

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, AUGUST 8, 2022
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 11.8, IN EFFECT UNTIL AUGUST 13, 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 18, 2022**
- 3. SHERIFF – BROOKS BIGWARFE**
 - A. Accepting a Howard G. Buffett Foundation Grant for a New York State Labor Trafficking Program and modifying the 2022 Budget for the Sheriff's Office (Res)
- 4. 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)
- 5. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
 - B. Planning
 1. Fill a Planner II, Position No. 400600003
 - C. Sheriff
 1. Fill a Correctional Officer, Position No. 603000022
- 6. COUNTY ADMINISTRATOR'S REPORT**
 - A. Authorizing the Chair to Sign Contracts with Municipalities to Provide Dispatching Services, known as Secondary Public Safety Access Services (S-PSAP) for Emergency Services Agencies in St. Lawrence County (Res)
- 7. COMMITTEE REPORTS**
 - A. Agriculture & Farmland Protection Board (Denesha)
 - B. Alternative to Incarceration Board (Burke)
 - C. Board of Trustees for Supreme Court Library (Fiacco)
 - D. Emergency Medical Services Advisory Board (Curran)
 - E. Environmental Management Council (Terminelli)
 - F. Fire Advisory Board (Denesha)

- G. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)

8. OLD/NEW BUSINESS

9. EXECUTIVE SESSION

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

10. ADJOURNMENT – If there is no further business.

September 12, 2022

Operations Committee: 8-8-2022

RESOLUTION NO. _____

**ACCEPTING A HOWARD G. BUFFETT FOUNDATION GRANT FOR
A NEW YORK STATE LABOR TRAFFICKING PROGRAM AND
MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office has been awarded a Howard G. Buffett Foundation Grant that will cover costs associated with joining a Labor Trafficking Taskforce that serves New York State, excluding New York City, and

WHEREAS, the taskforce will include local law enforcement, victim serving agencies, legal services, and outreach entities, and

WHEREAS, these grant funds will be administered by the Erie County Sheriff's Office with sub-award to local law enforcement and not-for-profit agencies to cover criminal investigations, prosecutions, outreach, legal advocacy, case management, emergency assistance, training coordination, and data analysis, and

WHEREAS, the purpose of this grant is to build upon the previous successes of the Western District of New York (WDNY), who are focused solely on labor trafficking, and

WHEREAS, this task force will consist of care member agencies such as the Erie County Sheriff's Office, St. Lawrence County Sheriff's Office, Erie County District Attorney's Office, International Institute of Buffalo (IIB), Western NY Coalition of Migrant Serving Agencies (the Coalition) and Renewal House, and

WHEREAS, the goals of this grant are to conduct victim centered proactive labor trafficking investigations and prosecutions; to provide comprehensive case management and immigration legal services to identify victims; to conduct outreach services to vulnerable communities and to develop promising practices for identifying, responding to and servicing survivors of labor trafficking, and

WHEREAS, the grant is for a three (3) year period in the amount of \$1,000,720 to be used to cover salary, benefits, and any other necessary equipment and contractual expenses,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes accepting a Howard G. Buffett Foundation Grant for a New York State Labor Trafficking Program, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for the Sheriff's Office, as follows, and rollover remaining funds to future budgets until the grant is expended:

September 12, 2022

INCREASE APPROPRIATIONS:

| | | |
|----------------------|--------------------------------------|--------------------|
| S1Z31101 11000 HGBFS | CRIM HGBF Supervisory/Administration | \$208,697 |
| S1Z31101 18000 HGBF | S CRIM HGBF Overtime | 219,142 |
| S1Z31101 18600 HGBF | S CRIM HGBF Training | 4,817 |
| S1Z31102 23000 HGBF | S CRIM HGBF Automotive Equipment | 77,292 |
| S1Z31102 25000 HGBF | S CRIM HGBF Technical Equipment | 119,013 |
| S1Z31104 42300 HGBF | S CRIM HGBF Other Communications | 3,024 |
| S1Z31104 42800 HGBF | S CRIM HGBF Other Supplies | 7,601 |
| S1Z31104 43007 HGBF | S CRIM HGBF Other Fees | 75,000 |
| S1Z31104 44001 HGBF | S CRIM HGBF Automobile Expenses | 15,000 |
| S1Z31104 44100 HGBF | S CRIM HGBF I/D Fuel Charges | 16,500 |
| S1Z31104 44500 HGBF | S CRIM HGBF Other Travel | 12,000 |
| S1Z31104 81000 HGBF | S CRIM HGBF Retirement | 54,515 |
| S1Z31108 83000 HGBF | S CRIM HGBF Social Security | 29,767 |
| S1Z31108 84000 HGBFS | CRIM HGBF Workmens Compensation | 10,903 |
| S1Z31108 84500 HGBF | S CRIM HGBF Life Insurance | 779 |
| S1Z31108 86000 HGBF | S CRIM HGBF Health Insurance | 140,094 |
| S1Z31108 86500 HGBF | S CRIM HGBF Dental Insurance | 4,846 |
| S1Z31108 89000 HGBF | S CRIM HGBF Vision Insurance | 1,730 |
| | | <u>\$1,000,720</u> |

INCREASE REVENUE:

| | | |
|---------------------|----------------------|-------------|
| S1033895 56000 HGBF | S State Revenue HGBF | \$1,000,720 |
|---------------------|----------------------|-------------|

September 12, 2022

Operations Committee: 8-8-2022

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 called Public Defender Case Management System (PDCMS), and

WHEREAS, Resolution No. 94-2013, authorized the first contract with NYSDA wherein licenses, maintenance, and support are provided to St. Lawrence County Indigent Defense Providers for the use of the PDCMS, and

WHEREAS, Resolution No. 205-2021 authorized a contract for the licenses, maintenance, and support associated with the use of the PDCMS for the period of August 22, 2021 through August 21, 2022, and

WHEREAS, the St. Lawrence County Indigent Defense Providers and NYSDA would like to extend the contract through August 21, 2023, 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 COMMITTEE SUMMARY

Board Room and Via Zoom

Legislators Attending: Suzanne Fiacco and Dan Fay

Committee Members: Ruth Doyle, Dylan Soper, Jonnie Dorothy

August 2, 2022

2:00 P.M.

Summary: January 4th – July 12th

Requests: 106

Approved: 102

Denied: 0

Request/Hold: 4

Withdrawn: 0

Summary: August 2nd

Requests: 12

Approved: 12

Denied: 0

Request/Hold: 0

Withdrawn: 0

Public Health:

Request: 1

Request: Abolish Account Clerk Typist, Create and Fill Senior Account Clerk
Position No. 100200043, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 2

Request: Fill, Homemaker
Position No. 805000002, Immediately

Request: Abolish Caseworker and Create and Fill, Homemaker
Position No. 805000006, Immediately

Recommendation: Fill, Immediately

Planning:

Request: 1

Request: Fill, Planner II
Position No. 400600003, Immediately

Recommendation: Fill, Immediately

Sheriff's Office:

Request: 1

Request: Fill, Correctional Officer
Position No. 603000022, Immediately

Recommendation: Fill, Immediately

Emergency Services:

Request: 2

Request: Create and Fill, Dispatcher
Position No. 612100026, Contingent upon assumption of additional services

Request: Create and Fill, Dispatcher
Position No. 612100027, Contingent upon assumption of additional services

Recommendation: Fill, Contingent upon need to provide additional services

Real Property:

Request: 1

Request: Create and Fill, Coordinator of Real Property Tax Services III
Position No. 108400002, Immediately

Recommendation: Fill, Immediately (*Note: Pending retirement position currently held will be abolished upon permanent fill.*)

County Attorney:

Request: 1

Request: Fill, Assistant County Attorney
Position No. 021900006, Immediately

Recommendation: Fill, Immediately

County Administrator's Office:

Request: 3

Request: Fill, Custodian
Position No. 303000007, Immediately

Request: Fill, Custodian
Position No. 303000009, Immediately

Request: Fill, Custodian
Position No. 303000015, Immediately

Recommendation: Fill, Immediately

Committee Members:

- 1.4 John Burke and Margaret Haggard
- 2.8 Larry Denesha and Dan Fay
- 3.8 Joe Lightfoot and Rita Curran
- 4.5 Kevin Acres and Tony Arquiatt
- 5.3 Rick Perkins and Bill Sheridan
- 6.7 Harry Smithers and Dave Forsythe
- 7.12 Margaret Haggard and Nicole Terminelli

St. Lawrence County Vacancy Authorization Form

Planning



Type: Fill

Planner II

Subunit (If Applicable):

Date Submitted: July 26, 2022

Reason Vacated: Resignation

Position Number: 400600003

Date Vacated: August 31 2022

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: March 24, 2020

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$56,436

Revenue Generating: No 0 %

Benefits: Yes \$28,715

Reimbursed by State
or Federal Funds: No 0 %

Base Salary: \$54,249

Budget Mod Attached, If Required?

Grade: 27

Net County Cost: \$85,151

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 becoming vacant due to a resignation. The position is currently responsible for staffing the County Planning Board and co-staffing the Environmental Management Council as well as carrying out planning assistance for local municipalities and GIS spatial analysis. All Staff were operating at full capacity before the vacancy so an additional workload burden will occur. Should this position not be filled, the ability of the existing Planning Staff to manage current grants and projects would be seriously impeded and any additional future work would need to be curtailed.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Correctional Officer

Subunit (If Applicable): Corrections

Date Submitted: 07/25/2022

Reason Vacated: Retirement

Position Number: 603000022

Date Vacated: 07/30/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 03/08/2000

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$61,839

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$34,679

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

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade: CORR

Net County Cost: \$96,518

Detailed Justification

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

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

Department Head: *Brooks J. Byrnes*

Approved?
Yes No

County Administrator:

Resolution #:

September 12, 2022

Operations Committee: 8-8-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH MUNICIPALITIES TO PROVIDE DISPATCHING SERVICES, KNOWN AS SECONDARY PUBLIC SAFETY ACCESS SERVICES (S-PSAP) FOR EMERGENCY SERVICES AGENCIES IN ST. LAWRENCE COUNTY

By Ms. Curran, Chair, Operations Committee

WHEREAS, in 1990, the St. Lawrence County Board of Legislators created an ad hoc committee to investigate the need and feasibility of having an emergency telephone system, and

WHEREAS, following a six month review, the St. Lawrence County Board of Legislators adopted Resolution No. 215-1990, recommending an enhanced 911 Emergency Telephone System for the operation of public safety answering points which included “that there be one central Public Safety Answering Point (PSAP) with six one-button transfer stations (Villages of Canton, Gouverneur, Massena and Potsdam, City of Ogdensburg and State Police),” and

WHEREAS, since 1999, the State of New York has carried out the directives of the Wireless Communications and Public Safety Act of 1999 through the designation of county governments as the responsible 911 call operators, and

WHEREAS, in order to fulfill the responsibilities of that designation as well as follow through on the recommendations of the ad hoc legislative committee of 1990, St. Lawrence County created the Office of Emergency Services which oversees the operations of the 911 Center for St. Lawrence County to act as the primary public safety access point (PSAP), and

WHEREAS, since the 911 Center opened in St. Lawrence County, calls are answered from every part of the County and are subsequently dispatched to secondary public safety answering points (S-PSAP) or local dispatch, and

WHEREAS, there are fourteen (14) agencies who provide law enforcement in the County, several of whom operate S-PSAPs, including the original five (5) municipalities identified in Resolution No. 215-1990, and

WHEREAS, for many years, the County has provided both PSAP Services and S-PSAP Intermittent Dispatch Services to three (3) law enforcement agencies: the Village of Canton, the Village of Norwood, and the Town of Norfolk, and

WHEREAS, varying degrees of call volume and demand associated with the provision of S-PSAP Dispatch Services mandate that expectations are clear and that appropriate policies are established in order to avoid disrupting services provided to all other municipalities within the County, and in order to establish the various liabilities shouldered by the municipal entities, and

September 12, 2022

WHEREAS, in 2018, following the issuance of a New York State Restructuring Board Report, the Village of Potsdam considered a transfer of the responsibility for S-PSAP Dispatching Services for law enforcement to St. Lawrence County in an effort to help stabilize the fiscal health of the Village, and

WHEREAS, following a review by the Village of Potsdam, a determination was made not to move forward, at that time, with a pilot or with a request for the transfer of responsibility, and

WHEREAS, in 2019, the City of Ogdensburg received similar advice from a report issued by the New York State Restructuring Board with a goal of improving their fiscal health and the City has expressed an interest in transferring this responsibility to the County, and

WHEREAS, with that goal in mind, a pilot was completed in July 2021 analyzing a singular shift detail with call volume by the County of the S-PSAP operations of the City of Ogdensburg, and

WHEREAS, the Public Safety Complex is being prepared for renovations that include a new updated 911 Center which is meant to provide sufficient capacity to add municipalities as the interest for transferring responsibilities for dispatch services is addressed while remaining true to the original recommendations of the 1990 ad hoc legislative committee,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with municipalities to provide dispatching services, known as Secondary Public Safety Answering Services (S-PSAP), for emergency services agencies in St. Lawrence County, and

BE IT FURTHER RESOLVED that existing services with the Village of Canton, the Village of Norwood, and the Town of Norfolk be codified in agreements that provide clear expectations of each agency, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that any requests for new agreements be evaluated by the St. Lawrence County Office of Emergency Services with said review to include an evaluation of existing technological capacity in order to determine if the needs of the citizens, their communities, and the County can be sufficiently met while maintaining both officer and public safety.