

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

**DAVID FORSYTHE**  
Chair, Board of Legislators

**FINANCE COMMITTEE AGENDA**  
**MR. JOHN GENNETT, CHAIR**  
**MONDAY, SEPTEMBER 25, 2023**  
**BOARD ROOM AND LIVE VIA YOUTUBE**  
**\*\*\*5:30 P.M.\*\*\***

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – August 28**
- 3. SOLID WASTE – DON CHAMBERS**
  - A. Modifying the 2023 Budget for Solid Waste for Equipment Repairs, Recycling Tipping Fees, and Building and Property Maintenance (Res)
  - B. Ogdensburg Transfer Station, Temporary Improvement Project (Discussion)
- 4. HIGHWAY – DON CHAMBERS**
  - A. Authorizing the Chair to sign contracts for the 2022 Bridge NY Project Funded with Bridge Formula Program (BFP) Off-System for County Route 35 (Slab City) Bridge over Trout Brook, BIN 3341700, PIN 775394 (Res)
  - B. Authorizing the Chair to sign Contracts for the 2022 Bridge NY Project Funded by the Bridge Formula Program (BFP) Off-System for Lazy River Road Over Grasse River, BIN 3341820, PIN 775332 (Res)
  - C. Amending Resolution No. 171-2022, “Authorizing the Chair to Sign an Agreement between the Department of Highways and the Black Lake Chamber of Commerce, Inc. for an Information Center to be Built and Maintained on the County Material Storage Site in the Town of Morristown” to include Construction of a Parking Lot (Res)
  - D. Authorizing the Chair to Sign an Annual Service Agreement with Trane U.S. Inc. for Heating, Venting, and Air Conditioning (HVAC) Services for the Department of Highways (Res)
- 5. REAL PROPERTY – BRUCE GREEN**
  - A. Authorizing Collection of Omitted Taxes (Res)
  - B. Adoption of the Equalization Rates for 2024 County Taxes (Res)
- 6. LEGISLATORS BURKE AND CURRAN**
  - A. Encouraging Governor Hochul to Sign Senate Bill S.1466 and Assembly Bill A.250-A Authorizing Payments to Non-Participating or Non-Preferred Providers of Emergency Medical Services Licensed under Article 30 of the Public Health Law (Res)

**7. LEGISLATOR PERKINS**

- A. Urging the New York State Legislature and Governor Hochul to Draft and Enact Legislation Regarding an Identification Process for Voters (Res)

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

- A. Highway
  - 1. Abolish an Assistant Highway Administration Manager and Create and Fill a Fiscal Manager, Position No. 101200005
- B. Solid Waste
  - 1. Fill Site Crew Leader, Position No. 332300001

**9. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE – RUTH DOYLE**

- A. Information and Update (Discussion)

**10. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE**

- A. Modifying the 2023 Budget for the County Administrator’s Office for Costs Associated with Document Management (Res)
- B. Authorizing the Chair to Sign a Contract with Northern Tier Contracting, Inc. and Modifying the 2023 Budget for the St. Lawrence County Former Sheriff’s House and Jail Roof and Façade Alteration Project (Res)
- C. Modifying the 2023 Budget for Architectural and Design Services for the Public Safety Complex Renovation Project (Res)

**11. OLD AND NEW BUSINESS**

**12. COMMITTEE REPORTS**

- A. Cornell Cooperative Extension Board (Denesha)
- B. Fish and Wildlife Management Board, Region 6 (Sheridan)
- 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 (Perkins/Webster)
- H. St. Lawrence River Valley Redevelopment Agency (RVRDA) (Forsythe)
- I. St. Lawrence County Chamber of Commerce (Webster)
- J. Soil & Water Conservation District Board of Directors (Burke/Haggard)

**13. EXECUTIVE SESSION**

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

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

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Finance Committee: 9-25-2023

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

**MODIFYING THE 2023 BUDGET FOR SOLID WASTE FOR EQUIPMENT REPAIRS,  
RECYCLING TIPPING FEES, AND BUILDING AND PROPERTY MAINTENANCE**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, the expenses for Solid Waste for equipment repairs, recycling tipping fees, and building and property maintenance are projected to exceed the 2023 budget, and

**WHEREAS**, an account (WT081604 40801) was created to best track building improvement expenses that are capitalized at the end of the year, and included in this account are a guard shack and other miscellaneous expenses for the Ogdensburg Recycling Center and work done at the Massena Transfer Station, and

**WHEREAS**, recycling tipping fees have exceeded the 2023 budget due to fees increasing from \$13.27/ton in 2022 to \$104.82/ton in 2023, and fees for tires increasing from \$168.00/ton to \$193.20/ton, and

**WHEREAS**, repair and maintenance expenses for equipment located at the transfer stations are projected to exceed the 2023 budget as a result of increased use of outside vendors in response to a shortage of staff in the Highway Maintenance Shop, and

**WHEREAS**, the increase in appropriations can be offset by increasing projected revenue and decreasing other appropriations,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for Solid Waste Department Budget for equipment repairs, recycling tipping fees, and building and property maintenance, as follows:

**INCREASE REVENUE:**

W1021305 550FS	W LR Fees - Fuel Surcharge	\$50,000
W1021305 550MW	W LR MSW Tip Fees	100,000
W1021305 550RF	W LR Recycling - Tip Fees	20,000
W1026655 55000	W LR Sale of Equipment	<u>7,700</u>
		\$177,700

**DECREASE APPROPRIATIONS:**

WO081601 13000	W OPR Technical	\$40,000
WO081602 24000	W OPR Highway & Street Equip	<u>7,500</u>
		\$47,500

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**INCREASE APPROPRIATIONS:**

WT081604 40801	W TRS Bldg Improvements	\$100,000
WT081604 42202	W TRS Equip Repair & Main	40,000
WT081604 41801	W TRS Heating-Kerosene Purch	1,500
WH081604 43018 RECY	W RECY Tipping Fees	<u>83,700</u>
		\$225,200

October 2, 2023

Finance Committee: 9-25-2023

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

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR THE 2022 BRIDGE NY PROJECT FUNDED BY THE BRIDGE FORMULA PROGRAM (BFP) OFF-SYSTEM FOR COUNTY ROUTE 35 (SLAB CITY) BRIDGE OVER TROUT BROOK, BIN 3341700, PIN 775394**

By Mr. Gennett, Chair, Finance Committee

Authorizing the Implementation and Funding of the Costs of a Transportation Project, which may be eligible for Federal Aid and/or State Aid, or reimbursement from Bridge NY Funds.

**WHEREAS**, a project for the Construction/Construction Inspection Phase for the County Route 35 (Slab City) Bridge over Trout Brook, BIN 3341700, PIN 775394 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, 23CFR as amended and PUB.L. 117-58 also known as the "Bipartisan Infrastructure Law" (BIL), and

**WHEREAS**, the Board of Legislators wants to advance the above project by making a commitment of one-hundred percent (100%) of the costs for the Construction/Construction Inspection phase for the Project or portions thereof,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts for the 2022 Bridge NY Project funded by the Bridge Formula Program (BFP) Off-System for County Route 35 (Slab City) Bridge over Trout Brook, BIN 3341700, PIN 775394, and

**BE IT FURTHER RESOLVED** that the Board of Legislators hereby authorizes St. Lawrence County to pay one-hundred percent (100%) of the cost of Construction/Construction Inspection work for the Project or portions thereof, with the understanding that qualified costs may be eligible for Federal Aid, State Aid, or reimbursement from Bridge NY funds, and

**BE IT FURTHER RESOLVED** that the Board of Legislators agrees that St. Lawrence County shall be responsible for all costs of the Project which exceed the amount of Federal Aid, State Aid or Bridge NY funding awarded to the Department of Highways, and

**BE IT FURTHER RESOLVED** that in the event the Project costs not covered by Federal Aid, State Aid or Bridge NY funding exceed the amount appropriated above, the St. Lawrence County Board of Legislators shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Department of Highways thereof, and

**BE IT FURTHER RESOLVED** that the Board of Legislators hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months, and

**BE IT FURTHER RESOLVED** that the Board of Legislators authorizes the Chair to sign all necessary agreements, certifications or reimbursement requests for Federal Aid and/or

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State Aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and funding of Project costs of St. Lawrence County and permanent funding of the local share of Federal Aid and State Aid eligible Project costs within appropriations therefore that are not so eligible, and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately.

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Finance Committee: 9-25-2023

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

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR THE 2022 BRIDGE NY PROJECT FUNDED BY THE BRIDGE FORMULA PROGRAM (BFP) OFF-SYSTEM FOR LAZY RIVER ROAD OVER GRASSE RIVER, BIN 3341820, PIN 775332**

By Mr. Gennett, Chair, Finance Committee

Authorizing the Implementation and Funding of the Costs of a Transportation Project, which may be eligible for Federal Aid and/or State Aid, or reimbursement from Bridge NY Funds.

**WHEREAS**, a project for the Construction/Construction Inspection Phase for the Lazy river Road over Grasse River, BIN 3341820, PIN 775332 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, 23CFR as amended and PUB.L. 117-58 also known as the "Bipartisan Infrastructure Law" (BIL), and

**WHEREAS**, the Board of Legislators wants to advance the above project by making a commitment of one-hundred percent (100%) of the costs for the Construction/Construction Inspection phase for the Project or portions thereof,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign Contracts for the 2022 Bridge NY Project funded by the Bridge Formula Program (BFP) Off-System for Lazy River Road over Grasse River, BIN 3341820, PIN 775332, and

**BE IT FURTHER RESOLVED** that the Board of Legislators hereby authorizes St. Lawrence County to pay one-hundred percent (100%) of the cost of Construction/Construction Inspection work for the Project or portions thereof, with the understanding that qualified costs may be eligible for Federal Aid, State Aid, or reimbursement from Bridge NY funds, and

**BE IT FURTHER RESOLVED** that the Board of Legislators agrees that St. Lawrence County shall be responsible for all costs of the Project which exceed the amount of Federal Aid, State Aid or Bridge NY funding awarded to the Department of Highways, and

**BE IT FURTHER RESOLVED** that in the event the Project costs not covered by Federal Aid, State Aid or Bridge NY funding exceed the amount appropriated above, the St. Lawrence County Board of Legislators shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Department of Highways thereof, and

**BE IT FURTHER RESOLVED** that the Board of Legislators agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months, and

**BE IT FURTHER RESOLVED** that the Board of Legislators authorizes the Chair to sign all necessary agreements, certifications or reimbursement requests for Federal Aid and/or State Aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and

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funding of Project costs of St. Lawrence County and permanent funding of the local share of Federal Aid and State Aid eligible Project costs within appropriations therefore that are not so eligible, and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately.



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Finance Committee: 9-25-2023

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

**AMENDING RESOLUTION NO. 171-2022, "AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT BETWEEN THE DEPARTMENT OF HIGHWAYS AND THE BLACK LAKE CHAMBER OF COMMERCE, INC. FOR AN INFORMATION CENTER TO BE BUILT AND MAINTAINED ON THE COUNTY MATERIAL STORAGE SITE IN THE TOWN OF MORRISTOWN" TO INCLUDE CONSTRUCTION OF A PARKING LOT**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, Resolution No. 171-2022, adopted May 2, 2022, authorized the Chair to sign an agreement between the Department of Highways and the Black Lake Chamber of Commerce, Inc. for an information center to be built and maintained on the County material storage site, and

**WHEREAS**, the resolution did not include the construction of a parking lot, which is required by code,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the amending Resolution No. 171-2022, "Authorizing the Chair to sign an agreement between the Department of Highways and the Black Lake Chamber of Commerce, Inc. for an information center to be built and maintained on the County material storage site in the Town of Morristown" to include construction of a parking lot, upon approval of the County Attorney.

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Finance Committee: 9-25-2023

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

**AUTHORIZING THE CHAIR TO SIGN AN ANNUAL SERVICE AGREEMENT WITH  
TRANE U.S. INC. FOR HEATING, VENTING, AND AIR CONDITIONING (HVAC)  
SERVICES FOR THE DEPARTMENT OF HIGHWAYS**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, the Department of Highways has HVAC units throughout its buildings, including the new outposts in Lisbon, Potsdam, and Russell, and

**WHEREAS**, the County has contracted with TRANE US, Inc. ("TRANE") for the maintenance of these units since their installation, and

**WHEREAS**, TRANE has updated the renewal documents for the period of October 1, 2023 to September 30, 2024 to include the new Highway outposts at a total cost of \$22,515 (HR051304 42202),

**NOW, THEREFORE, BE IT RESOLVED** that Board of Legislators authorizes the Chair to sign an annual service agreement with TRANE US, Inc. for heating, venting, and air conditioning (HVAC) Services for the Department of Highways, upon approval of the County Attorney.

October 2, 2023

Finance Committee: 9-25-2023

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

**AUTHORIZING COLLECTION OF OMITTED TAXES**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, Sections 520 and 551 of the Real Property Tax Law make provisions for the taxation of exempt property upon transfer of title and addition of omitted parcels from the roll of the previous year, and

**WHEREAS**, Section 520 states that the property shall be taxed pro rata for the unexpired portion of any fiscal year during which said transfer of title occurred, and

**WHEREAS**, for purposes of any fiscal year or years during which title to such property is transferred, such property shall be deemed to have been omitted,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the addition of omitted taxes to the 2024 tax roll pursuant to Sections 520 and 551 under Title 3 of Article Five of the Real Property Tax Law.

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Finance Committee: 9-25-2023

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

**ADOPTION OF THE EQUALIZATION RATES FOR 2024 COUNTY TAXES**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, Section 900 of the New York State Real Property Tax Law requires that county taxes be levied upon the basis of the full valuation of taxable real property determined in accordance with Article 8 of that law, and

**WHEREAS**, Article 8 requires the apportionment of county taxes upon the aggregate full value of taxable real property in each city and town determined by dividing the assessed valuation thereof by the county equalization rate established for each city and town by the county equalization agency, and

**WHEREAS**, Section 804 of the New York State Real Property Tax Law requires the adoption of the county equalization rates by the county legislature,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators adopts the equalization rates for 2024 County Taxes, as follows:

<u>MUNICIPALITY</u>	<u>EQUALIZATION RATE</u>
Ogdensburg	100.00
Brasher	85.00
Canton	74.00
Clare	2.07
Clifton	78.00
Colton	90.00
DeKalb	78.00
DePeyster	100.00
Edwards	70.00
Fine	93.00
Fowler	8.80
Gouverneur	81.00
Hammond	80.00
Hermon	88.00
Hopkinton	85.00
Lawrence	83.00
Lisbon	65.00
Louisville	65.00
Macomb	42.00
Madrid	75.50
Massena	82.00
Morristown	86.00
Norfolk	69.00
Oswegatchie	92.00
Parishville	5.30
Piercefield	83.00

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Pierrepont	75.00
Pitcairn	100.00
Potsdam	74.00
Rossie	88.00
Russell	62.00
Stockholm	72.00
Waddington	70.00

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Finance Committee: 9-25-2023

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

**ENCOURAGING GOVERNOR HOCHUL TO SIGN SENATE BILL S.1466 AND ASSEMBLY BILL A.250-A AUTHORIZING PAYMENTS TO NON-PARTICIPATING OR NON-PREFERRED PROVIDERS OF EMERGENCY MEDICAL SERVICES LICENSED UNDER ARTICLE 30 OF THE PUBLIC HEALTH LAW**

By Mr. Gennett, Chair, Finance Committee  
Co-Sponsored by Mr. Burke, District 12 and Ms. Curran, District 15

**WHEREAS**, legislation authorizing payment to non-participating or non-preferred providers of Emergency Medical Services (EMS) licensed under Article 30 of the Public Health Law has been introduced and passed both the New York State Senate and Assembly, and

**WHEREAS**, currently, payments for services rendered by non-participating and non-preferred EMS providers are made from health insurers to the users of EMS services which requires EMS agencies to collect payment from the user for said services instead of directly from the insurance provider, and

**WHEREAS**, often, users of EMS services fail to turn over payments requiring EMS agencies to incur additional costs in the collection process or writing off the revenue as uncollectable, and

**WHEREAS**, this practice has significantly contributed to the financial strain faced by many EMS agencies operating throughout St. Lawrence County and New York State, and

**WHEREAS**, if signed, the legislation will amend Sections 3224-a, 3216, 3221, and 4303 of the New York State Insurance Law and ensure that EMS agencies receive direct payment for all appropriate EMS services upon submission of an invoice to the insurance company without the need for the EMS agency to be a preferred provider,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators encourages Governor Hochul to sign Senate Bill S.1466 and Assembly Bill A.250-A authorizing payments to non-participating or non-preferred providers of emergency medical services licensed under Article 30 of the Public Health Law, and

**BE IT FURTHER RESOLVED** that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; and Assemblyman Scott Gray.

October 2, 2023

Finance Committee: 9-25-2023

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

**URGING THE NEW YORK STATE LEGISLATURE AND GOVERNOR HOCHUL  
TO DRAFT AND ENACT LEGISLATION REGARDING AN  
IDENTIFICATION PROCESS FOR VOTERS**

By Mr. Gennett, Chair, Finance Committee  
Co-Sponsored by Mr. Perkins, District 7

**WHEREAS**, this Country was formed on the principles of democracy and our forefathers fought for our rights to elect our representation, and

**WHEREAS**, the majority of the states in the United States requires identification of a voter which increases the confidence of the public and ensures a fair election process, and

**WHEREAS**, the Board of Elections may not always get notification of a voter registering in another location or of the death of a registered voter, and

**WHEREAS**, in the current economy, some Board of Elections may not have sufficient funding or staffing to purge voters rolls of individuals who no longer live in each election district or county, as required, and

**WHEREAS**, in a day and age where the ability to work does not necessarily need to be where you live allows for more individuals to be transient in nature and the addition of identification for voters will assist in keeping all voter rolls current, and

**WHEREAS**, the requirement of the State of New York is to compare the signature on file, but this does not necessarily help maintain current voter registration, as name and address changes are not always communicated in the current process, and

**WHEREAS**, the subject of the resolution is not an action as defined by 6 N.Y.C.R.R. §617.2(b) and therefore no further SEQRA review would be required,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators urges the New York State Legislature and Governor Hochul to draft and enact legislation regarding an identification process for voters, and

**BE IT FURTHER RESOLVED** that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; and Assemblyman Scott Gray.

# St. Lawrence County Vacancy Authorization Form

## Highway



Type: Abolish & Create

**Fiscal Manager**

Subunit (If Applicable):

Date Submitted: 5/24/2023

Reason Vacated: New Position

Position Number: 101200005

Date Vacated:

Position # Abolished: 318100002

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$61,829

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$31,805

Revenue Generating:    No    0    %

Base Salary: \$61,211

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

Base Hourly: \$33.63

Grade: III

**Net County Cost: \$93,634**

\*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.

This position is being created with the abolishment of the Assistant Highway Administration Manager and vacant Senior Account Clerk positions. The purpose of creating the Fiscal Manager position is for restructuring/succession planning for the Highway Department's office staff. The intention is to promote a current Assistant Highway Administration Manager to Fiscal Manager and abolish her current position.

Also, the current Highway Administration Manager plans to retire in 2023, at which time that position will be abolished and the Fiscal Manager will assume those duties. Both positions are the same pay grade.

Department Head:

*Donald R. Chesler*

**Approved?**

Yes  No

County Administrator:

Resolution #:



## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

**MINIMUM QUALIFICATIONS:** Either:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field and five (5) years of accounting or auditing experience; OR

B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Accounting, Business Administration, or related field and seven (7) years of accounting or auditing experience.

# St. Lawrence County Vacancy Authorization Form

## Solid Waste



Type: Fill

Site Crew Leader SW

Subunit (If Applicable):

Date Submitted: 9/5/2023

Reason Vacated: Promotion

Position Number: 332300001

Date Vacated: 8/19/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 01/26/2009

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

Hrs Per Week: 40 Shift Length: 8  FTE: 1.00

### Budget

Salary of Person Leaving: \$61,400

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$31,584

Revenue Generating: No 0 %

Base Salary: \$50,107

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

Base Hourly: \$24.09

Grade: SWD3

**Net County Cost: \$92,984**

\*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.

This position is intended to primarily work at the Massena Transfer Station, but may rotate to other sites as needed. Responsibilities include operating the scale, cash register and communicating with the public. Other duties of this position include the operation of various equipment, such as a crane, loader and clearing snow during the winter months. Also, the Department is frequently short-staffed due to military and medical leaves. Failure to fill this vacant position would severely impede the ability to provide adequate customer service at the four (4) Solid Waste transfer stations.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

**MINIMUM QUALIFICATIONS:** Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and two (2) years of full time experience in the operation of vehicle scales as the primary function of the job.

**SPECIAL REQUIREMENT:** Possession of New York State Weighmaster's License.

October 2, 2023

Finance Committee: 9-25-2023

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

**MODIFYING THE 2023 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE  
FOR COSTS ASSOCIATED WITH DOCUMENT MANAGEMENT**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, in an effort to build an effect Records Management Program, St. Lawrence County hosted on-site shredding event in July, 2023, in which six (6) department participated disposing of obsolete records, and

**WHEREAS**, outsourcing for data imaging and shredding services with New York State Industries for Disabled, Inc. (NYSID) also occurred throughout the year, and

**WHEREAS**, a transfer of funds is needed to cover the cost of document management,

**NOW, THEREFORE, BE IT RESOLVED** that the Treasurer is authorized to modify the 2023 Budget for the County Administrator's Office for costs associated with document management, as follows:

**DECREASE APPROPRIATION:**

B1019904 49700	B SPEC Contingency Account	\$12,500
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**INCREASE APPROPRIATION:**

B1014604 43006	B Document Management	\$12,500
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October 2, 2023

Finance Committee: 9-25-2023

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NORTHERN TIER CONTRACTING, INC. AND MODIFYING THE 2023 BUDGET FOR THE ST. LAWRENCE COUNTY FORMER SHERIFF'S HOUSE AND JAIL ROOF AND FAÇADE ALTERATION PROJECT**

By Mr. Gennett, Chair, Finance Committee  
Co-Sponsored by Mr. Lightfoot, District 3; Mr. Denesha, District 6; Mr. Webster, District 11

**WHEREAS**, the St. Lawrence County Jail located on Judson Street, Canton closed in 2009 following the construction of a new Correctional Facility on Commerce Lane in Canton, and

**WHEREAS**, the original County Jail was constructed in 1829 on land donated by David Judson following the relocation of the County Seat in 1828, and

**WHEREAS**, after a fire that destroyed the structure, the Jail was rebuilt in 1898, with renovations again in 1928 that included additional cells, renovations continued with a new dormitory constructed in 1984, and finally the last renovations were complete in 1996, and

**WHEREAS**, since the Facility officially closed, there have been minor renovations to the facility to provide for secure storage for voting machines, a training area for elections workers, and general storage, and

**WHEREAS**, the Board of Legislators is looking at options for repurposing the facility and in order that the area be adequately prepared for new uses, the facility needs to have some of the deferred maintenance addressed, beginning with the roof and stone walls surrounding the Facility, and

**WHEREAS**, the first recommended project is the replacement of the roof over the former jail cell blocks and the Sheriff's House accompanied by the repointing of the stone work to reduce the moisture and precipitation inside the facility, and

**WHEREAS**, a competitive process was undertaken and two bids were received with an addendum to provide for the work to be completed at a later date, mindful that the historical appearance of the Facility be maintained, and

**WHEREAS**, in addition, the antiquated equipment and antennas located on the roof structure will also be removed as a part of this project, and

**WHEREAS**, it is recommended that Northern Tier Contracting, Inc. be awarded the bid and be authorized to proceed with the project,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Northern Tier Contracting, Inc. to complete the Former Jail and Sheriff's House Roof and Façade Alteration Project, and

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**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2023 Budget as follows:

**DECREASE UNAPPROPRIATED FUND BALANCE:**

01TG0911 50300	Fund Balance, Unreserved Unappropriated	\$875,000
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**INCREASE APPROPRIATED FUND BALANCE:**

01TG0910 50300	Fund Balance, Unreserved Appropriated	\$875,000
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**INCREASE APPROPRIATIONS:**

T6199509 90600	T IFT GF Transfer to CP	\$875,000
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**INCREASE APPROPRIATIONS:**

BG619974 43007 BDUP	B BLDG Upgrades Co. Facilities Improvements	\$875,000
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**INCREASE REVENUE:**

T6650319 90100	T IFT CP Transfers from GF	\$875,000
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**BE IT FURTHER RESOLVED** that there are potential areas of asbestos in the stone mortar along the stone walls, which could increase the cost to appropriately and safely address the items, so funds will be set aside in the capital reserve for 2024, if necessary to complete the Project.

October 2, 2023

Finance Committee: 9-25-2023

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

**MODIFYING THE 2023 BUDGET FOR ARCHITECTURAL AND DESIGN SERVICES FOR THE PUBLIC SAFETY COMPLEX RENOVATION PROJECT**

By Mr. Gennett, Chair, Finance Committee

Co-Sponsored by Mr. Lightfoot, District 3; Mr. Denesha, District 6; Mr. Webster, District 11

**WHEREAS**, the design and planning for renovations at the Public Safety Complex has been underway for more than twelve (12) months, and

**WHEREAS**, the design and architectural services required during the planning phase for renovations have included Beardsley Design Associates and NYSTEC providing consulting services surrounding the upgrade to the Public Safety Answering Point (PSAP), and

**WHEREAS**, Resolution No. 136-2022 and Resolution No. 74-2023 provided the authorization for the contract and appropriations for the services in the amount of \$153,501 thus far, and

**WHEREAS**, Resolution No. 101-2023 addressed appropriations for the work to be completed by the New York State Technology Enterprise Corporation (NYSTEC) in the amount of \$120,000 with the balance of \$39,732.40 remaining for work to be completed in 2024, and

**WHEREAS**, the delay in the bid release and contract award requires that another resolution be adopted to appropriate additional funding associated with the Project for the ongoing work competed,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Capital Project in the County Administrator’s Office for the Public Safety Complex Renovation Project, and

**DECREASE APPROPRIATIONS:**

B1019904 49700                      B SPEC Contingency Account                      \$300,000

**INCREASE APPROPRIATIONS:**

BG619974 43007 PSC    B Public Safety Complex Building Improvement                      \$300,000

**BE IT FURTHER RESOLVED** that the bids are anticipated to be released within the next ten days and any remaining costs for architectural services will be included in the resolution that awards the contracts for the Project.