

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, SEPTEMBER 20, 2021**  
**\*\*\*BOARD ROOM AND LIVE VIA YOUTUBE\*\*\***  
**\*\*\* 5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – August 9**
- 3. PROBATION – TIM LEPAGE**
  - A. Authorizing the Chair to sign a contract with the New York State Division of Criminal Justice Services for a FY22 Alternative to Incarceration, Pre-Trial, Electronic Home Monitoring Grant (Res)
  - B. Authorizing the Chair to Sign a Contract with Casella Waste Services for Refuse Services at Massena Harrowgate Commons Building for the District Offices of Probation, Department of Motor Vehicles and Community Services (Res)
  - C. Declaring October as Domestic Violence Awareness Month (Res)
- 4. COUNTY CLERK – SANDY SANTAMOOR**
  - A. Modifying the 2021 Budget for the St. Lawrence County Clerk's Office for Overtime Costs at the Department of Motor Vehicles (Res)
- 5. SHERIFF – BROOKS BIGWARFE**
  - A. Modifying the 2021 Budget for the Sheriff's Office for Council 82, AFSCME Local No. 2390, Contract Settlement for Uniform Maintenance (Res)
  - B. Modifying the 2021 Budget for the Sheriff's Office for Council 82, AFSCME Local No. 2390, Contract Settlement for Salaries (Res)
  - C. Modifying the 2021 Budget for the Sheriff's Office for Medical Doctor Malpractice Insurance Coverage at the Correctional Facility (Res)
  - D. Modifying the 2021 Budget for the Sheriff's Office for 207C Compensation (Res)
  - E. Modifying the 2021 Budget for the Sheriff's Office for the Purchase of Body and Security Cameras for the Correctional Facility (Res)
  - F. Modifying the 2021 Sheriff's Office Budget to Accept a 2022 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee (Res)
  - G. Modifying the 2021 Budget for the Sheriff's Office for Overtime Expenses for the Correctional Division (Res)
  - H. Overtime Expenses for the Criminal Division (Discussion)

**6. EMERGENCY SERVICES – MATT DENNER**

- A. Modifying the 2021 Budget for the Office of Emergency Services for a Computer Aided Dispatch and Records Management Technology Services Program (Res)

**7. PLANNING – JASON PFOTENHAUER**

- A. Overview of Redistricting in St. Lawrence County (Discussion)
- B. Black Lake Invasive Species Assessment (Update)

**8. LEGISLATOR RITA CURRAN**

- A. Supporting Senate Bill S4104 and Assembly Bill A7006, “An Act to Amend the General Business Law, in Relation to the Sale of Digital Electronic Equipment and Providing Diagnostic and Repair Information” Known as the “Digital Fair Repair Act” (Res)
- B. Opposing COVID-19 Vaccine Mandates Imposed by Federal, State, or Local Governmental Bodies (Res)

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

- A. Review Committee Summary (Info)
- B. County Clerk
  - 1. Create and Fill Deputy County Clerk, Position No. 024900001
- C. Sheriff
  - 1. Abolish and Create and Fill Senior Civil Account Clerk, Position No. 601200012
  - 2. Fill Sergeant, Position No. 605100001
  - 3. Fill Sergeant, Position No. 605100002
  - 4. Fill Corrections Officer, Position No. 603000012
  - 5. Fill Cook, Position No. 602200003
- D. Information Technology
  - 1. Fill Information Services Manager, Position No. 203400001
- E. Buildings & Grounds
  - 1. Fill Senior Account Clerk, Position No. 100200034
- F. Conflict Defender
  - 1. Fill Legal Secretary, Position No. 005300007
- G. Public Defender
  - 1. Fill Assistant Public Defender, Position No. 021400002

**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)
- J. Consolidation Committee (Fay)

**11. OLD/NEW BUSINESS**

**12. EXECUTIVE SESSION**

A. Litigation

B. Personnel

C. Appointments

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

October 4, 2021

Operations Committee: 9-20-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR A FY22 ALTERNATIVE TO INCARCERATION, PRE-TRIAL, ELECTRONIC HOME MONITORING GRANT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the New York State Division of Criminal Justice Services has renewed the Alternatives to Incarceration (ATI) Programs and Services, Pre-Trial, Electronic Home Monitoring Program Grant for a fifth year, with a contract period of January 1, 2022 through December 31, 2022, and

**WHEREAS**, the Grant will be used to employ a probation officer, pay the cost of two (2) mobile devices, vendor equipment, and rental fees for jail inmates that are considered moderate to high risk who would otherwise not be eligible for pretrial release and would remain in jail while their case remains pending, and

**WHEREAS**, offenders could be released under supervision on either electronic home monitoring or alcohol monitoring during any given month, and it is anticipated this could alleviate a portion of the burden placed on the County Correctional Facility, and

**WHEREAS**, inmates in need of community-based services, as referred by Probation or the Courts, could utilize the walk-in clinics for immediate evaluations and engagement in outpatient services, thus providing significant savings to the County and alleviating addiction services from completing evaluations at the County Correctional Facility,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with the New York State Division of Criminal Justice Services for a FY22 Alternative to Incarceration, Pre-Trial, Electronic Home Monitoring Grant (Q1033105 56000 EM), upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that if the funding source for this position ends, the position will be abolished.

October 4, 2021

Operations Committee: 9-20-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH CASELLA  
WASTE SERVICES FOR REFUSE SERVICES AT MASSENA HARROWGATE  
COMMONS BUILDING FOR THE DISTRICT OFFICES OF PROBATION,  
DEPARTMENT OF MOTOR VEHICLES AND COMMUNITY SERVICES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, St. Lawrence County leases space at Massena Harrowgate Commons in Massena for offices of Probation, Department of Motor Vehicles and the Chemical Dependency Clinic, and

**WHEREAS**, to date, Casella Waste Services has routinely provided excellent service to the Massena Harrowgate Commons, and this service agreement will maintain the same rate for 24 months following the date of the signed contract (A1342504 43007; K1314104 43007; Q1M31404 43007),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Casella Waste Services for refuse services at Massena Harrowgate Commons Building for the satellite offices of Probation, Department of Motor Vehicles, and Community Services, upon approval of the County Attorney.

October 4, 2021

Operations Committee: 9-20-2021

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

**DECLARING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH**

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 #WeAreResilient, and

**WHEREAS**, COVID-19 has had a unique impact on victims of domestic violence, but community collaboration and support gives victims the strength to navigate these additional challenges,

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Board of Legislators declares October as 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 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE ST. LAWRENCE 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 2021 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 2021 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 2021 Budget for the St. Lawrence County Clerk's Office for overtime expenses for the Department of Motor Vehicles, as follows:

**INCREASE APPROPRIATIONS:**

K1614101 18000	K NYDS DMV CC Overtime	\$56,161
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**DECREASE APPROPRIATIONS:**

B10199014 49700	B SPEC Contingency Account	\$56,161
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October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE FOR  
COUNCIL 82, AFSCME LOCAL NO. 2390, CONTRACT SETTLEMENT  
FOR UNIFORM MAINTENANCE**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Resolution No. 286-2020 authorized a contract with Council 82, Local 2390 for 2018-2024, and

**WHEREAS**, the uniform maintenance costs for this contract were increased from the previous contract, and

**WHEREAS**, \$15,250 was budgeted for the 2020 uniform maintenance costs; however with the increase, the actual costs for 2020 totaled \$35,414, leaving a shortage of \$20,164, and

**WHEREAS**, \$12,800 was budgeted for the 2021 costs, and the total cost will be \$49,900 leaving a shortage of \$37,100, and

**WHEREAS**, funds were included in the Contingency Account to cover these 2020 and 2021 union contract increases,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for Council 82, AFSCME Local No. 2390, contract settlement for uniform maintenance, as follows:

**DECREASE APPROPRIATED FUND BALANCE:**

01TG0911 50300	Fund Balance, Unreserved Unappropriated	\$57,264
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**INCREASE APPROPRIATED FUND BALANCE:**

01TG0910 50300	Fund Balance, Unreserved Appropriated	\$57,264
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**INCREASE APPROPRIATIONS:**

S4031504 45301	S Jail Dry Cleaning	\$57,264
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October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE  
FOR COUNCIL 82, AFSCME LOCAL NO. 2390, CONTRACT SETTLEMENT  
FOR SALARIES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Resolution No. 286-2020 authorized a contract with Council 82, Local 2390 for 2018-2024, and

**WHEREAS**, salaries increases for 2021 were not budgeted in the 2021 Budget, and

**WHEREAS**, funds were included in the Contingency account to cover these salary increases, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for Council 82, AFSCME Local No. 2390, contract settlement for salaries, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$252,563
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**INCREASE APPROPRIATIONS:**

S4031501 11000	S Jail Direct Service Workers	\$217,098
S4031501 12000	S Jail Direct Service Workers	14,179
S4031501 14000	S Jail Clerical	3,296
S4031501 19000	S Jail Temporary & Part-Time	7,584
S2031101 11000	S Civil Direct Service Workers	4,302
S2031101 14000	S Civil Clerical	<u>6,104</u>
		\$252,563

October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE FOR  
MEDICAL DOCTOR MALPRACTICE INSURANCE COVERAGE AT THE  
CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the malpractice insurance coverage for the doctor at the Correctional Facility increased for the period of March 6, 2021 to March 6, 2022, and

**WHEREAS**, not enough monies were budgeted in 2021 to cover this overage,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for medical doctor malpractice insurance coverage at the Correctional Facility, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$33,059
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**INCREASE APPROPRIATIONS:**

S4031504 414MM	S Jail Medical Malpractice Insurance	\$33,059
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October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE  
FOR 207C COMPENSATION**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, it has been determined the Sheriff's Office is obligated to pay 207C compensation due to a unique 207C Worker's Compensation case, and

**WHEREAS**, funding for this obligation can be covered by the payroll budgeted for this employee,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for 207C Compensation, as follows:

**DECREASE APPROPRIATIONS:**

S4031501 11000	S Jail, Direct Service Workers	\$69,000
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**INCREASE APPROPRIATIONS:**

S4031504 43007	S Jail Other Fees and Services	\$69,000
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October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE  
FOR THE PURCHASE OF BODY AND SECURITY CAMERAS FOR THE  
CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Sheriff's Correctional Facility wants to purchase technical equipment to provide transparency, liability, and safety enhancements for the Jail staff in the facility, and

**WHEREAS**, funds were not budgeted in the 2021 Sheriff's Office Budget for this equipment; however, funds from an unexpected 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 body and security cameras for the Correctional Facility, as follows:

**DECREASE REVENUE:**

S4022645 550SR	S LR Jail State Readies	\$40,200
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**INCREASE APPROPRIATIONS:**

S4031502 25000	S JAIL Technical Equipment	\$40,200
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October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 SHERIFF'S OFFICE BUDGET TO ACCEPT A 2022 POLICE TRAFFIC SERVICES (PTS) GRANT FROM THE STATE OF NEW YORK GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the St. Lawrence County Sheriff's Office has been awarded a Police Traffic Services (PTS) Grant in the amount of \$7,052 through the Governor's Traffic Safety Committee, and

**WHEREAS**, this 2022 PTS Grant provides funding to cover overtime costs related to increasing seat belt usage and reducing dangerous driving behaviors, and

**WHEREAS**, the contract period will be October 1, 2021 through September 30, 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget to accept a 2022 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee, as follows:

**INCREASE APPROPRIATIONS:**

S1Z31101 18000 GTSC	S CRIM PTS Grant Overtime	\$7,052
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**INCREASE REVENUE:**

S1Z33895 56000 GTSC	S SA CRIM State Aid	\$7,052
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**BE IT FURTHER RESOLVED** that any remaining funds will be rolled over to future budgets until fully expended.

October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE SHERIFF'S OFFICE FOR  
OVERTIME EXPENSES FOR THE CORRECTIONAL DIVISION**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Sheriff's Office Correctional Division has exceeded its budget in the overtime account for 2021, and

**WHEREAS**, a budgetary measure during the 2021 budget process identified a percentage of appropriations for departments with overtime expenses and located those funds in the contingency account, and

**WHEREAS**, the Sheriff's Office finds it necessary to transfer the balance from targeted contingency for the Jail Overtime account to cover its overage,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Sheriff's Office for overtime expenses for the Correctional Divisions, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$57,500
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**INCREASE APPROPRIATIONS:**

S4031501 18000	S JAIL Overtime	\$57,500
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October 4, 2021

Operations Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR THE OFFICE OF EMERGENCY SERVICES  
FOR A COMPUTER AIDED DISPATCH AND RECORDS MANAGEMENT  
TECHNOLOGY SERVICES PROGRAM**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Resolution No. 490-2019 authorized the Chair to sign a contract with Motorola Solutions for Computer Aided Dispatch (CAD) and Records Management System (RMS) for the Sheriff's Office and Emergency Services for the period of April 1, 2020 to March 31, 2026, and

**WHEREAS**, Resolution No. 491-2019 authorized agreements with the Village of Canton, Village of Massena, City of Ogdensburg, Village of Potsdam and Motorola Solutions for the provision of Computer Aided Dispatch and Records Management Services, and

**WHEREAS**, Resolution No. 162-2020 authorized the prepayment for the maintenance charges and budget modification for 2020, and

**WHEREAS**, this resolution is to add the pass through amounts for this agreement that were not included in the 2021 budget, and

**WHEREAS**, this technology will allow County & local law enforcement and Emergency Services personnel to unify data and work together to ensure public safety, as well as create an opportunity for better communication between departments, and

**WHEREAS**, as the host agency St. Lawrence County will provide initial and annual invoice(s) to each Connected Site (local police agencies) for their portion of the software and maintenance costs so the revenue can offset overall costs covered by the initial payment made by the County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer's Office to modify the 2021 Budget for the Office of Emergency Services for a computer aided dispatch and records management technology services program, as follows:

**INCREASE APPROPRIATIONS:**

XP036404 42004	X Computer Software	\$38,721
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**INCREASE REVENUE:**

XP012895 55000	X Other Department Income	\$38,721
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October 4, 2021

Operations Committee: 9-20-2021

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

**SUPPORTING SENATE BILL S4104 AND ASSEMBLY BILL A7006, “AN ACT TO AMEND THE GENERAL BUSINESS LAW, IN RELATION TO THE SALE OF DIGITAL ELECTRONIC EQUIPMENT AND PROVIDING DIAGNOSTIC AND REPAIR INFORMATION” KNOWN AS THE “DIGITAL FAIR REPAIR ACT”**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the presence of technology parts in modern equipment and devices has enabled manufactures like Apple, General Motors, Toyota, and John Deere to reduce access to repair by proclaiming that repair might violate their proprietary rights, and

**WHEREAS**, this creates a monopoly on repair services by requiring consumers to pay for these services exclusively through the manufacturer’s repair division or manufacturer-authorized repair providers, and

**WHEREAS**, limited authorized repair channels have resulted in inflated, high priced poor service or non-existent service in rural areas; unnecessarily high turnover rates for electronic products; and a significant amount of electronic waste, and

**WHEREAS**, this is an acute problem for the agricultural industry, as equipment manufacturers often stop supporting old software when they introduce a new version, making it nearly impossible for framers to repair existing equipment, and

**WHEREAS**, the lack of the right to repair not only forces current farmers to invest in costly new equipment or repairs to continue their work but also acts as a barrier for young farmers who lack access to capital to acquire these technologies when starting farms, and

**WHEREAS**, on July 6, 2021, the U.S. Department of Agriculture acknowledged this as a significant problem when it announced that it will engage in a series of rulemakings to increase competition in agricultural industries with the goal of boosting earnings of farmers and ranchers, fighting against abuses of power by giant agribusiness corporations, and giving farmers the right to repair their own equipment, and

**WHEREAS**, lawmakers in more than 35 states have introduced right to repair bills, including Delaware, New Jersey, Pennsylvania, and Massachusetts, and states like Arkansas, Kansas, and Vermont are considering right to repair laws specifically for agricultural equipment, and

**WHEREAS**, on June 10, 2021, the New York Senate passed the Digital Fair Repair Act (A.7006/S.4104) by a vote of 51-12, making it the first legislative body in the Nation to pass a bill that would require original equipment manufacturers to make a diagnostic information, spare parts, schematics, special tools, and firmware available to independent repair providers, and

**WHEREAS**, on June 11, 2021, Representative Joe Morelle introduced the federal Fair Repair Act (H.R. 2006) to guarantee consumers and small businesses a right to repair their own products by requiring manufacturers to make diagnostic repair information, parts, and tools readily available,



October 4, 2021

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators supports Senate Bill S4104 and Assembly Bill A7006, “An act to amend the general business law, in relation to the sale of digital electronic equipment and providing diagnostic and repair information” known as the “Digital Fair Repair Act”, and

**BE IT FURTHER RESOLVED** that certified copies of this resolution be forwarded to Governor Kathy Hochul, Senator Joseph Griffo, Senator Patricia Ritchie, Senator Dan Stec, Assemblyman Ken Blankenbush, Assemblyman Billy Jones, Assemblyman Robert Smullen, Assemblyman Mark Walczyk, and Commissioner of Agriculture and Markets Richard Ball.

October 4, 2021

Operations Committee: 9-20-2021

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

**OPPOSING COVID-19 VACCINE MANDATES IMPOSED BY  
FEDERAL, STATE, OR LOCAL GOVERNMENTAL BODIES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, on September 9, 2021, President Joseph R. Biden announced plans to direct the U.S. Department of Labor's Occupational Safety and Health Administration ("OSHA") to develop an emergency temporary standard ("ETS") directed at private-sector businesses with one hundred (100) or more employees to require their employees to either be vaccinated against the COVID-19 virus or require any workers who remain unvaccinated to produce a negative test result on at least a weekly basis before coming to work, and

**WHEREAS**, it is anticipated that the OSHA ETS may impact over 80 million workers in private-sector businesses with one hundred (100) or more employees, and

**WHEREAS**, private-sector employers are already overburdened with unnecessary regulations, and

**WHEREAS**, staff members within the medical field are already reported to be leaving their chosen fields of employment rather than abide by a mandated vaccination, and

**WHEREAS**, the Board of Legislators believes that medical treatment and preventative measures are an individual choice, made in consultation with a medical provider of an individual, and that the government should have no role to play in mandating COVID-19 vaccinations, and

**WHEREAS**, the Board of Legislators believes it is its responsibility to educate the public based on facts and that it is not the responsibility of the County, State, or Federal Government to create mandates that force the general public to accept COVID-19 vaccinations against their will, and

**WHEREAS**, St. Lawrence County has led a successful campaign to make sure that residents of the County who want to be vaccinated against the COVID-19 virus have that option and have vaccine available to them, and

**WHEREAS**, every citizen who wants a COVID-19 vaccine possesses the right to obtain one, but no COVID-19 vaccine should be mandated by law, and

**WHEREAS**, people have the right to refuse COVID-19 vaccination based on religious or medical reasons, and every medical intervention requires informed consent and the right of refusal, including the COVID-19 vaccine,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators opposes COVID-19 vaccine mandates imposed by Federal, State, or Local Governmental Bodies, and

**BE IT FURTHER RESOLVED** that the Board of Legislators believes its citizens have the right to make their own health care choices, and

October 4, 2021

**BE IT FURTHER RESOLVED** the Board of Legislators will make vaccines available to all who wish to receive one, and remains committed to encouraging all citizens who make the individual choice to get vaccinated against the COVID-19 virus to do so.

## VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

September 16, 2021

11:00 A.M.

### Summary: January 5<sup>th</sup> – September 16<sup>th</sup>

Requests: 132  
Approved: 109  
Denied: 0  
Request/Hold: 13  
Withdrawn: 2

### Summary: September 16<sup>th</sup>

Requests: 22  
Approved: 21  
Denied: 0  
Request/Hold: 1  
Withdrawn: 0

Positions reviewed:

#### Emergency Services:

Request: 1

Request: Abolish Administrative Assistant, Create and Fill, Secretary 1  
Position No. 005100035, 90 Days

Recommendation: Hold

#### County Clerk:

Request: 1

Request: Create and Fill, Second Deputy County Clerk  
Position No. 024900001, Immediately

Recommendation: Fill, Immediately

#### Information Technology:

Request: 1

Request: Fill, Information Services Manager  
Position No. 203400001, 30 Days

Recommendation: Fill, 30 Days

**Sheriff:**

Request: 5

Request: Fill, Sergeant  
Position No. 605100001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Sergeant  
Position No. 605100002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Correction Officer  
Position No. 603000012, Immediately

Recommendation: Fill, Immediately

Request: Fill, Cook  
Position No. 602200003, Immediately

Recommendation: Fill, Immediately

Request: Abolish Senior Civil Account Clerk, Create and Fill, Senior Account Clerk  
Position No. 100200040, Immediately

Recommendation: Fill, Immediately

**Buildings and Grounds:**

Request: 1

Request: Fill, Senior Account Clerk  
Position No. 100200034, 30 Days

Recommendation: Fill, 30 Days

**Conflict Defender:**

Request: 1

Request: Fill, Legal Secretary  
Position No. 005300007, Immediately

Recommendation: Fill, Immediately

**Public Defender:**

Request: 1

Request: Fill, Assistant Public Defender  
Position No. 021400002, Immediately

Recommendation: Fill, Immediately

**Community Services:**

Request: 1

Request: Fill, Secretary 1  
Position No. 005100030, Immediately

Recommendation: Fill, Immediately

**Social Services:**

Request: 2

Request: Fill, Keyboard Specialist  
Position No. 003100058, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Social Welfare Investigator/Examiner  
Position No. 814600001, Immediately

Recommendation: Fill, Immediately

**Solid Waste:**

Request: 2

Request: Fill, Heavy Equipment Operator  
Position No. 309800005, Immediately

Recommendation: Fill, Immediately

Request: Fill, Heavy Equipment Operator  
Position No. 309800003, Immediately

Recommendation: Fill, Immediately

**Highway:**

Request: 4

Request: Fill, Bridge Construction Mechanic  
Position No. 312300001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Sign Maintenance Crew Leader  
Position No. 312900001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Operator  
Position No. 310000003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Operator  
Position No. 310000002, Immediately

Recommendation: Fill, Immediately

**One Stop/WIOA:**

Request: 1

Request: Fill, Employment & Training Counselor  
Position No. 701000014, Immediately

Recommendation: Fill, Immediately

**Treasurer:**

Request: 1

Request: Fill, Chief Payroll Clerk  
Position No. 104300001, 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
- 8.3 Nicole Terminelli and John Burke
- 9.16 James Reagen



# St. Lawrence County Vacancy Authorization Form

## County Clerk



Type: Create & Fill

Second Deputy County Clerk

Subunit (If Applicable):

Date Submitted: 9/2/2021

Reason Vacated: New Position

Position Number: 024900001

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: Yes 20 %

Benefits: Yes \$21,436

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$44,519

Budget Mod Attached, If Required?

Grade: MI

**Net County Cost: \$52,764**

### 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 St. Lawrence County Clerk's Office for many years had a second deputy. That position was abolished in March of 2011. I am requesting that second deputy position be reinstated. The County Clerk's Office oversees 5 offices around the county. Two deputies would allow for better supervision of all the offices. Better supervision will allow for a better work environment and improve morale which in turn will lead to better customer service, increased productivity and therefore increased revenue. Having that second deputy will greatly increase our ability to supervise and manage all 5 offices appropriately. The Canton DMV is extremely busy and requires the DMV supervisor to be present there a majority of the time. The Canton office receives the largest amount of downstate dealer work. There could be anywhere from 3 to 15 totes of work waiting for processing. The County Clerk and the Deputy County Clerk travel to each of the DMV Offices several times a week. Those travel days take up a good majority of our time. Some days we spend an enormous amount of time on the road just to spend a couple of hours at a satellite office. When we are needed at more than one office on a certain day our whole day is gone. A recent employee issue at one of the DMV Offices has brought to light a more urgent need for daily supervision of staff. One supervisor is now needed to be at this satellite office every day to manage staff. Ideally, I'll be promoting a current staff member to this position if approved. This person will use office space at one of the DMV satellite offices and travel to other offices as needed. They will be responsible for helping with state DMV audits, bank reconciliations, managing staff, taking care of customer concerns, helping out in all offices including the Clerk's Office as needed. The employee salary now is approximately \$48,000 which includes overtime. The new deputy position salary would be approximately \$52,000. Overtime pay is not offered for a deputy position.

Department Head: *Linda W. Santorum*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriff



Type: Abolish & Create

Senior Account Clerk

Subunit (If Applicable): Criminal

Date Submitted: 9/7/2021

Reason Vacated: Retirement

Position Number: 100200040

Date Vacated: 10/22/2021

Position # Abolished: 601200012

Position Will Be: Fulltime

Last Fill Date: 4/30/2001

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$41,744

Revenue Generating: No 0 %

Benefits: Yes \$20,100

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$39,167

Budget Mod Attached, If Required?

Grade: 19

**Net County Cost: \$61,844**

### 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.

Due to retirement, the Senior Civil Account Clerk (Council 82) position is vacated and the Sheriff's office would like to abolish this position and replace it with Senior Civil Account Clerk (CSEA) position. Council 82 has provided approval for this change.

This office had three clerks in the past and now there are two (one Senior Accounting Clerk and one Accounting Clerk) with a heavy workload in records management, invoicing, accounts receivable, phone and walk-in public transactions as well as many other duties. It is important to have two clerks in this office as the Deputies are typically working outside the office, and for coverage when one clerk is out.

Department Head: *Brooks J. Ljunger*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriff



Type: Fill

Sergeant

Subunit (If Applicable): Criminal

Date Submitted: 08/25/2021

Reason Vacated: Other

Position Number: 605100001

Date Vacated: August 19, 2021

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 7/30/2008

Hours Per Week: 40

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$70,298

Revenue Generating: No 0 %

Benefits: Yes \$34,945

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$64,053

Budget Mod Attached, If Required?

Grade: SS13

**Net County Cost: \$105,243**

### 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.

Since August of 2016, the criminal division has gone from having 8 Sergeants to 5, one Detective Sergeant and four Road Patrol Sergeants. This office can not operate safely and efficiently with 3 Road Patrol Sergeants if this position isn't approved. Now more than ever, due to bail reform, discovery reform, use of force changes and the recent pandemic supervision is a necessity to maintain continuity of this operation. There are currently 4 platoons that operate on 12-hour shifts with 24-hour road patrol coverage. This vacancy is currently leaving an evening/midnight patrol platoon short with a temporary Sergeant supervising whose temp status expires in November.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriff



Type: Fill

**Sergeant**

Subunit (If Applicable):

Date Submitted: 8/25/2021

Reason Vacated: Retirement

Position Number: 605100002

Date Vacated: 10/30/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 08/11/2000

Hours Per Week: **84**

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$70,298

Revenue Generating: No 0 %

Benefits: Yes \$33,848

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$64,053

Budget Mod Attached, If Required?

Grade:

**Net County Cost: \$104,146**

### Detailed Justification

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

This position is open due to a retirement of a Road Patrol Sergeant position. Since August of 2016, the criminal division has gone from having 8 Sergeants to 5, one Detective Sergeant and four Road Patrol Sergeants. This office can not operate safely and efficiently with 3 Road Patrol Sergeants if this position isn't approved. Now more than ever, due to bail reform, discovery reform, use of force changes and the recent pandemic supervision is a necessity to maintain continuity of this operation. There are currently 4 platoons that operate on 12-hour shifts with 24-hour road patrol coverage. This vacancy will leave a patrol platoon short with no supervision and paying "out of title" pay for a deputy to act as an Officer in charge while this position remains vacant. Time is of the essence as we are already short two Deputies and Sergeant Brown's retirement date, October 30, 2021 will not give enough time to go through promotion, then deputy canvas in time for Academy in January, 2021.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriff



Type: Fill

Correction Officer

Subunit (If Applicable):

Date Submitted: 08/30/21

Reason Vacated: Termination

Position Number: 603000012

Date Vacated: 08/13/21

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/05/10

Hours Per Week:

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$60,184

Revenue Generating: No 0 %

Benefits: Yes \$28,979

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$45,910

Budget Mod Attached, If Required?

Grade: CO

**Net County Cost: \$89,163**

### 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. Sijunke*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Sheriff



Type: Fill

Cook

Subunit (If Applicable):

Date Submitted: 09/08/21

Reason Vacated: Retirement

Position Number: 602200003

Date Vacated: 09/15/21

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 08/31/11

Hours Per Week: 40

Appointee Will Be:

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$34,769

Revenue Generating: No 0 %

Benefits: Yes \$16,741

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$25,580

Budget Mod Attached, If Required?

Grade: Cook

**Net County Cost: \$51,510**

### 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 requires that the Correctional Facility maintain a facility food service program sufficient to satisfy the daily nutritional needs of each inmate. This position fills the number of personnel necessary to effectively and efficiently operate the kitchen at the facility.

Department Head: *Brooks J. Benjamin*

Approved?  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Information Technology



Type: Fill

**Information Services Manager**

Subunit (If Applicable):

Date Submitted: 08/26/2021

Reason Vacated: Promotion

Position Number: 203400001

Date Vacated: 08/20/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 07/01/2005

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

### Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$76,275

Revenue Generating: No 0 %

Benefits: Yes \$36,726

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$62,043

Budget Mod Attached, If Required?

Grade: 31

**Net County Cost: \$113,001**

### 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 Information Services Manager directly supervises the employees and work of the IT office. They are responsible for maintaining the flow of work and ensuring that the proper resources are available when needed. Without this level of oversight, response to unexpected requests especially would be much more haphazard and chaotic. The Manager also contributes significantly in product, service, and vendor evaluation and is a critical part of the strategic thought process necessary to keep the technology infrastructure efficient and cost-effective.

Without this position, these responsibilities would fall to the IT Director, limiting the amount of new and innovative work they could accomplish, such as assistance to the public and local municipalities. Also, the Director and Manager work in tandem for off-hours support.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Buildings & Grounds



Type: Fill

Senior Account Clerk

Subunit (If Applicable):

Date Submitted: 8/11/2021

Reason Vacated: Retirement

Position Number: 100200034

Date Vacated: 07/30/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 09/09/2014

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$47,108

Revenue Generating: No 0 %

Benefits: No Health Insurance \$10,821

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$39,167

Budget Mod Attached, If Required?

Grade: 19

**Net County Cost: \$57,929**

### 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 requested due to the retirement of the long-time Senior Account Clerk. The position performs a number of unique tasks in which there is currently very little backup, including B&G work order processing, special tracking of categorized expenses, court facilities reimbursement claims, 40 hour payroll, and tracking of energy performance.

Additionally, this position will take on a larger role in the weekly audit process and will be required to ensure that taxpayer funds are being spent in an appropriate manner and in conformance with County policies.

The position would be expected to provide limited backup for the Purchasing Department in situations of leaves and short staffing.

This is the only clerical/financial position in the Buildings and Grounds Department. Should this position not be filled, the Department would lack the clerical and financial expertise it takes to ensure projects are completed, expenses are being tracked and submitted for appropriate reimbursements, payroll is completed and taxpayer dollars are being spent in an appropriate manner.

\*The Temporary Senior Account Clerk (100200039) position would go away upon the filling of this permanent position.

Department Head: *Dylan M. Egan*

Approved?

Yes  No

County Administrator:

Resolution #:



# St. Lawrence County Vacancy Authorization Form

## Conflict Defender



Type: Fill

Legal Secretary

Subunit (If Applicable):

Date Submitted: 9/3/21

Reason Vacated: Retirement

Position Number: 005300007

Date Vacated: 11/2/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/26/2010

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$53,863

Revenue Generating: No 0 %

Benefits: Yes \$25,935

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$45,328

Budget Mod Attached, If Required?

Grade: 23

**Net County Cost: \$79,798**

### 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 Conflict Defender's Office has one legal secretary (LS; county funded) and one keyboard specialist (CAFA grant funded) for support staff. The individual retiring has worked as a legal secretary in this office since July 2010 and provides tremendous support to attorneys, clients, and courts on criminal and family matters. The LS has numerous duties, to include, assisting attorneys with preparation of legal documents, scheduling, client intake, calendars; assisting clients and courts; notarizing; and assisting Dept. Head with various administrative tasks such as payroll, billing, and caseload reports. Since the courts reopened, all staff has increased workload and requests from clients and courts which can be overwhelming to manage. If position is not filled it leaves the office with only one support staff and due to title is unable to assist attorneys and clients with legal documentation and other tasks; one support staff cannot handle the general secretarial workload as well as assist 4-5 attorneys; and would further contribute to backlog and additional work for all other staff.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Public Defender



Type: Fill

Assistant Public Defender

Subunit (If Applicable):

Date Submitted: 09/03/2021

Reason Vacated: Retirement

Position Number: 021400002

Date Vacated: 10/1/21

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 01/01/2019

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$89,158

Revenue Generating: No 0 %

Benefits: Yes \$42,930

Reimbursed by State  
or Federal Funds: No 0 %

Base Salary: \$69,206

Budget Mod Attached, If Required?

Grade:

**Net County Cost: \$132,087**

### 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.

In 2017, the New York State Office of Indigent Legal Services established case load standards to take effect gradually beginning in 2018 and must be fully implemented by 2023. At present, the St. Lawrence County Public Defender's Office is currently understaffed based on these caseload standards, therefore the filling of the Assistant Public Defender position is essential in continuing to provide constitutionally mandated services to indigent clients. The goal of this position will be to provide necessary legal services with the overarching goal of balancing out the caseloads among attorneys in the office, in order to begin to comply with the NYS ILS caseload standards.

Department Head:

*Josée Am Anzola*

Approved?

Yes  No

County Administrator:

Resolution #: