCREASE REVENUE:

HM026505 55000	H LR Sale of Scrap & Excess	\$1,900
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BE IT FURTHER RESOLVED that the Superintendent of Highways will develop and implement a program to train drivers who work for the St. Lawrence County Department of Highways.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR THE CONSTRUCTION OF
A RECYCLING STATION TRANSFER FACILITY AT THE OGDENSBURG
TRANSFER STATION AND MODIFYING THE 2022 BUDGET FOR SOLID WASTE**

By Mr. Acres, Chair, Finance Committee

WHEREAS, Resolution No. 374-2021 authorized the Chair to sign a contract for professional engineering services for the design of a recycling transfer facility at the Ogdensburg Transfer Station, and

WHEREAS, the Solid Waste Department solicited bids for the construction of a recycling transfer station at the Ogdensburg Transfer Station, and

WHEREAS, the lowest responsible bidders for this project have been determined,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts for the construction of a recycling station transfer facility at the Ogdensburg Transfer Station, upon approval of the County Attorney, and does hereby approve the following contracts to:

General Contractor: Luck Bros, Inc.
Contract Amount: Not to Exceed \$1,551,500

Electrical Contractor: Watson Electric
Contract Amount: Not to Exceed \$95,100

Contract Title: St. Lawrence County Ogdensburg Transfer Station Improvement
Project WT081604 465CO

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Solid Waste, as follows:

DECREASE RETAINED EARNINGS:

05TG0909 50300	Retained Earnings	\$1,646,600
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INCREASE APPROPRIATED FUND BALANCE:

05TG0599 50300	EL Fund Balance, Appropriated	\$1,646,600
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INCREASE APPROPRIATIONS:

WT081604 465CO	W TRS Subcontractors	\$1,646,600
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September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BARTON AND LOGUIDICE, D.P.C. FOR BIDDING, CONSTRUCTION, AND INSPECTION SERVICES FOR THE OGDENSBURG TRANSFER STATION IMPROVEMENT PROJECT AND MODIFYING THE 2022 BUDGET FOR SOLID WASTE

By Mr. Acres, Chair, Finance Committee

WHEREAS, Resolution No. 374-2021 authorized the Chair to sign a contract for professional engineering services for the design of a recycling transfer facility at the Ogdensburg Transfer Station, and

WHEREAS, Barton & Loguidice, D.P.C. (B&L) has prepared a supplemental proposal to provide bidding assistance, construction administration, and general engineering services associated with the construction of the Ogdensburg Transfer Station Improvement Project for a fee not to exceed \$28,850,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Barton and Loguidice, D.P.C. for bidding, construction, and inspection services for the Ogdensburg Transfer Station Improvement Project, upon approval by the County Attorney,

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for Solid Waste, as follows:

DECREASE RETAINED EARNINGS:

05TG0909 50300	Retained Earnings	\$28,850
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INCREASE APPROPRIATED FUND BALANCE:

05TG0599 50300	EL Fund Balance, Appropriated	\$28,850
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INCREASE APPROPRIATIONS:

WT081604 465CO	W TRS Subcontractors	\$28,850
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September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH BARTON AND LOGUIDICE, D.P.C. FOR ENGINEERING SERVICES FOR PART 360 PERMIT RENEWAL FOR THE MASSENA TRANSFER STATION AND MODIFYING THE 2022 BUDGET FOR SOLID WASTE

By Mr. Acres, Chair, Finance Committee

WHEREAS, in accordance with 6 NYCRR 360.16 & 360.19, St. Lawrence County is required to renew the Transfer Station Operational Permit, and

WHEREAS, the current Part 30 DEC Permit for the Massena Transfer Station is set to expire on November 1, 2022, and

WHEREAS, Barton & Loguidice, D.P.C. (B&L) has prepared a proposal to provide engineering services to assist the County in preparing the required application documents for the Part 360 Permit Renewal at the Massena Transfer Station for a fee not to exceed \$6,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Barton and Loguidice, D.P.C. for engineering services for Part 360 Permit renewal for the Massena Transfer Station, upon approval by the County Attorney,

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for Solid Waste, as follows:

DECREASE APPROPRIATIONS:

WA017104 49700	W Admin Contingency Account	\$6,000
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INCREASE APPROPRIATIONS:

WT081604 430ED	W TRS Engineering & Design	\$6,000
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September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

**PROCLAIMING SEPTEMBER 18-24, 2022, AS SHERIFF'S WEEK
IN ST. LAWRENCE COUNTY**

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Office of Sheriff has been an integral part of the criminal justice system in New York State and in St. Lawrence County throughout history, having been established in the State's first Constitution of 1777 and continued in every succeeding Constitution, and having been one of the original Constitutional Offices guaranteed to the People upon the founding of our County, and

WHEREAS, despite changes in its function, status, and powers during its long history, the Office of Sheriff has maintained a continuous existence, preserved its distinguishing heritage, and continued to be an essential component of our criminal justice community, and

WHEREAS, the Office of Sheriff has evolved into a modern, professional, full-service law enforcement agency, manned by fully trained police officers, using state-of-the-art technology, and applying the latest and most advanced theories and practices in the criminal justice field, and

WHEREAS, the Office of Sheriff is unique in the community, and the duties of the office go far beyond the traditional role of "Keeper of the Peace", and extend into many facets of public service, including maintaining the county jail, providing security in our courts, dispatching emergency services, and serving and executing civil process for our courts, and

WHEREAS, as a constitutionally empowered office directly responsible to the People, the ancient Office of Sheriff remains, even today, responsive and accountable to the public it serves, and

WHEREAS, it is fitting to celebrate the historical contributions of the Office of Sheriff and the significant role that the Sheriffs play in our modern criminal justice system,

NOW THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims September 18-24, 2022, as Sheriff's Week in St. Lawrence County.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE
FOR OVERTIME EXPENSES**

By Mr. Acres, Chair, Finance Committee

WHEREAS, the Sheriff's Office has exceeded the overtime budgets for 2022, and

WHEREAS, the Criminal Division experienced a significant uptick in the number of employees in the Academy with eight officers at the beginning of 2022 which leaves each shift in need of overtime to cover the workload, and

WHEREAS, the Correctional Division saw a reduction in available staff to work of almost thirty (30%) percent and there are minimum staffing requirements that obligate the Sheriff to ensure that shifts and posts are covered, and

WHEREAS, annually twenty-five (25%) percent of overtime appropriation requests are placed in the contingency account, and this year there is \$30,750 available for the Criminal Division and \$60,000 available in the Correctional Division to support this request, and

WHEREAS, traditionally the Sheriff reviews all existing accounts for available funds to cover the areas coming in higher than anticipated,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Sheriff's Office for overtime expenses, as follows:

DECREASE APPROPRIATIONS:

S1031101 18600	S CRIM Training	\$18,000
S1031101 19000	S CRIM Temp Part-Time	22,400
S4031501 19511	S JAIL Pre-shift Briefing	37,000
B1019904 49700	B Spec Contingency Account	<u>43,300</u>
		\$120,700

INCREASE APPROPRIATIONS:

S1031101 18000	S CRIM Overtime	\$40,000
S2031101 18000	S CIVIL Overtime	700
S4031501 18000	S JAIL Overtime	<u>80,000</u>
		\$120,700

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

MODIFYING THE 2022 BUDGET FOR THE OPIOID TREATMENT PROGRAM FOR COMMUNITY SERVICES

By Mr. Acres, Chair, Finance Committee

WHEREAS, on November 2, 2021, Resolution No. 335-2021 the Board of Legislators named St. Lawrence County Canton Addictions Services Clinic the sub-award recipient to develop and operate the Opioid Treatment Program for the COSSAP Program and OASAS has issued the OTP clinic PRU 53606, and

WHEREAS, on July 18, 2022, the Opioid Treatment Program began seeing clients and dispensing medication and the first month reached forty-one (41) clients and now requires additional medication and supplies,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Opioid Treatment Program for Community Services, as follows:

INCREASE APPROPRIATIONS:

A1442304 45100	A OTP Medical Supplies & Expenses	\$30,000
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INCREASE REVENUE:

A1416305 55000	A OTP Clinic Revenue	\$30,000
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St. Lawrence County Vacancy Authorization Form

County Administrator



Type: Fill

Custodial Worker

Subunit (If Applicable): Building & Grounds

Date Submitted: 7/26/2022

Reason Vacated: Resignation

Position Number: 303000007

Date Vacated: 6/25/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/18/2017

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$37,616

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$21,095

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

Base Salary: \$35,316

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$58,711

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.

Please consider this request to fill the referenced staffing vacancy. The custodial staff is crucial to ensuring a clean and safe environment for County employees and the visiting public. The Department has been short staffed for the past few months during a transition in leadership. If the position were to remain vacant it would lead to increased overtime expenditures and a continued struggle to maintain buildings cleanliness to an acceptable professional level. Returning the Department to a sufficient staffing level will help to mitigate these concerns.

Department Head: *James Trathen*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

County Administrator



Type: Fill

Custodial Worker

Subunit (If Applicable): Building & Grounds

Date Submitted: 7/26/2022

Reason Vacated: Promotion

Position Number: 303000009

Date Vacated: 4/30/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/27/2009

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$41,696

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$23,383

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

Base Salary: \$35,316

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$65,079

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.

Please consider this request to fill the referenced staffing vacancy. The custodial staff is crucial to ensuring a clean and safe environment for County employees and the visiting public. The Department has been short staffed for the past few months during a transition in leadership. If the position were to remain vacant it would lead to increased overtime expenditures and a continued struggle to maintain buildings cleanliness to an acceptable professional level. Returning the Department to a sufficient staffing level will help to mitigate these concerns.

Department Head: *James Trathen*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

County Administrator



Type: Fill

Custodial Worker

Subunit (If Applicable): Building & Grounds

Date Submitted: 7/26/2022

Reason Vacated: Retirement

Position Number: 303000015

Date Vacated: 3/27/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2/19/2002

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$41,696

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$23,383

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

Base Salary: \$35,316

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$65,079

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.

Please consider this request to fill the referenced staffing vacancy. The custodial staff is crucial to ensuring a clean and safe environment for County employees and the visiting public. The Department has been short staffed for the past few months during a transition in leadership. If the position were to remain vacant it would lead to increased overtime expenditures and a continued struggle to maintain buildings cleanliness to an acceptable professional level. Returning the Department to a sufficient staffing level will help to mitigate these concerns.

Department Head: *James Trathen*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Real Property



Type: Create & Fill

Coordinator of Real Property Tax Services III

Subunit (If Applicable):

Date Submitted: 7/25/2022

Reason Vacated:

Position Number: 108400002

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$29,081

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

Base Salary: \$51,857

Budget Mod Attached, If Required?

Grade: MII

Net County Cost: \$80,938

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 current Coordinator of Real Property Tax Services III has worked for St. Lawrence County for 34 1/2 years and will be retiring in early 2023 and this employee assumed the current role in 2015. The Department is asking for the same position to allow for cross-training of a replacement. There are approximately 65,000 parcels in St. Lawrence County. Duties include processing and printing 32 town and county tax bills as well as the City of Ogdensburg tax bill for each January, 10 village tax bills in June and 24 school district tax bills in September, as well as printing 33 municipal assessment rolls in May, processing monthly sales transmittals to the Office of Real Property Tax Services. Other jobs include calculating town and county tax rates, working with outside agencies to ensure accuracy of information on tax bills. Other duties are to monitor expenditures on the MUNIS system in order to create the yearly budget. Supervises and directs the installation and operation of the Real Property Programs, produces custom reports and supervises clerical staff. This position will be abolished upon the retirement of the current Coordinator of Real Property Tax Services III.

Department Head:

Bruce Green

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

County Attorney



Type: Fill

Assistant County Attorney

Subunit (If Applicable):

Date Submitted: 07-26-2022

Reason Vacated: Resignation

Position Number: 021900006

Date Vacated: 07-25-2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 07-13-2021

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$79,535

Revenue Generating: Yes 0 %

Benefits: Yes (56.08%) \$44,603

Reimbursed by Local, State or Federal Funds: Yes 81 %

Base Salary: \$76,716

Budget Mod Attached, If Required?

Grade: MV

Net County Cost: \$23,586

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 responsible for providing legal support in all Family Court proceedings related to the representation of the Department of Social Services under the auspices of the County Attorney. An Assistant County Attorney may carry out the functions of the DSS legal unit as assigned by the County Attorney and may appear on behalf of the County Attorney in any proceeding in which the County Attorney is obligated to provide representation to a county entity. The failure to fill this position will result in a critical inability to render support and representation to the Department of Social Services in all Family Court proceedings, which include child protective actions and child support actions. This vacancy would seek to fill the vacant Assistant County Attorney position as a Grade V.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT APPROPRIATING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FOR THE PURPOSE OF THE REMOVAL OF ASH TREES WITH THE SOIL AND WATER CONSERVATION DISTRICT AND MODIFYING THE 2022 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE

By Mr. Acres, Chair, Finance Committee

WHEREAS, on May 2, 2022, Resolution No. 181-2022 adopted the recommendations made by the ARPA Committee regarding the uses of the \$20.9M in American Rescue Plan Act (ARPA) Funds provided to St. Lawrence County, and

WHEREAS, recognizing the importance of public safety and preemptively mitigating impacts of the Emerald Ash Borer (EAB) for accessibility along County roads for the citizens of St. Lawrence County, funds were appropriated to provide for removal of ash trees within the highway bounds of County routes as identified by the County Highway Department, and

WHEREAS, of the funds appropriated, \$900,000 has been allocated for the removal of dead and dying ash trees within highway bounds as identified by the Highway Department to the St. Lawrence County Soil & Water Conservation District (SLC SWCD), with confirmation by the Conservation District Forester, and

WHEREAS, the list of towns, priority based, where EAB has been located and how it has spread throughout the County include: Hammond, Morristown, Oswegatchie, Lisbon, Waddington, Louisville, Massena, Rossie, Macomb, DePeyster, Madrid, Norfolk, Brasher, Gouverneur, Dekalb, Canton, Potsdam, Stockholm, Lawrence, Fowler, Hermon, Russell, Pierrepont, Parishville, Hopkinton, Pitcairn, Edwards, Fine, Clare, Colton, Clifton, and Piercefield, and

WHEREAS, recognizing that homeowners utilize wood as a heat source, ash trees of a minimum Diameter at Breast Height (DBH) of 10" and determined to be of firewood quality by the Conservation District Forester, or hired contractors, may be left for landowners use provided they complete a Memorandum of Understanding (MOU) with SLC SWCD, and

WHEREAS, a planting of native trees will be included with the budget for this project to offset the loss of ash trees cut, and will be facilitated by the SLC SWCD which will include site preparation and plug plantings on County Forestland parcels, and

WHEREAS, the plantings will be mutually beneficial to replacing removed trees and improving forest stand health of County parcels in need of improvements, and

WHEREAS, the SLC SWCD Board of Directors is supportive of the removal recommendations for trees impacted by the EAB and mitigated plantings for St. Lawrence County, and

September 12, 2022

WHEREAS, additionally the SLC SWCD Board of Directors is supportive of the removal of hazard trees that are also located in the Highway Bounds of County Routes and recommended that they be included in this project and that will be presented in a separate resolution,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract appropriating American Rescue Plan Act (ARPA) Funds for the purpose of the removal of ash trees with the Soil and Water Conservation District, and

BE IT FURTHER RESOLVED that removal of ash trees damaged by the EAB and within the County highway bounds has the potential to be County-wide benefit and the goal of the ARPA Committee was to broadly apply funds for an overall County benefit, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for the County Administrator's Office, as follows:

INCREASE REVENUE:

BF940895 57000 ARP6	B ARP 6.1 Revenue Ash Tree	\$900,000
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INCREASE APPROPRIATIONS:

BF987304 46500 ARP6	B ARP 6.1 Forestry Ash Tree	\$900,000
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BE IT FURTHER RESOLVED that any funds not spent in 2022 be rolled over until fully expended, in accordance with the U.S. Treasury Final Rule.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

MODIFYING THE 2022 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE TO COMPLETE ADDITIONAL WORK OF HAZARD TREE REMOVAL ASSOCIATED WITH THE ASH TREE REMOVAL PROJECT

By Mr. Acres, Chair, Finance Committee

WHEREAS, a recommendation has been made that Ash Trees impacted by the Emerald Ash Borer (EAB) identified by the Conservation District Forester in County Highway Bounds be removed as a public safety project to protect the traveling public in St. Lawrence County, and

WHEREAS, counties around New York State impacted by the EAB have been pursuing the removal of impacted Ash Trees through a variety of strategies and at different paces for several years, and

WHEREAS, the County will be contracting for the Ash Tree Removal Project with the Soil & Water Conservation District and they will facilitate the work associated with the removal of Ash Trees in County Highway Bounds as identified by the Conservation District Forester, and

WHEREAS, in consideration and review of the Project, the Board of Directors for the Soil & Water Conservation District (SWCD) also recommended that hazard trees in the same areas as marked by the Conservation District Forester be removed as a part of the Project, and

WHEREAS, the responsibility of the County to provide county roadways free of hazard trees will continue beyond the availability of the recommended Ash Tree Project and both will require appropriations on an annual basis,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the County Administrator's Budget for the purpose of removing hazard trees during the Ash Tree Removal Project;

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$200,000
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INCREASE APPROPRIATIONS:

BF087304 46500	B Forestry Other Payments	\$200,000
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BE IT FURTHER RESOLVED that a report to the Board of Legislators will be provided following the completion of hazard tree and Ash Tree removals, and

BE IT FURTHER RESOLVED that funds not utilized in 2022 be rolled over to future budgets until fully expended.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE
FOR ADVERTISING EXPENSES**

By Mr. Acres, Chair, Finance Committee

WHEREAS, traditionally newspapers have been designated on a rotational, annual basis by the Board of Legislators, and

WHEREAS, Resolution No. 65-2022 designated newspapers for various publication purposes for the year 2022 and transitioned from the rotational designation previously employed in favor of broadening advertising in an effort to reach all County citizens and businesses, and

WHEREAS, Resolution No. 138-2022 authorized the Treasurer to modify the 2022 Budget for advertising expenses in the County Administrator's Office in the Purchasing Office for an additional \$4,500, and

WHEREAS, the Purchasing Office is required to advertise legal notices for certain County solicitations of bids and requests for proposals and total solicitations have nearly doubled when compared to the prior two years,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for advertising expenses in the County Administrator's Office, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$7,000
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INCREASE APPROPRIATIONS:

BR013454 43005	PURCH Advertising Fees	\$7,000
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September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

SETTING A DATE FOR A PUBLIC HEARING ON PROPOSED LOCAL LAW C (NO. __) FOR THE YEAR 2022, "AUTHORIZING THE USE OF VIDEO OR SIMILAR SERVICE FOR REMOTE ATTENDANCE OF MEETINGS OF PUBLIC BODIES ACTING IN THE NAME OF ST. LAWRENCE COUNTY PURSUANT TO CHAPTER 1 OF THE LAWS OF 2022 FOR THE STATE OF NEW YORK"

By Mr. Acres, Chair, Finance Committee

WHEREAS, in New York State the conduct of meetings of public bodies and governmental entities is governed by the Open Meetings Law, and

WHEREAS, when the Open Meetings Law was passed in 1976, the declared legislative intent stated that it is essential that public business be performed in an open and public manner and that the citizens be fully aware of and able to observe the performance of public officials with citizens having the right to attend and listen to the deliberations and decisions that go into the making of public policy, and

WHEREAS, on January 14, 2022, Governor Kathy Hochul signed into Law Chapter 1 of the Laws of 2022 amending Chapter 417 of the Laws of 2021 to authorize any public body (as that term is defined by § 102(2) of the OML) "to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed," and

WHEREAS, as a threshold matter, the new law does not change or curtail what has always been required of public bodies complying with the Open Meetings Law; however, this law expands the ability of public bodies to meet using remote access technology, and

WHEREAS, the new Law requires that "public body may, in its discretion, use videoconferencing to conduct its meetings pursuant to the requirements of this article . . . where . . . the governing board of a county, city, town or village has adopted a local law, or a public body has adopted a resolution, or the senate and assembly have adopted a joint resolution, following a public hearing, authorizing the use of videoconferencing."

NOW, THEREFORE, BE IT RESOLVED that a public hearing on proposed Local Law C (No. __) for the Year 2022 will be held on Monday, October 3, 2022, at 5:45 p.m. in the Legislative Chambers.

September 12, 2022

**PROPOSED LOCAL LAW C (NO. ___) FOR THE YEAR 2022,
“AUTHORIZING THE USE OF VIDEO OR SIMILAR SERVICE FOR REMOTE
ATTENDANCE OF MEETINGS OF PUBLIC BODIES ACTING
IN THE NAME OF ST. LAWRENCE COUNTY PURSUANT TO CHAPTER 1
OF THE LAWS OF 2022 FOR THE STATE OF NEW YORK”**

BE IT ENACTED by the Board of Legislators of the County of St. Lawrence as follows:

Section 1. PURPOSE AND SCOPE

A. The people’s right to witness and observe the governmental decision-making process in action is basic to our society. Access to public portions of meetings of public bodies must be protected and maintained.

B. We adopt these guidelines in order to provide direction concerning the procedures by which public meetings of this public body may be photographed, recorded and broadcast.

Section 2. RECORDING AND BROADCASTING PUBLIC PORTIONS OF MEETINGS

A. The public portion of any meeting of a public body may be photographed, recorded and broadcast.

B. A public body may adopt reasonable rules governing the location of equipment and personnel used to photograph, record or broadcast the public portion of a meeting in order to ensure that the use of such equipment does not detract from or interfere with the deliberative process.

C. There is no privacy interest in statements made during public portions of meetings of public bodies. Distaste or embarrassment shall not constitute a basis for prohibiting or limiting the photographing, recording or broadcasting of those present at a meeting.

Section 3. RULES FOR RECORDING AND BROADCASTING PUBLIC PORTIONS OF MEETINGS

A. Operation of equipment to photograph, record or broadcast a meeting is permitted unless it is obtrusive, disruptive, or interferes with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.

B. Use of equipment necessary to photograph, record or broadcast is permitted without notice to or express permission from the public body or those in attendance at the meeting.

C. Use of equipment necessary to photograph, record or broadcast is permitted in a supervised or unsupervised manner.

D. Use of special lighting or large equipment necessary to photograph, record or broadcast a meeting is permitted unless it is obtrusive or disruptive.

E. Personnel who operate equipment necessary to photograph, record and/or broadcast a meeting shall be permitted to move about the room, as long as such movement does not disrupt or interfere with the deliberative process.

September 12, 2022

F. Use of equipment necessary to photograph, record and/or broadcast a meeting shall not be limited to a location from which such equipment is not reasonably capable of photographing, recording and/or broadcasting.

G. Persons operating equipment necessary to photograph, record and/or broadcast shall be given a reasonable opportunity to modify their actions in order to avoid interference with the deliberative process.

Section 4. PUBLIC NOTICE

These rules governing the operation of equipment necessary to photograph, record or broadcast a meeting shall be posted in a designated location. Written copies of such rules shall be provided upon request, free of charge, to those in attendance at or who seek to attend a meeting.

Section 5. SEVERABILITY

If any provision of these guidelines or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

Section 6. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State.

September 12, 2022

Finance Committee: 8-29-2022

RESOLUTION NO. _____

**AUTHORIZING THE CREATION OF A SHERIFF'S MARKED VEHICLE RESERVE
FOR THE PURPOSE OF ENSURING THAT ST. LAWRENCE COUNTY
PATROL VEHICLES ARE REPLACED ON A SCHEDULE THAT
ENSURES PUBLIC AND OFFICER SAFETY**

By Mr. Acres, Chair, Finance Committee

WHEREAS, in 2018 the County began to change its fiscal approach with goals of improving the fiscal health and stabilizing the finances, this included a number of strategies one of which was creating reserves and a commitment by the County Administrator to fund them annually with approval of the Board of Legislators, and

WHEREAS, this strategy provided for the initial creation of two reserves (Capital Reserve and Employee Benefit Accrued Liability) in 2018 and more recently (2019) a Self-Insurance and (2022) a Blighted Properties reserve, and

WHEREAS, each reserve that the Board of Legislators has created with a specific purpose and function in mind has been funded on an annual basis to ensure continued fiscal stability for the County, and

WHEREAS, at this time, a reserve is recommended for the replacement of Sheriff's marked patrol vehicles titled Sheriff Marked Vehicle Reserve (01TG0899 50300 SHV) to ensure that a schedule is created and followed for both public and officer safety, and

WHEREAS, since 2008, the County transitioned to a model of leasing fleet vehicles for staff to utilize, however the leasing of marked patrol vehicles was unsuccessful due to the impact of daily activities on the residual value of patrol vehicles, and

WHEREAS, it is also recommended that the auction proceeds from Sheriff's vehicles would be directed into the reserve annually as well,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the creation of a Sheriff's Marked Vehicle Reserve for the purpose of ensuring that St. Lawrence County marked patrol vehicles are replaced on a schedule that ensures public and officer safety, and

BE IT FURTHER RESOLVED that the initial investment in this reserve will be \$200,000 and will be funded through the results of 2022.