



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, APRIL 14, 2025
BOARD ROOM AND LIVE VIA
WWW.STLAWCO.GOV
IMMEDIATELY FOLLOWING SERVICES
COMMITTEE MEETING**



RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – March 10, 2025

3. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS

- A. Authorizing the Chair to Sign a Contract with NETXNY Network Experts of New York, Inc, for Network Segmentation and Firewall Managed Service in Order to Comply with Cyber Security Regulations for the Board of Elections (Res)

4. EMERGENCY SERVICES – RICK RUSAW

- A. Modifying the 2025 Budget for Emergency Services for the Annual Cost of Sharing the Master Radio Communications Site (AKA Core) (Res)
- B. Authorizing the Chair to Sign a Lease Agreement with Adirondack Communication Sites, LLC and Modify the 2025 Budget for Emergency Services for the Purpose of Maintaining an Emergency Services Communication Tower (Res)

5. PLANNING – JASON PFOTENHAUER

- A. Authorizing the Chair to Sign a Contract with New York State for the SWIMS Lifeguard Grant Program (Res)
- B. Environmental Management Council 2024 Annual Report (Info)

6. PROBATION – TIM LEPAGE

- A. Approval of Bad Debt Write Off for the Probation Department (Res) (Info)

7. SHERIFF – PATRICK ENGLE

- A. Modifying the 2025 Budget for the Sheriff's Office for Interest Earned on the Howard G. Buffett Foundation Grant (Res)
- B. Modifying the 2025 Budget for the Sheriff's Office for the Costs to Provide Security Services to the Department of Social Services at the Harold B. Smith Building (Res)

- C. Authorizing the Chair to Sign a Memorandum of Agreement between St. Lawrence County and Participating Counties and Municipal Police Agencies to Join the Tri-County Special Response Team with Clinton, Franklin, and Essex Counties (Res)
- D. Authorizing the Chair to Sign a Memorandum of Agreement between the St. Lawrence County Sheriff and Participating St. Lawrence County Departments, Enhancing the Multidisciplinary St. Lawrence County Threat Advisory Committee (Res)

8. OLD/NEW BUSINESS

9. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

10. COMMITTEE REPORTS

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

11. EXECUTIVE SESSION

12. ADJOURNMENT – If there is no further business.

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NETXNY NETWORK EXPERTS OF NEW YORK, INC, FOR NETWORK SEGMENTATION AND FIREWALL MANAGED SERVICE IN ORDER TO COMPLY WITH CYBER SECURITY REGULATIONS FOR THE BOARD OF ELECTIONS

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 249-2021 approved the budget modification and the Cybersecurity Remediation Grant, and

WHEREAS, Resolution No. 356-2021 authorized the chair to sign a contract with Network Experts of New York, Inc., and

WHEREAS, the St. Lawrence County IT Department would like to continue using the firewall managed service and network segmentation for the Board of Elections through NETXNY-Network Experts of New York, Inc. with a contract period of January 10, 2025-December 31, 2027, and

WHEREAS, the total cost is \$41,998 and will be paid through Cyber Security Grant funding (E1Z14504 43007), and

WHEREAS, Network Experts of New York, Inc. has the knowledge, expertise, required software, and associated technology and services to provide a quality solution to the needs of the Board of Elections,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with NETXNY-Network Experts of New York Inc, for network segmentation, firewall managed service in order to comply with cyber security regulations for the Board Of Elections upon the approval of the County Attorney.

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR EMERGENCY SERVICES FOR THE
ANNUAL COST OF SHARING THE MASTER RADIO COMMUNICATIONS SITE
(AKA CORE)**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 100-2024 authorized a contract with Onondaga County for a Master Radio Communications Site Agreement, and

WHEREAS, the 2025 cost for CORE was not available during the budget process and a resolution to modify the 2025 budget was anticipated, and

WHEREAS, after reviewing all accounts, it was determined that \$10,229 budgeted for the annual premium for the Fire Training Facility is no longer necessary and can be used to offset this cost as well as contingency funds,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Office of Emergency Services for the annual cost of the Master Radio Communications Site Agreement as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$33,771
X1034104 40700	X Bldg & Property Rent	<u>10,229</u>
		\$44,000

INCREASE APPROPRIATIONS:

XP036404 42202	X PSCS Equip Repair and Maintenance	\$44,000
----------------	-------------------------------------	----------

BE IT FURTHER RESOLVED the total amount for the cost of sharing the Master Radio Communications Site that is shared between Broome County, Cayuga County, Cortland County, Jefferson County, Lewis County, Madison County, Oneida County, Onondaga County, Oswego County, St. Lawrence County, and Tioga County will be budgeted for 2026 and future years.

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A LEASE AGREEMENT WITH
ADIRONDACK COMMUNICATION SITES, LLC AND MODIFY THE 2025 BUDGET
FOR EMERGENCY SERVICES FOR THE PURPOSE OF MAINTAINING AN
EMERGENCY SERVICES COMMUNICATION TOWER**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County Emergency Services currently maintains a Very-High Frequency (VHF) analog un-encrypted radio system for fire departments, ambulance services, and law enforcement agencies operating within the County, and

WHEREAS, the current VHF radio system, which was implemented in 1988, replaced the previous low-band option owned and maintained by St. Lawrence County, and

WHEREAS, the current VHF radio system relies on antiquated and outdated equipment that is no longer supported by the manufacturer, some of which has started to fail in faster progression than anticipated, and

WHEREAS, the current VHF radio system is experiencing frequent interruption, consistent static, intentional and unintentional unauthorized transmission on public safety frequencies, and overall coverage degradation as technology evolves causing an extreme deficit to public safety and the safety of responders in the County, and

WHEREAS, a tower located at 0 Big Tupper Road, Tax Map Parcel # 521.-1-2, Summit of Mt Morris, Tupper Lake, NY 12986 has been identified as a tower spot necessary for coverage in the St. Lawrence County jurisdiction, and

WHEREAS, the current owners, Adirondack Communication Sites, LLC have expressed a willingness to enter into a five year agreement, with four successive five year options exercisable at County election, for the placement and maintenance of an antenna on the existing tower and within the existing structures, and

WHEREAS, the annual rent associated with the lease agreement is \$19,669.08 with a three percent (3%) annual ascendant for each year the lease remains operational, but will be prorated for 2025 and anticipated to begin in the second quarter (XP036404 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the lease agreement with Adirondack Communications Sites, LLC, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for Emergency Services as follows:

INCREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$12,052
----------------	----------------------------	----------

INCREASE APPROPRIATIONS:

XP036404 43007	X PSCS Other Fees & Services	\$12,052
----------------	------------------------------	----------

BE IT FURTHER RESOLVED that the amount for the lease will be budgeted in the 2026 Budget for Emergency Services.

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE
FOR THE SWIMS LIFEGUARD GRANT PROGRAM**

By Ms. Curran, Chair, Operations Committee

WHEREAS, New York State made \$50,000 in reimbursable funds available to municipalities through counties to incentivize lifeguard recruitment and retention through the NYS SWIMS Lifeguard Grant Program, and

WHEREAS, every municipality in the County was contacted regarding their interest in participating, and

WHEREAS, the following municipalities expressed an interest and provided necessary application information: City of Ogdensburg (\$5,556), Canton Town/Village (\$5,556), Norwood Village (\$5,555), Potsdam Town (\$5,556), Fowler Town (\$5,556), Massena Town/Village (\$5,556), Waddington Town (\$5,555), Parishville Town (\$5,555), and Lisbon Town (\$5,555), and

WHEREAS, this requires authorization from the County for a contract and a budget modification,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with New York State for the SWIMS Lifeguard Grant Program, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign subrecipient agreements with municipalities, and documentation necessary for the administration and close-out of this project, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the County Administrator's Office as follows:

INCREASE APPROPRIATIONS:

B1071804 46500	B OTH Recreation Prog PMTS	\$50,000
----------------	----------------------------	----------

INCREASE REVENUE:

B1038895 56000	B SA OTHER Recreation Prog	\$50,000
----------------	----------------------------	----------

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

APPROVAL OF BAD DEBT WRITE OFF FOR THE PROBATION DEPARTMENT

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 87-2014 authorized the Chair to sign a contract with Falcon Recovery Systems, LLC for St. Lawrence County in an effort to consolidate collection work under one contract, and

WHEREAS, although the amount owed is written off, the amount due is placed in the file of the client in an effort to collect payment should they return for services in the future, and

WHEREAS, in 2023 bad debt accounts were \$3,464 for Drug Testing Fees and \$2,243.55 for Supervision Fees, for a total of \$5,707.55, written off last year by Resolution No. 108-2024, and

WHEREAS, in 2024 bad debt accounts from 2018, 6 years uncollectible, were \$2,518 for Drug Testing Fees and \$725 for Supervision Fees, for a total of \$3,243, and

WHEREAS, while the write offs assist with the accounting aspects, collection efforts will continue indefinitely,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves the bad debt write offs for the Probation Department, as follows:

DECREASE CONTRA ASSET ACCOUNT:

01TG0389 501Q0	T Allowance for Receivables Probation	\$3,243
----------------	---------------------------------------	---------

DECREASE ASSET ACCOUNT:

01TG0380 501Q0	T Q Accounts Receivable	\$3,243
----------------	-------------------------	---------

Bad Debt Write Off Summary for Last 5 Years

Fee Type	2018 Revenue	2018 Write Offs in 2024	Balance Collected	% Collected
Drug/Alcohol Fees	\$7,100.00	(\$2,518.00)	\$4,582.00	65%
Supervision Fees	\$26,255.00	(\$725.00)	\$25,530	97%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	0%
Other Fees	\$50.00	\$0.00	\$50.00	100%
Total	\$33,405.00	(\$3,243.00)	\$30,162.00	90%
Fee Type	2017 Revenue	2017 Write Offs in 2023	Balance Collected	% Collected
Drug/Alcohol Fees	\$8,830.00	(\$3,464.00)	\$5,366.00	61%
Supervision Fees	\$34,945.00	(\$2,243.55)	\$32,701.45	94%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	0%
Other Fees	\$215.00	\$0.00	\$215.00	100%
Total	\$43,990.00	(\$5,707.55)	\$38,282.45	87%
Fee Type	2016 Revenue	2016 Write Offs in 2022	Balance Collected	% Collected
Drug/Alcohol Fees	\$12,900.00	(\$5,864.75)	\$7,035.25	55%
Supervision Fees	\$44,140.00	(\$5,189.00)	\$38,951.00	88%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	0%
Other Fees	\$310.00	\$0.00	\$310.00	
Total	\$57,350.00	(\$11,053.75)	\$46,296.25	81%
Fee Type	2015 Revenue	2015 Write Offs in 2021	Balance Collected	% Collected
Drug/Alcohol Fees	\$10,350.00	(\$5,048.00)	\$5,302.00	51%
Supervision Fees	\$44,325.00	(\$6,545.27)	\$37,779.73	85%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	0%
Other Fees	\$494.45	\$0.00	\$494.45	
Total	\$55,169.45	(\$11,593.27)	\$43,576.18	79%
Fee Type	2014 Revenue	2014 Write Offs in 2020	Balance Collected	% Collected
Drug/Alcohol Fees	\$12,050.00	(\$5,515.00)	\$6,535.00	54%
Supervision Fees	\$45,490.00	(\$9,257.00)	\$36,233.00	80%
Custody/Visitation Fees	\$ -	\$ -	\$ -	
Other Fees	\$130.00	\$ -	\$130.00	100%
Total	\$ 57,670.00	(\$14,772.00)	\$42,898.00	74%

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE SHERIFF'S OFFICE FOR INTEREST
EARNED ON THE HOWARD G. BUFFETT FOUNDATION GRANT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 238-2024 approved the acceptance of the Howard G. Buffett Foundation (HGBF2) Grant for the Sheriff's Office and grant accounts were created, and

WHEREAS, this funding source requires interest earned on the grant funds (\$91,005.91) to be applied to the HGBF2 Program,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 budget for the Sheriff's Office for interest earned on the Howard G. Buffet Foundation Grant, as follows:

INCREASE APPROPRIATIONS:

S1Z31104 43007 HGBF2	S CRIM HGBF Other Fees & Services	\$91,006
----------------------	-----------------------------------	----------

INCREASE REVENUE:

S1Z24015 55000 HGBF	S HGBF Interest & Earnings	\$91,006
---------------------	----------------------------	----------

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE SHERIFF'S OFFICE FOR THE COSTS
TO PROVIDE SECURITY SERVICES TO THE DEPARTMENT OF SOCIAL
SERVICES AT THE HAROLD B. SMITH BUILDING**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 7-2025 authorized the creation of four (4) part-time Special Patrol Officers to pilot a new model of security and improve efficiency for internal security, and

WHEREAS, the creation of the part-time Special Patrol Officer positions requires a modification to the Sheriff's Office Budget to allocate necessary funds for the positions, including salary, fringe benefits, uniforms and equipment, and

WHEREAS, the initial costs associated with the creation of the part-time Special Patrol Officer positions are expected to be higher in the first year due to the need to equip the new employees with necessary uniforms and equipment while future costs for the positions are anticipated to be lower after initial setup,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 budget for the Sheriff's Office for the costs to provide security services to the Department of Social Services at the Harold B. Smith Building, as follows:

INCREASE APPROPRIATIONS:

S3039891 12000 SPO1	S Supervisory/Admin	\$7,487
S3039891 13000 SPO1	S Technical	1,342
S3039891 14000 SPO1	S Clerical	1,412
S3039891 16000 SPO1	S Per Diem	2,124
S3039891 17000 SPO1	S Part Time	103,553
S3039894 45300 SPO1	S Uniforms & Clothing	35,643
S3039898 81000 SPO1	Retirement	15,603
S3039898 83000 SPO1	Social Security	8,823
S3039898 84000 SPO1	Workers' Compensation	3,060
S3039898 84500 SPO1	Group Life Insurance	19
S3039898 86000 SPO1	Hospital & Medical Insurance	3,060
S3039898 86500 SPO1	Dental Insurance	133
S3039898 89000 SPO1	Vision Insurance	41
		<u>\$182,300</u>

INCREASE REVENUE:

S3027705 55000 SPO1	Sheriff Public Safety Revenue	\$182,300
---------------------	-------------------------------	-----------

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$166,418
S1031101 12000	S CRIM Supervisory/Administrat	5,806
S1031101 13000	S CRIM Technical	671
S1031101 14000	S CRIM Clerical	1,412
S2031101 12000	S CIVL Supervisory/Administrat	1,681
S2031101 13000	S CIVL Technical	336
S4031501 13000	S JAIL Technical	336
S1031108 81000	Retirement	1,062
S1031108 83000	Social Security	569
S1031108 84000	Workers' Compensation	208
S1031108 84500	Group Life Insurance	14
S1031108 86000	Hospital & Medical Insurance	2,357
S1031108 86500	Dental Insurance	103
S1031108 89000	Vision Insurance	32
S2031108 81000	Retirement	271
S2031108 83000	Social Security	145
S2031108 84000	Workers' Compensation	53
S2031108 84500	Group Life Insurance	4
S2031108 86000	Hospital & Medical Insurance	603
S2031108 86500	Dental Insurance	26
S2031108 89000	Vision Insurance	8
S4031508 81000	Retirement	45
S4031508 83000	Social Security	24
S4031508 84000	Workers' Compensation	9
S4031508 84500	Group Life Insurance	1
S4031508 86000	Hospital & Medical Insurance	100
S4031508 86500	Dental Insurance	4
S4031508 89000	Vision Insurance	<u>1</u>
		\$182,299

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF AGREEMENT
BETWEEN ST. LAWRENCE COUNTY AND PARTICIPATING COUNTIES AND
MUNICIPAL POLICE AGENCIES TO JOIN THE TRI-COUNTY SPECIAL
RESPONSE TEAM WITH CLINTON, FRANKLIN, AND ESSEX COUNTIES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Counties of Clinton, Franklin, and Essex, as well as the Town of Ticonderoga, the Village of Malone, and the Village of Saranac Lake have formed a Special Response Team known as the “Tri-County Special Response Team” to conduct tactical operations throughout Northern New York, and

WHEREAS, the St. Lawrence County Sheriff has been requested by the participating agencies to become a participating agency of the Tri-County Special Response Team, and

WHEREAS, the St. Lawrence County Sheriff recognizes the benefit to the people of St. Lawrence County and for the safety of the employees of the Sheriff’s Office by becoming a participating agency of the Tri-County Special Response Team,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Agreement between St. Lawrence County and participating Counties and municipal police agencies to join the Tri-County Special Response Team with Clinton, Franklin, and Essex Counties, upon approval of the County Attorney.

May 5, 2025

Operations Committee: 4-14-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF AGREEMENT
BETWEEN THE ST. LAWRENCE COUNTY SHERIFF AND PARTICIPATING ST.
LAWRENCE COUNTY DEPARTMENTS, ENHANCING THE MULTIDISCIPLINARY
ST. LAWRENCE COUNTY THREAT ADVISORY COMMITTEE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, through the St. Lawrence County Sheriff, the County and Participating Departments and Community Members, has created a Threat Advisory Committee to better pinpoint possible targeted threats in St. Lawrence County, New York, and

WHEREAS, these departments include St. Lawrence County Emergency Services, Probation, Community Services, Department of Social Services, and the Veterans Department.

WHEREAS, the Threat Advisory Committee will provide guidance on the mitigation of threats through the creation of a multidisciplinary threat management team that will close gaps created by system silos and fragmented responses as well as provide a central point of information coordination, and

WHEREAS, the Sheriff's Office has been awarded a Domestic Terrorism Prevention Grant in the amount of \$172,413 (S1Z43895 57000) from the New York State Division of Homeland Security and Emergency Services, with a contract period of September 1, 2024, to August 31, 2026, and

WHEREAS, this grant is directed to be utilized to support the capability of the County to prevent targeted violence and domestic terrorism through the utilization of a multidisciplinary Threat Assessment and Management (TAM) Team and the development of comprehensive Domestic Terrorism Plans,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Agreement between the Sheriff and participating St. Lawrence County Departments, enhancing the multidisciplinary St. Lawrence County Threat Advisory Committee, upon approval of the County Attorney.