

St. Lawrence County  
**BOARD OF LEGISLATORS**  
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**RUTH A. DOYLE**  
County Administrator

**DAVID FORSYTHE**  
Chair, Board of Legislators

**FINANCE COMMITTEE AGENDA**  
**MR. JOHN GENNETT, CHAIR**  
**MONDAY, MARCH 25, 2024**  
**BOARD ROOM AND LIVE VIA YOUTUBE**  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – February 26
- 3. ONGOING CHALLENGES OF FUEL PRICES IN THE ST. LAWRENCE COUNTY ECONOMY** – Dr. Greg Gardner, Economics Professor, SUNY Potsdam
- 4. SOLID WASTE – DON CHAMBERS**
  - A. Authorizing the Chair to Sign an Agreement with PaintCare New York LLC for Paint Disposal (Res)
  - B. Authorizing the Chair to Sign an Agreement with City of Ogdensburg for Septage/Leachate Receiving Services (Res)
- 5. COUNTY ATTORNEY – STEVE BUTTON**
  - A. Adopting Proposed Local Law B (No.   ) for the Year 2024 “Rescinding all Previous Ethics Laws and Amendments and Adopting the St. Lawrence County Ethics Law” (Res)
  - B. Authorizing the Chair to sign an Agreement for the Conveyance of 209 Rensselaer Street, in the Village of Rensselaer Falls, Town of Canton, in Lieu of Foreclosure Pursuant to Real Property Tax Law §1170 (Res)
- 6. LEGISLATOR DENESHA**
  - A. Urging New York State Governor Kathy Hochul to make Appointments to the Hermon Town Board, St. Lawrence County (Res)
- 7. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
  - A. County Attorney
    1. Abolish Secretary I, Create and Fill, Legal Secretary Position No. 005300018
    2. Fill, Assistant County Attorney Position No. 0219900001
  - B. County Administrator’s Office
    1. Abolish Buildings and Grounds Supervisor, Create and Fill, Director of Governmental Services, Position No. 012600002

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

A. Information and Update (Discussion)

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

- A. Authorizing the Chair to Sign a Contract Renewal with New York State Industries for the Disabled, Inc. for Records Management Services (Res)
- B. Proclaiming April as National County Government Month in St. Lawrence County and the 2024 Theme “ForwardTogether” (Res)
- C. Updating the Authorized Fees for Indigent Burials Through the Department of Social Services (Res) (Info)

**10. OLD AND NEW BUSINESS**

**11. 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)

**12. EXECUTIVE SESSION**

- A. Negotiations
- B. Litigation
- C. Personnel
- D. Appointments (5)

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

April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH  
PAINTCARE NEW YORK LLC FOR PAINT DISPOSAL**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, the Solid Waste Department is committed to facilitating safe and responsible disposal of solid waste, and

**WHEREAS**, the Solid Waste Department recognizes the potential hazards associated with improper paint disposal, including environmental contamination and health risks, and

**WHEREAS**, DANC has partnered with PaintCare for the collection and disposal of paint, and

**WHEREAS**, PaintCare is a non-profit organization established to collect and responsibly manage leftover, unwanted, or expired paint, and

**WHEREAS**, DANC has requested St. Lawrence County provide a drop off area within the County for one (1) day per month, and

**WHEREAS**, the Highway facility, located at 44 Park Street, Canton, has been selected, and DANC will be providing staff to collect the paint at no cost to the County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair an agreement with PaintCare New York LLC for paint disposal, upon approval of the County Attorney.

April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH THE CITY OF  
OGDENSBURG FOR SEPTAGE/LEACHATE RECEIVING SERVICES**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, the City of Ogdensburg operates a Wastewater Treatment Plant with the capacity to receive and treat septage/leachate, and

**WHEREAS**, the Solid Waste Department collects and transports septage/leachate from the closed Ogdensburg landfill, and

**WHEREAS**, the City agrees to allow the Solid Waste Department to discharge septage/leachate at the Waste Water Treatment Plant for treatment and disposal, and

**WHEREAS**, the Solid Waste Department will pay the City of Ogdensburg a sum based upon the volume of septage/leachate delivered, and

**WHEREAS**, for fiscal year 2023, the City of Ogdensburg will charge a fee of \$0.10 per gallon of septage/leachate received (WH081604 43018 LEAC), and

**WHEREAS**, this will be an annual agreement with automatic renews and an opt-out option for the County and City,

**NOW THEREFORE BE IT RESOLVED** that the Board of Legislator authorizes the Chair to sign an agreement with City of Ogdensburg for Septage/Leachate Receiving Services, upon approval of the County Attorney.

April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**ADOPTING LOCAL LAW B (NO. \_) FOR THE YEAR 2024,  
“RESCINDING ALL PREVIOUS ETHICS LAWS AND AMENDMENTS  
AND ADOPTING THE ST. LAWRENCE COUNTY ETHICS LAW”**

By Mr. Gennett, Chair, Finance Committee

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

Section 1. The adoption of this local law is intended to replace any and all laws and amendments previously adopted by the Board of Legislators relating to the Code of Ethics in St. Lawrence County.

Section 2. This local law shall take effect upon filing in the Office of the Secretary of State.

Section 3. The Board of Legislators adopts the following Ethics law:

**ST. LAWRENCE COUNTY CODE OF ETHICS**

- ARTICLE 1. PURPOSE
- ARTICLE 2. DEFINITIONS
- ARTICLE 3. APPLICABILITY
- ARTICLE 4. PROHIBITION ON USE OF MUNICIPAL POSITION FOR PERSONAL OR PRIVATE GAIN
- ARTICLE 5. DISCLOSURE OF INTEREST IN LEGISLATION AND OTHER MATTERS
- ARTICLE 6. RECUSAL AND ABSTENTION
- ARTICLE 7. PROHIBITION INAPPLICABLE; DISCLOSURE, RECUSAL AND ABSTENTION NOT REQUIRED
- ARTICLE 8. INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES
- ARTICLE 9. PRIVATE EMPLOYMENT IN CONFLICT WITH OFFICIAL DUTIES
- ARTICLE 10. FUTURE EMPLOYMENT
- ARTICLE 11. PERSONAL REPRESENTATIONS AND CLAIMS PERMITTED
- ARTICLE 12. USE OF MUNICIPAL RESOURCES
- ARTICLE 13. INTERESTS IN CONTRACTS
- ARTICLE 14. NEPOTISM
- ARTICLE 15. POLITICAL SOLICITATIONS
- ARTICLE 16. CONFIDENTIAL INFORMATION
- ARTICLE 17. GIFTS
- ARTICLE 18. BOARD OF ETHICS
- ARTICLE 19. ADVISORY OPINIONS
- ARTICLE 20. POSTING AND DISTRIBUTION
- ARTICLE 21. ENFORCEMENT
- ARTICLE 22. ANNUAL FINANCIAL DISCLOSURE STATEMENT

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ARTICLE 23. DESIGNATION OF OFFICERS AND EMPLOYEES REQUIRED TO FILE  
ANNUAL FINANCIAL DISCLOSURE STATEMENTS

ARTICLE 24. MAINTENANCE AND USE OF FINANCIAL DISCLOSURE STATEMENTS

ARTICLE 25. EFFECTIVE DATE

ARTICLE 1. PURPOSE

Officers and employees of St. Lawrence County hold their positions to serve and benefit the public, not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. In recognition of this fundamental principle, the St. Lawrence County Board of Legislators recognizes there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

ARTICLE 2. DEFINITIONS

- (a) "Agency" means any of the divisions of County government, except the Legislature.
- (b) "Appointed Official" means any individual who is appointed by the Chair of the Board of Legislators or the County Legislature to any agency, institution, department, office, branch, division, council, commission, board or bureau, whether paid or unpaid.
- (c) "Appropriate Body" pursuant to Article 18 of General Municipal Law, means the Board of Ethics of the County of St. Lawrence.
- (d) "Board" means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning or board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees, excluding advisory bodies with no policy-making function.
- (e) "Child" means any son, daughter, step-son or step-daughter, natural or adopted of a County Officer, employee or appointed official if such child is under 18 or is a dependent of the officer, employee or appointed official as defined in Internal Revenue Code Section 152(a)(1) and (2), and any amendments thereto.
- (f) "Code" means this code of ethics.
- (g) "Confidential Information" means any record or other information in any format that is either: (a.) prohibited by federal or state law from disclosure to the public; or (b.) prohibited from disclosure to the public by local law of the County; or (c) exempt from mandatory disclosure under the New York State Freedom of Information Law ("FOIL") and the New York State Open Meetings Law.
- (h) "County" means the County of St. Lawrence or any department, board, executive division, institution, office, branch, bureau, commission, agency, legislature or other division or part thereof.
- (i) "County Elected Official" means a County Legislator, the County Clerk, the District Attorney, the County Treasurer, the Sheriff or the Coroner.

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- (j) “Domestic Partner” means a person who is neither married nor related by blood or marriage to the County officer or employee, and is the County officer or employee’s sole spousal equivalent; lives together with the County Officer or employee in the same residence and intends to do so indefinitely and is responsible with the County officer or employee for each other’s welfare.
- (k) “Financial Relationship” an ownership or investment interest in the legal entity or a compensation arrangement with the legal entity
- (l) “Gift” means anything of value sought or received for less than fair market value, whether in the form of money, service, loan, travel, entertainment, or tickets, or in any other form.
- (m) “Government” means the St. Lawrence County Legislature, and includes all of its agencies, offices, departments, divisions, bureaus, boards, administrations, authorities, corporations, councils, commissions, and other units.
- (n) Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than five percent (5%) of outstanding stock of the organization.
- (o) “Jurisdiction” shall mean having the authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel of the County agency (as defined above at Article 2, Section 1) in which she or he is an officer, employee or appointed official (as defined above at Article 2, Sections 2 and 6).
- (p) “Legislation” means a matter which appears upon the calendar or agenda of the Legislature of St. Lawrence County or upon a committee hereof upon which any official action has been taken and shall include adopted acts, local laws, ordinances or resolutions.
- (q) “Major campaign contributor” of a County officer or employee means any individual or entity that has made, in the aggregate during the preceding 24 months, contributions of \$1,000 or more for the election of the County officer or employee to any public office.
- (r) “Ministerial act” means an administrative act, including the issuance of a license, permit, or other permission by the government, which is carried out in a prescribed manner and which does not involve substantial personal discretion.
- (s) “Municipality” means St. Lawrence County. The word “municipal” refers to the municipality.
- (t) “Municipal officer or employee” means a paid or unpaid officer or employee of St. Lawrence County, including, but not limited to, the members of any municipal board.

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- (u) “Officer” or “employee” means any officer or employee of the County of St. Lawrence. It also includes elected officials, appointed officials and heads of any agency, institution, department, office, branch, division, council, commission, board or bureau of the County of St. Lawrence, whether paid or unpaid, who occupy a policy making position.
- (v) “Policy-Making position” A position in County government shall be considered a policy-making position if it meets the following criteria, based either on the powers and duties of the position as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person holding that position:
  - (1) the position has been determined to be managerial pursuant to Civil Service Law §201(7); because the occupant formulates policy or;
  - (2) the position is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service and it is designated by the County Civil Service Commissioner as a position which requires the performance of functions influencing policy, or
  - (3) the position is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service and it is designated by the County Civil Service Commissioner as a position which requires the performance of functions influencing policy, or
  - (4) the person holding the position exercise responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency acts as an advisor to an individual in such a position, and
  - (5) Officers and employees holding the position have discretionary authority with respect to;
    - (i) Contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses; or
    - (ii) The purchase, sale, rental or lease of real property, personal property, or services or a contract therefore; or
    - (iii) The obtaining of grants of money or loans; or
    - (iv) Inspections; or
    - (v) The adoption or repeal of any rule or regulation having the force and effect of law.
- (w) “Political Activity” doing something in active support of or opposition of a political party or a candidate for partisan political office or a partisan political group.
- (x) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, step-child, adoptive child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.
- (y) “Spouse” means the husband or wife of an officer, employee or appointed official subject to the provisions of this Local Law unless legally separated from such officer, employee or appointed official.



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- (z) “Subordinate” means a County officer or employee the work of whom one has the authority to directly or indirectly control or direct, whether or not the two officers or employees stand in a direct reporting relationship to one another.

ARTICLE 3.           APPLICABILITY

This code of ethics applies to the officers and employees of the St. Lawrence County government, and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the St. Lawrence County.

ARTICLE 4.           PROHIBITION ON USE OF MUNICIPAL POSITION FOR PERSONAL OR PRIVATE GAIN

No municipal officer or employee shall use his or her municipal position or official authority and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

ARTICLE 5.           DISCLOSURE OF INTEREST IN LEGISLATION AND OTHER MATTERS

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the St. Lawrence County Board of Legislators. In all other cases, the disclosure shall be filed with the person’s supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person’s position. In addition, in the case of a person serving as an appointee on a municipal board, a copy of the disclosure shall be filed with the St. Lawrence County Board of Legislators. Any disclosure made to a board shall be made publicly at a meeting of the appropriate board and must be included in the minutes of the meeting.

ARTICLE 6.           RECUSAL AND ABSTENTION

- (a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

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(b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

- (1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board;
- (2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function; or
- (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

ARTICLE 7.            PROHIBITION INAPPLICABLE; DISCLOSURE, RECUSAL AND ABSTENTION NOT REQUIRED

(a) This code's prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

- (1) adoption of the municipality's annual budget;
- (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
  - (i) all municipal officers or employees;
  - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
  - (iii) the general public.
- (3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

- (1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code; or
- (2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

ARTICLE 8.            INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES

(a) No municipal officer or employee may acquire the following investments:

- (1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
- (2) investments that would otherwise impair the independence of judgment of the person in the exercise or performance of his or her official powers and duties.

(b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:

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- (1) real property located within the municipality and used as his or her personal residence;
- (2) less than five percent of the stock of a publicly traded corporation; or
- (3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

ARTICLE 9. PRIVATE EMPLOYMENT IN CONFLICT WITH OFFICIAL DUTIES

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- (b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- (d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

ARTICLE 10. FUTURE EMPLOYMENT

- (a) No municipal officer or employee may ask for, pursue, or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.
- (b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.
- (c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

ARTICLE 11. PERSONAL REPRESENTATIONS AND CLAIMS PERMITTED

This code shall not be construed as prohibiting a municipal officer or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the municipality; or
- (b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

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ARTICLE 12. USE OF MUNICIPAL RESOURCES

- (a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.
- (b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:
  - (1) any use of municipal resources authorized by law or municipal policy;
  - (2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or
  - (3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

ARTICLE 13. INTERESTS IN CONTRACTS

- (a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

ARTICLE 14. NEPOTISM

Except as otherwise required by law:

- (a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for, or within the municipality or a municipal board.
- (b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

ARTICLE 15. POLITICAL SOLICITATIONS

- (a) No municipal officer or employee shall directly or indirectly compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or

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compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

ARTICLE 16.           CONFIDENTIAL INFORMATION

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

ARTICLE 17.           GIFTS

- (a) No municipal officer or employee shall solicit, accept, or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No municipal officer or employee may directly or indirectly solicit any gift.
- (c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
  - (1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
  - (2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or
  - (3) the gift is intended as a reward for any official action on the part of the officer or employee.
- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.
- (e) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.
- (f) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

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(g) This section does not prohibit any other gift, including:

- (1) gifts made to the municipality;
- (2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;
- (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
- (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
- (5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or
- (6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

#### ARTICLE 18. BOARD OF ETHICS

- (a) There is hereby established a Board of Ethics for the municipality. The Board of Ethics shall consist of five members, appointed for a term of four years, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of the Board of Ethics shall be appointed by the St. Lawrence County Board of Legislators, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics.
- (b) The Board of Ethics shall render advisory opinions to the officers and employees of St. Lawrence County with respect to Article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee regarding proposed or performed conduct of the officer or employee or direct subordinate of the officer and employee under such rules and regulations as the Board of Ethics may prescribe. The Board of Ethics shall have the advice of legal counsel employed by the Board, or if none, the legal counsel of the County. If advisory opinions are requested related to the Board of Legislators, separate counsel can be provided to the Board of Ethics. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the St. Lawrence County Board of Legislators.

#### ARTICLE 19. ADVISORY OPINIONS

- (a) The Board of Ethics shall have authority to render confidential advisory opinions with respect to all matters covered by this law upon the written request of a current, former, or prospective agency, government officer or employee. Advisory opinions shall relate only to the interests, conduct, or actions of the requester or of a subordinate of the requester.
- (b) A current, former, or prospective agency, government officer or employee who acts in conformity with an advisory opinion shall not be subject to penalties or sanctions under this

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law for having so acted, unless the request for the advisory opinion omitted or misstated facts material to the opinion. The Board of Ethics may amend or rescind an advisory opinion at any time upon notice to the agency, officer or employee, provided, however, that the amended advisory opinion shall apply only to future actions of the officer or employee.

- (c) Advisory opinions and requests for advisory opinions shall be indexed and maintained on file by the Board of Ethics. The Board of Ethics shall publish such of its advisory opinions as the Board of Ethics deems beneficial for the guidance of government officers and employees, those doing business with the government, and members of the public, provided, however, that before publishing such advisory opinions the Board of Ethics shall first make such deletions as are necessary to prevent disclosure of the identity of the involved officers and employees.

ARTICLE 20.            POSTING AND DISTRIBUTION

- (a) The St. Lawrence County Administrator must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the control of the municipality.
- (b) The code must be posted within ten (10) days following the date on which the code takes effect. An amendment to the code must be posted within ten (10) days following the date on which the amendment takes effect.
- (c) The St. Lawrence County Administrator must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the St. Lawrence County.
- (d) Every municipal officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the St. Lawrence County Attorney who must maintain such acknowledgments as a public record.
- (e) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

ARTICLE 21.            ENFORCEMENT

Any municipal officer or employee who violates this code may be censured, fined, suspended, or removed from office or employment in the manner provided by law.

ARTICLE 22.            FINANCIAL DISCLOSURE STATEMENT

- (a) Officers and employees required to file. The following classes of officers and employees of the government shall be required to file a signed financial disclosure statement on an annual basis:

April 1, 2024

- (1) Elected officials;
  - (2) The heads of any agency, department, division, council, board, commission, authority or bureau of the government and their deputies and other persons authorized to act on their behalf who make policy decisions; and
  - (3) Officers and employees including members of boards, commissions and public authorities of the government who hold policymaking positions. All members of advisory boards, advisory councils, and advisory commissions where such advisory commissions, advisory councils, and advisory boards hold no policy-making function of St. Lawrence County are exempt from this requirement.
- (b) Time and place for filing annual financial disclosure statements shall be filed with the Board of Ethics no later than the 31<sup>st</sup> of March each year. This statement may be filed with the Office of the County Attorney.

ARTICLE 23.            DESIGNATION OF OFFICERS AND EMPLOYEES REQUIRED  
TO FILE FINANCIAL DISCLOSURE STATEMENTS

Within thirty (30) days after the effective date of this law, and during the month of February each year thereafter, the heads of every agency, department, division, council, board, commission, authority or bureau of the government shall:

- (a) Cause to be filed with the Board of Ethics a list of the names and offices or positions of all government officers and employees subject to his or her jurisdiction required to file annual financial disclosure statements pursuant to Article 8 of this law; and
- (b) Notify all such officers and employees of their obligation to file an annual disclosure statement by March 31 of each year.

ARTICLE 24.            MAINTENANCE AND USE OF FINANCIAL DISCLOSURE  
STATEMENTS (FDS)

- (a) The Board of Ethics shall index and maintain on file for at least seven (7) years all annual financial disclosure statements filed.
- (b) The Board of Ethics shall secure a copy of the active vendor list from the County on an annual basis that includes all vendors doing business with St. Lawrence County. The active vendor list will be used for the purpose of conducting an audit of submitted annual Financial Disclosure Statements (FDS). At a minimum, on a biennial basis, the Board of Ethics will compare, through an audit, the active vendors to businesses acknowledged by individuals in their Financial Disclosure Statements. The Board of Ethics will notify the County of any conflicts. The County will be responsible to ensure separation exists between employees and identified conflicts with access to vendors where there is a preexisting relationship. If there are issues, the County will communicate with the Board of Ethics.

ARTICLE 25.            EFFECTIVE DATE

This code takes effect upon filing with the Secretary of State.



April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT FOR THE  
CONVEYANCE OF 209 RENSSELAER STREET, IN THE VILLAGE OF  
RENSSELAER FALLS, TOWN OF CANTON, IN LIEU OF FORECLOSURE  
PURSUANT TO REAL PROPERTY TAX LAW §1170**

By Mr. Gennett, Chair, Finance Committee  
Co-Sponsored by Mr. Lightfoot, District 3

**WHEREAS**, the Village of Rensselaer Falls, located in the Town of Canton, County of St. Lawrence, approached St. Lawrence County in 2023 in relation to a destroyed building located at 209 Rensselaer St., Rensselaer Falls, NY 13617 with Tax Map No. 87.037-3-12.2 which is owned by Palazzo Nail Spas, Inc., and

**WHEREAS**, the building, a former residential apartment rental building, was destroyed in a fire on February 27, 2022, and

**WHEREAS**, the Village of Rensselaer Falls contacted St. Lawrence County to request that the County clean up the location and proceed to litigation against the owner for the tax delinquency and cleanup costs utilizing the Blighted Property Program established by the County, and

**WHEREAS**, the property is currently listed as tax delinquent based upon unpaid 2023 taxes with an amount of taxes due of \$173.88 along with interest, penalties, and fees of \$46.90 with the 2024 unpaid taxes having not been re-levied as of yet, and

**WHEREAS**, rather than commence a foreclosure action against Palazzo Nails Spa, Inc., the County Attorney approached Palazzo Nails Spa, Inc. about executing a transfer of the title to the property in lieu of foreclosure, and

**WHEREAS**, pursuant to Real Property Tax Law § 1170, "Any tax district may, when authorized by resolution of its governing body and in lieu of prosecuting a proceeding to foreclose a tax lien on any parcel of real property pursuant to this article, accept a conveyance of the interest of any person having any right, title, interest, claim, lien or equity of redemption in or to such parcel," and

**WHEREAS**, by transferring to the County the deed to the property in lieu of foreclosure, the County may move forward and clean up the property on its own, which is the goal of the Village and the County, and

**WHEREAS**, Palazzo Nails Spa, Inc. has agreed to a transfer of the property in lieu of foreclosure,

April 1, 2024

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an agreement for the conveyance of 209 Rensselaer Street, in the Village of Rensselaer Falls, Town of Canton in lieu of foreclosure pursuant to Real Property Tax Law §1170, upon review and approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the County Attorney is authorized to file the deed to execute the transfer once the agreement has been signed.

April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**URGING NEW YORK STATE GOVERNOR KATHY HOCHUL TO MAKE APPOINTMENTS TO THE HERMON TOWN BOARD, ST. LAWRENCE COUNTY**

By Mr. Gennett, Chair, Finance Committee  
Co-Sponsored by Mr. Denesha, District 6

**WHEREAS**, the Town of Hermon is governed by a Town Board, having four (4) board members and a supervisor, and

**WHEREAS**, on or about February 27<sup>th</sup>, 2024 and February 29<sup>th</sup>, 2024, three town board members and the town supervisor resigned, denying the Town a legally elected body capable of achieving quorum and carrying out business on behalf of its residents, and

**WHEREAS**, while the Town Board has the authority to fill vacancies in an elected town office (Town Law, §64(5)), the New York State Attorney General's Office has informally opined that the Town Board's authority to fill vacancies under Town Law, §64(5) must be exercised in accordance with the quorum requirements set forth in Town Law, §63 and General Construction Law, §41 (1972 Op Atty Gen No 248), and

**WHEREAS**, a majority of the Town Board would be necessary to fill a vacancy in the Office of Town Board or Town Supervisor, and

**WHEREAS**, in the absence of a quorum of the Town Board needed to fill a vacancy or vacancies on the Town Board, the only remedy to the Town is to ask the Governor to appoint a sufficient number of Town Board Members to bring the board to a quorum so that it may carry on Town Board business (Public Officers Law, §43), and

**WHEREAS**, once the Governor has appointed a sufficient number of members to bring the Town Board to a quorum, the Town Board would have the authority to act under Town Law, §64(5) to fill the remaining vacancies, and

**WHEREAS**, because the vacancies occurred more than three (3) months prior to the general election in November, the individuals appointed to fill the vacancies will serve until December 31, 2024, with the positions going on the ballot for election (Public Officers Law, §§42, 38), and

**WHEREAS**, the Town Attorney, in consultation with the remaining board member and the Town Clerk, has recommended to the Governor to appoint the following individuals: (1) Cathy Race, who was the former Mayor of the Village of Hermon before the Village merged with the Town, from 2010-2016 and former St. Lawrence County Deputy County Clerk, and (2) Victoria Day, who is the Director of the Hepburn Library in Edwards, New York, as well as a Retired Elementary School Principal at Gouverneur School District, and

April 1, 2024

**WHEREAS**, despite this recommendation, no appointments have been made yet and the Town remains without a quorum sufficient to carry out business on behalf of its residents,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators urges New York State Governor Kathy Hochul to make appointments to the Town of Hermon Board permitting the Town of Hermon to carry out business on behalf of its residents, and

**BE IT FURTHER RESOLVED** that certified copies of this resolution be forwarded to Governor Kathy Hochul, U.S. Congresswoman Elise Stefanik, Senator Mark Walczyk, Senator Dan Stec, Assemblyman Ken Blankenbush, Assemblyman Scott Gray, and Town of Hermon Attorney.

# St. Lawrence County Vacancy Authorization Form

## County Attorney



Type: Abolish & Create

**Legal Secretary**

Subunit (If Applicable): DSS Legal

Date Submitted: 11-30-2023

Reason Vacated: New Position

Position Number: 005300018

Date Vacated: N/A

Position # Abolished: 005100031

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: \$47,856

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)                      \$25,335

Revenue Generating:    No    0    %

Base Salary: \$49,172

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

Base Hourly: \$26.29

Grade: 23

**Net County Cost: \$13,906**

\*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.

If this position were not filled, the Department would not be able to adequately prepare legal documents. This position will prepare files for trial preparation and discovery compliance. The position will also prepare orders associated with files. The Department is charged with the responsibility of investigating relatives to care for potential foster children and the paternity adjudication can be used to locate potential placement option and visitation supervisors. Without paternity orders the County may be extending funds for foster care for longer than necessary. The person in this position will be responsible for ensuring that paperwork is served, which involves contact with law enforcement and process servers. This position will also assist other legal staff in the office, including the other legal secretaries.

\*Abolish Secretary I

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

Legal Secretary

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Secretarial Science or Legal Studies or closely related field and one (1) year of clerical experience; OR

B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Secretarial Science or Legal Studies or closely related field and two (2) years of clerical experience preparing a variety of legal documents, using word processing software; OR

C) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and four (4) years of clerical experience preparing a variety of legal documents, using word processing software.

# St. Lawrence County Vacancy Authorization Form

## County Attorney



Type: Fill

### Assistant County Attorney

Subunit (If Applicable):

Date Submitted: 02/09/2024

Reason Vacated: Transfer

Position Number: 021900001

Date Vacated: 02/05/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 06/14/2022

Jurisdictional Class: Exempt

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$105,719

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)                      \$55,968

Revenue Generating:    No    0    %

Base Salary: \$87,909

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

Base Hourly:

Grade:

**Net County Cost: \$30,720**

\*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.

On April 5, 2021, the St. Lawrence County Board of Legislators passed Resolution No. 102-2021 which effectively consolidated the Department of Social Services Legal Unit under the Office of the County Attorney. Pursuant to that consolidation, all of the attorneys dedicated to DSS function became Assistant County Attorneys. These positions, created pursuant to the authority vested in the Board of Legislators and County Attorney via County Law Section 502, will remain responsible for providing legal support in all Family Court proceedings related to the representation of the Department of Social Services but will now do so under the auspices of the County Attorney. An Assistant County Attorney may carry out the functions of the DSS legal unit as assigned by the County Attorney and may appear on behalf of the County Attorney in any proceeding in which the County Attorney is obligated to provide representation to a county entity. The failure to fill these positions would result in a critical inability to render support and representation to the Department of Social Services in all Family Court proceedings, which include child protective actions and child support actions.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

Assistant County Attorney

SUGGESTED QUALIFICATIONS: Admission to the Bar in New York State.



# St. Lawrence County Vacancy Authorization Form

## County Administrator



Type: Abolish & Create

**Director of Governmental Services**

Subunit (If Applicable):

Date Submitted: 03/21/2024

Reason Vacated:

Position Number: 012600002

Date Vacated: N/A

Position # Abolished: 303200003

Position Status: Fulltime

Last Fill Date: N/A

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$0

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)                      \$48,984

Revenue Generating:    Yes    0    %

Base Salary: \$92,526

Reimbursed by Local,  
State or Federal Funds:    Yes    0    %

Base Hourly: \$50.84

Grade: Mgmt Band VI

**Net County Cost: \$141,510**

\*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.

It is necessary to recreate the position of Director of Governmental Services for the level of work involved with the management of and direct oversight associated with the ongoing and anticipated capital projects. The authority to hire, evaluate performance, and dismiss staff affiliated with work on the Projects is a function that will be required of this Position. The strict adherence to safety & health practices and protocols is critical for a safe and successful project(s). The tasks associated with this particular role are designed on time completion of the project as well as reporting on the expenses to ensure the budget is monitored and not exceeded.

Other tasks will include: the supervision of contractors and/or staff engaged in work, bid and non-bid purchasing of equipment and supplies, when needed the provision/acquisition of centralized office operations, and the coordinated purchasing of services for facilities owned or leased by the County. There may also be a need to oversee the implementation of purchasing procedures in accordance with statutory, regulatory, and policy requirements as well as oversight of safety practices and protocols on project sites. There may also be a need for this role to supervise and participates in the preparation of bid specifications. This position will implement procedures, and if necessary recommend updates to provide for the appropriate purchase of equipment, supplies, and/or the delivery of services contracted by the County for any and all departments.

If this position is not created, there will not be direct oversight of the processes included with ongoing and anticipated capital project(s) and the work completed by internal and external staff. It is not a role that department heads can assume easily without sacrificing other responsibilities.

\*Abolish Buildings and Grounds Supervisor, Create and Fill Director of Governmental Services

Department Head: *Ruth A. Doyle*

**Approved?**

Yes  No

County Administrator:

Resolution #:

## Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

### MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in business administration, public administration, accounting, finance, or a closely related field and four years of full-time paid experience in purchasing supplies and equipment, preparation of materials and services specifications or in retail sales involving item pricing or cost analysis of items and goods, at least two years of which must have been in a supervisory capacity; OR

(B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in one of the fields of study as in (A) above and six years of full-time, paid experience as in (A) above, two years of which must have been in a supervisory capacity; OR

(C) Graduation from high school or possession of a high school equivalency diploma and eight years of full-time paid experience as in (A) above, two years of which must have been in a supervisory capacity.

April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT RENEWAL  
WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC.  
FOR RECORDS MANAGEMENT SERVICES**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, St. Lawrence County recognizes the need to have ongoing records management services performed, and

**WHEREAS**, New York State Industries for the Disabled, Inc. (“NYSID”), a 501c (3) not-for-profit corporation, was appointed by the New York State Commissioner of Education pursuant to Section 162 of the New York State Finance Law to facilitate orders on behalf of Preferred Source Agencies, such as St. Lawrence NYSID, and

**WHEREAS**, the St. Lawrence NYSID has provided records management services for St. Lawrence County for over thirty (30) years (B1014604 43006), and

**WHEREAS**, this contract allows the County to acquire services for document preparation such as micrographics, digital imaging or imaging on microfilm, CDs, and document shredding,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract renewal with New York State Industries for the Disabled Inc. for records management services for January 1, 2024 through December 31, 2024, retroactively, upon approval of the County Attorney.

April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**PROCLAIMING APRIL AS NATIONAL COUNTY GOVERNMENT  
MONTH IN ST. LAWRENCE COUNTY AND THE 2024 THEME,  
“FORWARDTOGETHER”**

By Mr. Gennett, Chair, Finance Committee

**WHEREAS**, there are 3,069 counties in the United States that provide essential services to more than 330 million Americans to create healthy, safe, and thriving communities, and

**WHEREAS**, the county form of government was established in 1634 in Virginia to provide a more local solution for citizens to access government services, and

**WHEREAS**, since 1991, the National Association of Counties (NACo) continues to encourage counties across the country to elevate awareness of county responsibilities, programs, and services, and

**WHEREAS**, counties continue to fulfill a broad range of responsibilities and deliver services that touch many aspects of the lives of its residents in need, and

**WHEREAS**, St. Lawrence County and counties across the Country take pride in the responsibility to protect and enhance the health, wellbeing, and safety of our residents in efficient and cost-effective ways, and

**WHEREAS**, NACo is highlighting county leadership through the lens ForwardTogether, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners, and

**WHEREAS**, that role includes a responsibility to inspire county residents to engage with their communities, and to lead by highlighting the strength of intergovernmental partnerships, and

**WHEREAS**, St. Lawrence County provides opportunities to connect through its interactions with the public in need of services and seeks to inspire those who would like to see a brighter future for the North Country,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators hereby proclaims April 2024 as National County Government Month and the 2024 theme of “ForwardTogether” and the three pillars of connect, inspire, and lead, and

**BE IT FURTHER RESOLVED** that the Board of Legislators encourages all county officials, employees, schools, and residents to participate in activities that support County Government Month.

April 1, 2024

Finance Committee: 3-25-2024

RESOLUTION NO.

**UPDATING THE AUTHORIZED FEES FOR INDIGENT BURIALS  
THROUGH THE DEPARTMENT OF SOCIAL SERVICES**

By Mr. Gennett, Chair, Finance Committee  
Co-Sponsored by Ms. Haggard, District 10

**WHEREAS**, pursuant to Section 141 of the Social Services Law, the Department of Social Services is required to pay the expenses associated with indigent burials, and

**WHEREAS**, over the last five years, St. Lawrence County has provided 129 individuals with these services per year, on average at a cost of that exceeds \$250,000 per year, and

**WHEREAS**, since the last adjustment to the fees for indigent burials, adopted ten (10) years ago in Resolution No. 53-2013 and fifteen (15) years ago in 2009 (Resolution No. 224-2009), costs to provide these services have increased for funeral directors in the County, and

**WHEREAS**, in 2023, the authorized fees for indigent burials were reviewed and as a part of that review, recommendations for updates to the fees were requested from the funeral directors and from the Department of Social Services, and

**WHEREAS**, it has been determined that the fees should be updated and recommendations brought forward to the Board of Legislators for adoption, and

**WHEREAS**, the Funeral Directors' Association supports changes in reimbursement for Indigent Burials and related services while accepting in many situations the fees will not fully cover the cost of the services they provide, and

**WHEREAS**, under the changed reimbursement schedule, St. Lawrence County will continue to pay for Direct Burials and Cremations, without services, and ensure that adequate burials continue for indigent individuals in St. Lawrence County, with increased opportunities for supplementation by non-legally responsible parties,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators accepts the recommendations and authorizes the following updates to the fees (attached) for Indigent Burials through the Department of Social Services be set as follows effective April 1, 2024, and

**BE IT FURTHER RESOLVED** that a review of these fees will be scheduled every five (5) years going forward and if necessary, a recommendation brought forward to the Board of Legislators.

April 1, 2024



## ST. LAWRENCE COUNTY

### Indigent Burial Fees Adopted in Resolution No. xx-2024

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Effective April 1, 2024, the following rates associated with indigent burials will be reimbursed as follows:

- Direct Burial without services at \$2,950 (Increase of \$1,145)
- Direct Cremation without services at \$2,050 (Increase of \$900)
- Stillborn/Infant Direct burial or Direct Cremation at \$900 (Increase of \$300)
- Mileage Reimbursement \$3 per mile per loaded mile (Increase of \$1 per mile)
- Cemetery Grave Opening/Closing \$800 (Increase of \$300)
- Anatomical donation, no crematory fee or mileage \$1,250 (new)
- Crematory Fee to remain at the rate set by the crematory
- Oversized casket and liner at the extra cost of the difference between the standard casket/liner and oversized casket/liner

The items listed below address the practices associated with indigent burials:

- The County will not reimburse for the burial of cremated remains or burial plots.
- The amount for the Direct Burial includes the price of the basic grave liner.
- If an oversized grave liner is required, the County will pay the difference between a basic grave liner and an oversized grave liner with an invoice.
- The price of a Direct Cremation includes the price of a durable urn, not cardboard.
- The County reimburses for a standard Monday through Friday grave opening, exclusively and the amount reimbursed is not to exceed \$800 (Increase of \$300) without prior approval and invoice from the cemetery.
- The maximum that the County will reimburse for winter storage is \$100 (no change) with an invoice from the cemetery.
- All Direct Burials are required to have the minimum of a casket (metal or composite material) and invoice submitted with the bill.
- The County maintains that a stillborn/infant is considered a person from birth to six (6) months old.

April 1, 2024

- Mileage is calculated from the place of death to the funeral home, then to place of disposition (crematory or cemetery)
- Payment for transporting bodies to place of disposition from a funeral home is limited to not to exceed seventy-five (75) miles to the New York State Border.
- Any services performed without prior authorization by St. Lawrence County shall not be reimbursed.
- A working copy of the death certificate will be provided to the Department of Social Services.
- On an annual basis, a General Price List from each of the funeral homes will be provided to the Department of Social Services. The Department of Social Services will only pay an amount equal to the Direct Cremation or Direct Burial price on the current General Price List of requesting funeral home.
- These are minimum requirements, and a funeral home or funeral director may go above and beyond for a family at their own discretion and expense.
- The County maintains that without supplementation, by a non-legally responsible party, when St. Lawrence County is paying for an indigent burial, the grave must be in an available indigent burial ground.
- Services other than a Direct Burial or Cremation would fall under the category of supplementation.
- That supplementation by a non-legally responsible party be allowed for some or all of the following up to a maximum of \$5,000 (Increase of \$2,500) at a rate from the current General Price List:
  - Embalming
  - Dressing
  - Cosmetology/Hair dresser
  - Casketing
  - Register books, prayer cards, memorial candles
  - Calling hours/Graveside services
  - Streaming video
  - Funeral and/or Memorial services
  - Religious Symbol
  - Urn or Keepsake Urn
  - Cremation Jewelry
  - Additional Miles to a Cemetery/Crematory
- Supplementation of the expenditure by the County for an indigent burial cannot be used to upgrade the casket or vault.

**ST. LAWRENCE COUNTY ADVISORY BOARD/COMMITTEE  
CANDIDATE BIOGRAPHICAL DATA SHEET**

Advisory Board/Committee: St. Lawrence County Workforce Development Board

Name: Ruth Doyle Email: rdoyle@stlawco.gov  
Address: 48 Court Street Home: \_\_\_\_\_  
Canton, NY 13617 Work: 315-379-2276 / 315-854-1936

Township (if different from address): \_\_\_\_\_

**APPOINTMENT**  
 **REAPPOINTMENT** If a Reappointment, Date First Appointed: 2/5/2018  
The Date this Term will Expire: 3/4/2027  **Advisory Board Endorsed**

Name of Individual being Replaced by this Appointment: n/a

Reason for Seeking Appointment/Reappointment to this Advisory Board/Committee: Representative of County Government. It is a terrific opportunity to remain informed about the challenges facing the workforce in the County.

Years at Above-Listed Address: 21

Previous Address: \_\_\_\_\_

Years at Previous Address (if applicable) \_\_\_\_\_

Present Employer: St. Lawrence County

Employer Address: 48 Court Street, Canton, NY 13617

Education/Experience: LeMoyne College, Bachelor's Degree  
County Government Institute, NYSAC  
21 Years at St. Lawrence County

Community Activities: President, St. Lawrence Health Initiative, Inc.  
Secretary/Treasurer, Canton Human Services Initiative, Inc.  
Fort Drum Regional Liaison Organization Member

Hobbies/Special Interests: Spending free time on the water, fishing and swimming, hiking,  
watching soccer, basketball, hockey, baseball, lacrosse



**ST. LAWRENCE COUNTY ADVISORY BOARD/COMMITTEE  
CANDIDATE BIOGRAPHICAL DATA SHEET**

Advisory Board/Committee: St. Lawrence County Workforce Development Board

Name: Dave Evans Email: devans@sllboces.org  
Address: St. Lawrence-Lewis BOCES Home: 315.389.5974  
40 West Main St., Canton, NY 13617 Work: 315.386.4504 x 10417

Township (if different from address): \_\_\_\_\_

**APPOINTMENT**

**REAPPOINTMENT**

If a Reappointment, Date First Appointed: 10/6/2014  
The Date this Term will Expire: 10/31/2026  Advisory Board Endorsed

Name of Individual being Replaced by this Appointment: N/A

Reason for Seeking Appointment/Reappointment to this Advisory Board/Committee: To continue assisting the St. Lawrence County Workforce as the local Title II representative.

Years at Above-Listed Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Years at Previous Address (if applicable) \_\_\_\_\_

Present Employer: St. Lawrence-Lewis BOCES

Employer Address: 40 West Main Street/PO Box 231, Canton, NY 13617

Education/Experience: Bachelor's Degree in Business Administration, Master's Degree in Education  
Have work at the SLL BOCES for the last 24 years in the Adult Education Department.

Community Activities: I have been involved in coaching basketball.

Hobbies/Special Interests: Enjoy outdoor work and learning new things.

**ST. LAWRENCE COUNTY ADVISORY BOARD/COMMITTEE  
CANDIDATE BIOGRAPHICAL DATA SHEET**

Advisory Board/Committee: Workforce Development Board

Name: Ronald McDougall Email: ronaldpmcdougall@gmail.com  
Address: 63 Gleason Street Home: 315.323.1244  
Gouverneur, NY 13642 Work: \_\_\_\_\_

Township (if different from address): \_\_\_\_\_

**APPOINTMENT**

**REAPPOINTMENT**

If a Reappointment, Date First Appointed: 5/1/1991

The Date this Term will Expire: 02/28/2027  Advisory Board Endorsed

Name of Individual being Replaced by this Appointment: \_\_\_\_\_

Reason for Seeking Appointment/Reappointment to this Advisory Board/Committee: To promote  
Workforce development within St. Lawrence County.

Years at Above-Listed Address: ~~20~~ 23

Previous Address: \_\_\_\_\_

Years at Previous Address (if applicable) \_\_\_\_\_

Present Employer: Village of Gouverneur

Employer Address: 33 Clinton Street, Gouverneur, NY 13642

Education/Experience: Graduate, Madrid-Waddington Central School

Community Activities: Mayor, Village of Gouverneur

Hobbies/Special Interests: Fishing