

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

**DAVID FORSYTHE**  
Chair, Board of Legislators

**OPERATIONS COMMITTEE AGENDA**

**MS. RITA CURRAN, CHAIR**

**MONDAY, SEPTEMBER 18, 2023**

**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***

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

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – August 14
- 3. PROBATION – TIM LEPAGE**
  - A. Declaring October Domestic Violence Awareness Month in St. Lawrence County (Res)
- 4. EMERGENCY SERVICES – MATT DENNER**
  - A. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security for an FY23 Emergency Management Performance Grant (Res)
  - B. 2024 Solar Eclipse Coordination Plan (Discussion)
- 5. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS**
  - A. Modifying the 2023 Board of Elections Budget for the Technology Innovation and Election Resource (TIER) Grant (Res)
- 6. INFORMATION TECHNOLOGY – RICK JOHNSON**
  - A. Proclaiming October 2023 as Cybersecurity Awareness Month in St. Lawrence County (Res)
- 7. SHERIFF – BROOKS BIGWARFE**
  - A. Modifying the 2023 Budget for the Sheriff's Office for Automotive Expenses and Fuel Charges (Res)
  - B. Modifying the 2023 Budget for the Sheriff's Office for Revenue Received from New York State for State Readies Inmates (Res)
  - C. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security to Accept FY23 State Homeland Security Preparedness Grant and Modifying the 2023 Budgets for the Sheriff's Office and Office of Emergency Services (Res)
  - D. Modifying the 2023 Budget for the Sheriff's Office for a 2022 State Criminal Alien Assistance Program Funding from the Bureau of Justice Department (Res)

E. Modifying the 2023 Budget for the Sheriff's Office for Overtime Expenses in the Criminal Division (Res)

**8. COUNTY CLERK – SANDY SANTAMOOR**

A. Modifying the 2023 Budget for the County Clerk's Office for Overtime Costs at the Department of Motor Vehicles (Res)

**9. PUBLIC DEFENDER – JAMES MCGAHAN**

A. Authorizing the Chair to Sign a Contract with the New York State Defenders Association for the Public Defender Case Management System (Res)

**10. LEGISLATOR CURRAN**

A. Proclaiming October 15, 2023, as Global Handwashing Day in St. Lawrence County (Res)

**11. VACANCY REVIEW COMMITTEE – RUTH DOYLE**

A. Sheriff

1. Fill an Account Clerk, Position No. 100100046, in Civil Division

**12. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE**

**13. COMMITTEE REPORTS**

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Haggard)
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Jury Board (Sheridan)
- H. Planning Board (Fay)

**14. OLD/NEW BUSINESS**

**15. EXECUTIVE SESSION**

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

**16. ADJOURNMENT – If there is no further business.**

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**DECLARING OCTOBER DOMESTIC VIOLENCE AWARENESS MONTH  
IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, October has been designated as Domestic Violence Awareness Month, and

**WHEREAS**, the St. Lawrence County Domestic Violence Task Force has been working to bring about changes in community norms which support the development of healthy relationships and families in our communities, and

**WHEREAS**, the Task Force is working to create a continuum of services which range from prevention, crisis intervention and counseling through shelter, advocacy, and legal intervention, and

**WHEREAS**, as the lead agency of the task force, Renewal House has planned activities throughout the County to highlight Domestic Violence Awareness Month with the theme for this year being #Every1KnowsSome1, and

**WHEREAS**, domestic violence is more than physical violence, and we should all strive to show support to survivors, help to prevent domestic violence in the future, understand what it is, who it impacts, and why everyone should care,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators declares October Domestic Violence Awareness Month, and

**BE IT FURTHER RESOLVED** that the Board of Legislators encourages all citizens of the County to support the development of healthy non-violent relationships.

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE  
OFFICE OF HOMELAND SECURITY FOR AN FY23 EMERGENCY MANAGEMENT  
PERFORMANCE GRANT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, funding for the FY2023 Emergency Management Performance Grant (EMPG) is provided by the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA) and is administered by the NYS Division of Homeland Security, and

**WHEREAS**, a grant in the amount of \$43,197 has been awarded to the Office of Emergency Services (X2043055 57000) with a contract period of October 1, 2022 through September 30, 2025, and

**WHEREAS**, this FY23 EMPG Grant will be utilized to offset salaries for administrative staff within the Office of Emergency Services,

**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 FY23 Emergency Management Performance Grant, upon approval of the County Attorney.

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BOARD OF ELECTIONS BUDGET FOR THE TECHNOLOGY INNOVATION AND ELECTION RESOURCE (TIER) GRANT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Board of Legislators adopted Resolution No. 203-2021 authorizing the Chair to sign grant applications for New York State Technology Innovation and Election Resource (TIER) Grant Program, and also allowed for the rollover of these funds, and

**WHEREAS**, Resolution No. 36-2023 authorized the replacement of absentee counting hardware, software, and equipment with Clear Ballot Group, Inc., and

**WHEREAS**, Resolution No. 227-2023 authorized the Chair to sign contracts accepting the 2023 TIER Funds,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislature authorizes the Treasurer to modify the 2023 Board of Elections Budget for the Technology Innovation and Election Resource (TIER) Grant, as follows:

**DECREASE APPROPRIATIONS:**

E1Z14502 25000	E SA Technical Equipment	\$62,000
----------------	--------------------------	----------

**INCREASE APPROPRIATIONS:**

E1Z14504 42004	E Computer Software	\$38,000
E1Z14504 43007	E Other Fees and Services	<u>24,000</u>
		\$62,000

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

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**PROCLAIMING OCTOBER 2023 AS CYBERSECURITY AWARENESS MONTH  
IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Cybersecurity Awareness Month was launched by the National Cyber Security Alliance & the U.S. Department of Homeland Security in October 2004, and

**WHEREAS**, the Cybersecurity and Infrastructure Security Agency (CISA) co-leads Cybersecurity Awareness Month, and

**WHEREAS**, the theme for 2023 is “It’s Easy to Stay Safe Online”, to address the frustration and confusion many users feel regarding staying secure, and

**WHEREAS**, Cybersecurity Awareness Month continues to raise awareness about the importance of cybersecurity across our nation, ensuring that all Americans have the resources they need to be safer and more secure online,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims October 2023 as Cybersecurity Awareness Month in St. Lawrence County.

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SHERIFF'S OFFICE FOR  
AUTOMOTIVE EXPENSES AND FUEL CHARGES**

By Ms. Curran, Chair, Finance Committee

**WHEREAS**, the Criminal Division of the Sheriff's Office has exceeded the budget in certain accounts for 2023, and

**WHEREAS**, there are remaining funds in other Sheriff accounts to cover the overages,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Sheriff's Office for automotive expenses and fuel charges, as follows:

**DECREASE APPROPRIATIONS:**

S4031501 11000	S JAIL Direct Service Workers	\$105,000
----------------	-------------------------------	-----------

**INCREASE APPROPRIATIONS:**

S1031104 44000	S CRIM I/D Automotive Expenses	\$55,000
S1031104 44100	S CRIMINAL I/D Fuel Charges	<u>50,000</u>
		\$105,000

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SHERIFF'S OFFICE FOR  
REVENUE RECEIVED FROM NEW YORK STATE FOR STATE READIES INMATES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Sheriff's Office has been notified that they will receive unexpected revenue from New York State regarding State Readies Inmates that was not budgeted in the 2023 Sheriff's Office Budget, and

**WHEREAS**, these funds will be used to purchase additional technical equipment to provide transparency, liability, and safety enhancements in the Sheriff's Office Correctional Facility,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for revenue received from New York State for State Readies Inmates, as follows:

**INCREASE REVENUE:**

S4022645 550SR	S LR Jail State Readies	\$7,900
----------------	-------------------------	---------

**INCREASE APPROPRIATIONS:**

S4031502 25000	S JAIL Technical Equipment	\$813
S4031504 42004	S JAIL Computer Software	<u>7,087</u>
		\$7,900



October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE OFFICE OF HOMELAND SECURITY TO ACCEPT FY23 STATE HOMELAND SECURITY PREPAREDNESS GRANT AND MODIFYING THE 2023 BUDGETS FOR THE SHERIFF'S OFFICE AND OFFICE OF EMERGENCY SERVICES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the New York State Office of Homeland Security and Emergency Services has awarded funding of \$157,910 to support regional preparedness efforts with a contract period of September 1, 2023 through August 31, 2026, and

**WHEREAS**, this funding will be split between Office of Emergency Services (\$102,642) and the Sheriff's Office (\$55,268) in order to 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 FY23 State Homeland Security Preparedness Grant, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2023 Budget for the Sheriff's Office and Office of Emergency Services, as follows:

**INCREASE APPROPRIATIONS:**

S1Z31102 25000 23HS	S CRIM Technical Equipment	\$5,000
S1Z31104 42018 23HS	S CRIM Radio Equipment	18,268
S1Z31104 42300 23HS	S 23HS Other Communications Services	32,000
X2Z36404 43007 23HS	X 23HS Other Fees and Services	35,017
X2Z36404 42004 23HS	X 23HS Computer Software	<u>67,625</u>
		\$157,910

**INCREASE REVENUE:**

X2Z43895 57000 HS	X FA Homeland Security	\$102,642
S1Z43895 57000 HS	S FA HS Federal Aid	<u>55,268</u>
		\$157,910

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

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SHERIFF'S OFFICE FOR A  
2022 STATE CRIMINAL ALIEN ASSISTANCE PROGRAM FUNDING FROM THE  
BUREAU OF JUSTICE DEPARTMENT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Sheriff's Office has been awarded program funding in the amount of \$10,542 through the Bureau of Justice Assistance Department, and

**WHEREAS**, this 2022 State Criminal Alien Assistance Program (SCAAP) provides funding to cover costs related to the Correctional Facility (7/1/20 to 6/30/21),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Sheriff's Office for 2022 State Criminal Alien Assistance Program Funding from the Bureau of Justice Department, as follows:

**INCREASE APPROPRIATIONS:**

S4Z31504 42004	S SCAAP Computer Software	\$8,222
S4Z31504 43007	S SCAAP Other Fees and Services	<u>2,320</u>
		\$10,542

**INCREASE REVENUE:**

S4Z43895 57000	S SCAAP Federal Aid	\$10,542
----------------	---------------------	----------

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

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE SHERIFF'S OFFICE  
FOR OVERTIME EXPENSES IN THE CRIMINAL DIVISION**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Sheriff's Office will exceed the budget in the criminal overtime account for 2023, and

**WHEREAS**, after reviewing all accounts, funds required for the overages were found in existing accounts, and

**WHEREAS**, it is also necessary to transfer funds from targeted contingency for the overtime accounts,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Sheriff's Office for overtime expenses in the Criminal Division, as follows:

**INCREASE APPROPRIATIONS:**

S1031101 18000	S CRIM Overtime	\$82,163
----------------	-----------------	----------

**DECREASE APPROPRIATIONS:**

S4031501 11000	S JAIL Direct Service Workers	\$50,000
B1019904 49700	B SPEC Contingency Account	<u>32,163</u>
		\$82,163

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE COUNTY CLERK'S OFFICE FOR OVERTIME COSTS AT THE DEPARTMENT OF MOTOR VEHICLES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, a budgetary measure during the 2023 budget process identified a percentage of appropriations for departments with overtime expenses and located those funds in the contingency account, and

**WHEREAS**, the County Clerk's Office will exceed the identified percentage of appropriations that were included for the 2023 budget for overtime costs, and

**WHEREAS**, the County Clerk's Office finds it necessary to transfer the balance from targeted contingency,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 budget for the County Clerk's Office for overtime costs for the Department of Motor Vehicles, as follows:

**INCREASE APPROPRIATIONS:**

K1614101 18000	DMV Overtime	\$22,500
----------------	--------------	----------

**DECREASE APPROPRIATIONS:**

B10199014 49700	B SPEC Contingency Account	\$22,500
-----------------	----------------------------	----------

October 2, 2023

Operations Committee: 9-18-2023

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**, the County and NYSDA originally entered into an agreement in 2013, per Resolution No. 94-2013, wherein licenses, maintenance, and support are provided to St. Lawrence County Indigent Defense Providers for the use of the PDCMS, and

**WHEREAS**, Resolution No. 281-2022 authorized a contract for the licenses, maintenance, and support associated with the use of the PDCMS for the period of August 22, 2022 through August 21, 2023, and

**WHEREAS**, the St. Lawrence County Indigent Defense Providers and NYSDA would like to extend the contract through August 21, 2024, 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.

October 2, 2023

Operations Committee: 9-18-2023

RESOLUTION NO. \_\_\_\_\_

**PROCLAIMING OCTOBER 15, 2023, AS GLOBAL HANDWASHING DAY  
IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Global Handwashing Day is an annual global advocacy day dedicated to advocating for handwashing with soap as an easy, effective, and affordable way to prevent diseases and save lives, and

**WHEREAS**, the first Global Handwashing Day was held in 2008, when over 120 million children around the world washed their hands with soap in more than seventy (70) countries, and since then communities and national leaders have used Global Handwashing Day to spread the word of the value of clean hands, and

**WHEREAS**, the 2023 Global Handwashing Day theme is “Clean Hands are Within Reach,” and

**WHEREAS**, strong and engaged communities of healthcare workers, policy makers, and civil society organizations are encouraged to accelerate action to prevent infections and antimicrobial resistance in health care and build a culture of safety and quality in which hand hygiene improvement is given high priority,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims October 15, 2023, as Global Handwashing Day in St. Lawrence County.

# St. Lawrence County Vacancy Authorization Form

## Sheriff's Office



Type: Fill  Account Clerk

Subunit (If Applicable):

Date Submitted: 8/29/2023

Reason Vacated: Resignation

Position Number: 100100046

Date Vacated: 9/4/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 2/8/2022

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: 7  FTE: 1.00

### Budget

Salary of Person Leaving: \$38,058

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$19,577

Revenue Generating: No 0 %

Base Salary: \$37,469

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

Base Hourly: \$20.59

Grade: 16

**Net County Cost: \$57,635**

\*Net County Cost is calculated from salary of person leaving, if available

### 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.

**Account Clerk:**

Position within the mandated Civil Division of the Sheriff's Office. The Account Clerk assists in the receipt and entry of new process, executions and enforcements (535 open accounts). Is primarily responsible for the posting and receipt of payments from the public (Handles \$6451.16 on an average day). Monitors active and pending executions for milestones and/or delinquency status. Identifies accounts that require field inquiry and assigns to the appropriate Deputy. Assists with public inquiry concerning routine civil matters, quotes fees and supports Deputies in their work. Routinely adds to and periodically purges files of completed work. Reports to and works at the direction of the Senior Account Clerk. If this position is not filled immediately, overtime will have to be utilized by other Civil Division staff to ensure the mandated work is completed.

NYS Sheriff's Association completed an Accreditation Audit in July of 2022 which included review of the Account Clerk job duties and performed work of the Account Clerk. Civil Accreditation was awarded in September of 2022.

Department Head: *Brooks J. Bigwarfe*

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience which shall have included billing, payroll or bookkeeping/accounting; OR

B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma, including or supplemented by coursework in accounting or bookkeeping.