



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, AUGUST 11, 2025
BOARD ROOM AND LIVE VIA
WWW.STLAWCO.GOV
5:30 PM**



RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – July 14, 2025

3. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS

- A. Authorizing the Chair to Sign Contracts Amending Grant Contract Terms for the Cybersecurity Remediation Grant and Modifying the 2025 Budget for the Board of Elections (Res)
- B. Authorizing the Chair to Sign an Agreement to Accept an Electronic Poll Book Grant and Modifying the 2025 Budget for the Board of Elections (Res)
- C. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for Technology Innovation and Election Resource (TIER) Grant Program and Modifying the 2025 Budget for the Board of Elections (Res)
- D. Authorizing the Chair to Sign a Contract to Accept a Ballot by Mail Program Grant and Modifying the 2025 Budget for the Board of Elections (Res)
- E. Authorizing the Chair to Sign a Contract to Accept a 2024 General Election Program Grant and Modifying the 2025 Budget for the Board of Elections (Res)
- F. Authorizing the Chair to Sign a Contract with Dominion Voting for the Replacement of Election Management Hardware and Software (Res)

4. COUNTY CLERK – SANDY SANTAMOOR

- A. Modifying the 2025 Budget for the County Clerk's Office for Overtime (Res) (Info)

5. DISTRICT ATTORNEY – GARY PASQUA

- A. Authorizing the Chair to Sign a Subscription Agreement with Advent Financial Systems, LLC for the Office of the District Attorney (Res)
- B. Modifying the 2025 Budget for the Office of the District Attorney for the Discovery Grant (Res)

6. EMERGENCY SERVICES – RICK RUSAW

- A. Authorizing the Chair to Sign the Memorandum of Agreement for Adirondack Regional Hazmat Consortium FY24-25 Hazardous Materials Emergency Preparedness Funding (Res)

7. HUMAN RESOURCES – JONNIE DOROTHY

- A. Authorization to Abolish the Human Resources Assistant Position and Create and Fill the Human Resources Coordinator Position in Human Resources (Res)
- B. Authorizing the Chair to Sign a Contract with Alera Group for Health Plan Analytics and Clinical Advocacy Services (Res)

8. INFORMATION TECHNOLOGY – RICK JOHNSON

- A. Authorization to Accept a Donation of Equipment from Seaway Valley Prevention Council to St. Lawrence County (Res)
- B. Authorizing the Chair to Sign a Contract to Enter into an Agreement with New York State to Join the NY Security Operations Center to Improve the Cybersecurity Posture (Res)
- C. Microsoft 365 Implementation (Discussion)

9. PLANNING – JASON PFOTENHAUER

- A. Modifying the 2025 Budget for the Planning Office for Increased 2025 Fund Allocations from the New York State Department of Transportation (Res)
- B. Agriculture Tour Update (Discussion)

10. PROBATION – TIM LEPAGE

- A. Authorizing the Chair to Sign a Contract with Meola Enterprise for Cleaning Services at the District Offices of Probation and Department of Social Services Located at 99 West Main Street, Gouverneur, New York (Res)
- B. Arming of Probation Officers Update (Discussion)

11. PUBLIC DEFENDER – JAMES MCGAHAN

- A. Authorizing the Chair to Sign a Contract with the New York State Defenders' Association for the Public Defender Case Management System Cloud and Modifying the 2025 Budget for the Public Defender's Office (Res)
- B. Authorizing the Chair to Sign a Contract with Securescan for Document Imaging Services and Modifying the 2025 Budget for the Public Defender's Office (Res)
- C. Authorizing the Chair to Sign a Contract with the New York State Office of Indigent Legal Services for the Fourth (4th) Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant (Res)
- D. Authorizing the Chair to Sign a Contract with the New York State Division of Criminal Justice Services to Accept the Aid to Defense Grant for April 1, 2025 Through March 31, 2026 (Res)

12. SHERIFF – PATRICK ENGLE

- A. Authorization to Create and Fill a Corrections Sergeant Position in the Sheriff's Office (Res)

- B. Modifying the 2025 Budget for the Sheriff's Office for Overtime Expenses in the Criminal and Correctional Divisions and Inmate Housing, Prescriptions, and Food Expenses at the Correctional Facility (Res)
- C. Authorizing the Chair to Sign a Contract Amendment for the FY21 Operation Stonegarden Grant (FY21 OPSG) with New York State Division of Homeland Security and Office of Emergency Services (Res)

13. OLD/NEW BUSINESS

14. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

15. 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)

16. EXECUTIVE SESSION

17. ADJOURNMENT – If there is no further business.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS AMENDING GRANT
CONTRACT TERMS FOR THE CYBERSECURITY REMEDIATION GRANT AND
MODIFYING THE 2025 BUDGET FOR THE BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Elections has been awarded a Cybersecurity Remediation Grant Program for expenses related to Cybersecurity, and

WHEREAS, Resolution No. 231-2020 authorized the Chair to sign a contract with New York State for the NYS Cybersecurity Remediation Grant Program for the Board of Elections, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2026 for those grants that have an unexpended balance, and

WHEREAS, the unexpended balance for Cybersecurity Remediation Grant Program is \$87,724.08,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts amending Grant contract terms for the Cybersecurity Remediation Grant 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 Board of Elections, as follows:

INCREASE APPROPRIATIONS:

E1Z14504 42000 CS	CS Office Supplies & Expenses	\$37,724
E1Z14504 43007 CS	CS Other Fees and Services	<u>50,000</u>
		\$87,724

INCREASE REVENUE:

E1Z30895 56000 CS	CS State Aid	\$87,724
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to the future budgets until fully expended.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT TO ACCEPT AN
ELECTRONIC POLL BOOK GRANT AND MODIFYING THE 2025 BUDGET FOR
THE BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, funds have become available from the New York Board of Elections for the St. Lawrence County Board of Elections for the period beginning April 1, 2024 through March 31, 2026 in the amount of \$79,100.59, and

WHEREAS, the grant has program-specific terms and conditions, and will be used to acquire equipment and supplies for electronic poll books,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement to accept an Electronic Poll Book Grant, upon approval from the County Attorney, and

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

INCREASE APPROPRIATIONS:

E1Z14502 25000 EP	EP Technical Equipment	\$79,101
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INCREASE REVENUE:

E1Z230895 56000 EP	EP State Aid	\$79,101
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to the future budgets until fully expended.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT
EXTENSIONS FOR TECHNOLOGY INNOVATION AND ELECTION RESOURCE
(TIER) GRANT PROGRAM AND MODIFYING THE 2025 BUDGET FOR THE
BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 203-2021 authorized the Chair to sign grant applications for the New York State Technology Innovation and Elections Resource (TIER) Grant Program, and allowed for the rollover of these funds annually, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2026, for those grants that have unexpended balances, and that they are increasing the amount available to the St. Lawrence County Board of Elections, and

WHEREAS, the expended balance for the Technology Innovation and Election Resource (TIER) Grant Program is \$308,084, and

WHEREAS, \$111,747.11 was included in the 2025 budget, therefore an increase of \$196,336.49 is needed,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for the Technology Innovation and Election Resource (TIER) Grant Program, 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 Board of Elections as follows:

INCREASE APPROPRIATIONS:

E1Z14502 25000 TIER	TIER Technical Equipment	\$196,337
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INCREASE REVENUE:

E1Z30895 56000 TIER	TIER State Aid	\$196,337
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to the future budgets until fully expended.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT TO ACCEPT A BALLOT BY MAIL PROGRAM GRANT AND MODIFYING THE 2025 BUDGET FOR THE BOARD OF ELECTIONS

By Ms. Curran, Chair, Operations Committee

WHEREAS, funds have become available from the New York Board of Elections for the St. Lawrence County Board of Elections for the period beginning April 1, 2024 through March 31, 2026 in the amount of \$44,746.61, and

WHEREAS, the grant has program-specific terms and conditions and will be used to pay for supplies for the Ballot by Mail Program, and

WHEREAS, the grant revenue account (E1030895 56000) will provide revenue to pay for the cost associated with postage that was budgeted for 2025 (E1014504 42402) for \$25,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract to accept a Ballot by Mail Program Grant for the Board of Elections, upon approval from the County Attorney, and

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

INCREASE APPROPRIATIONS:

E1Z14502 25000 BM	E BM Technical Equipment	\$14,747
E1Z14504 43007 BM	E BM Other Fees and Services	<u>5,000</u>
		\$19,747

INCREASE REVENUE:

E1030895 56000 BM	BM State Aid	\$19,747
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to the future budgets until fully expended.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT TO ACCEPT A 2024
GENERAL ELECTION PROGRAM GRANT AND MODIFYING THE 2025 BUDGET
FOR THE BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, funds are from the New York Board of Elections for the St. Lawrence County for the period beginning April 1, 2024 through March 31, 2026 in the amount of \$31,495.78, and

WHEREAS, the grant has program-specific terms and conditions, only spent on non-budgeted items, such as first aid kits, security, "I Voted" stickers, name tags, laminators, press releases, apparel, signs and holders, voter signage, and name tags,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract to accept a 2024 General Election Program Grant, upon approval from the County Attorney, and

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

INCREASE APPROPRIATIONS:

E1Z14504 43007 GEG	GEG Other Fees and Services	\$31,496
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INCREASE REVENUE:

E1Z30895 56000 GEG	GEG State Aid	\$31,496
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to the future budgets until fully expended.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DOMINION VOTING
FOR THE REPLACEMENT OF ELECTION MANAGEMENT HARDWARE AND
SOFTWARE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 203-2021 authorized the Technology Innovation and Election Resource (TIER) Grant (E1Z30895 56000 TIER), and

WHEREAS, Dominion Voting has the experience, expertise, required software, and associated technology and provides the services for a quality solution to meet the needs of the Board of Elections, and

WHEREAS, the existing equipment and software is in need of an update and requires replacement of both the EMS hardware and software for the programming voting machines by Dominion Voting, and

WHEREAS, the replacement cost associated with the hardware and software is \$49,865, with an annual maintenance fee of \$12,500 and these costs will be covered by the TIER Grant Program,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Dominion Voting for the replacement of the election management hardware and software, upon the approval of the County Attorney.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE COUNTY CLERK'S OFFICE FOR
OVERTIME**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the County utilizes a budgetary management tool that sets aside a portion of the appropriations for overtime expenses and twenty-five percent (25%) of those funds are placed in the contingency account, and

WHEREAS, the workload in the Department of Motor Vehicles due to downstate registrations is above and beyond the normal workload, necessitating the use of all available overtime funds and this requires a transfer of the targeted contingency as well as some untargeted funds to complete the work for the balance of the year for County Clerk, and

WHEREAS, there is \$16,254 in the targeted contingency and the need based upon the current trend is to include an additional thirteen thousand, seven hundred forty-six dollars (\$13,746) to complete the year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the County Clerk's Office for overtime costs, as follows:

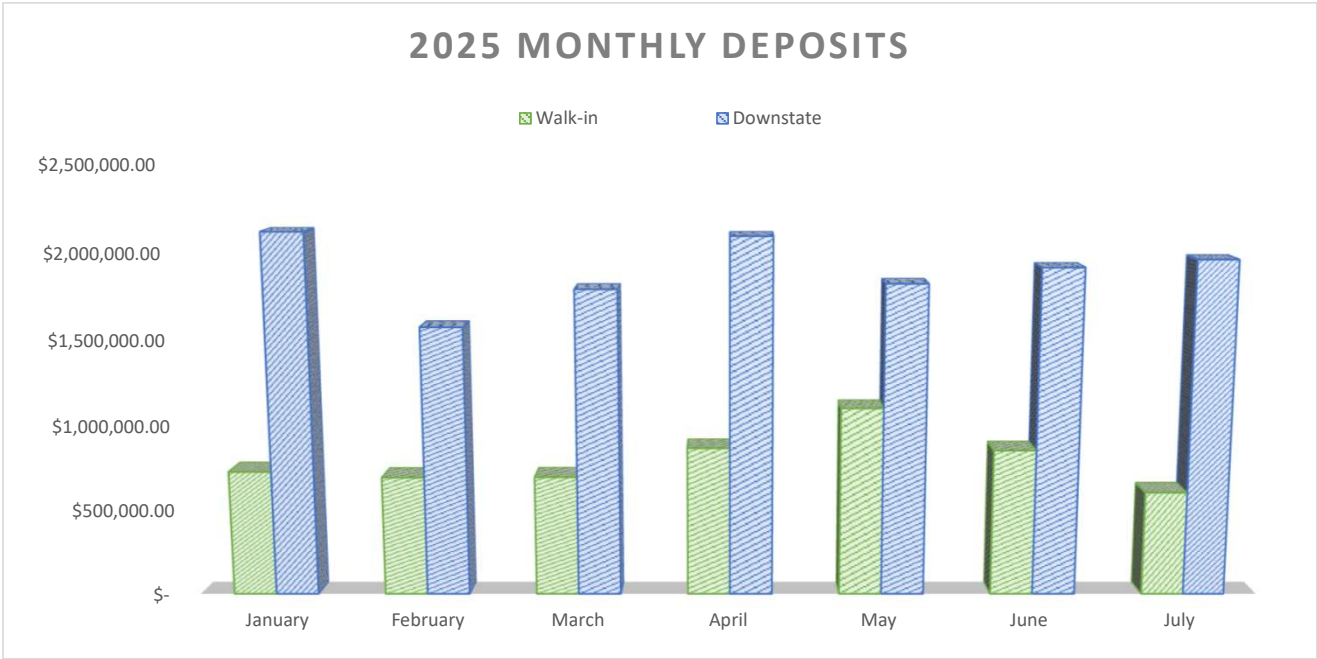
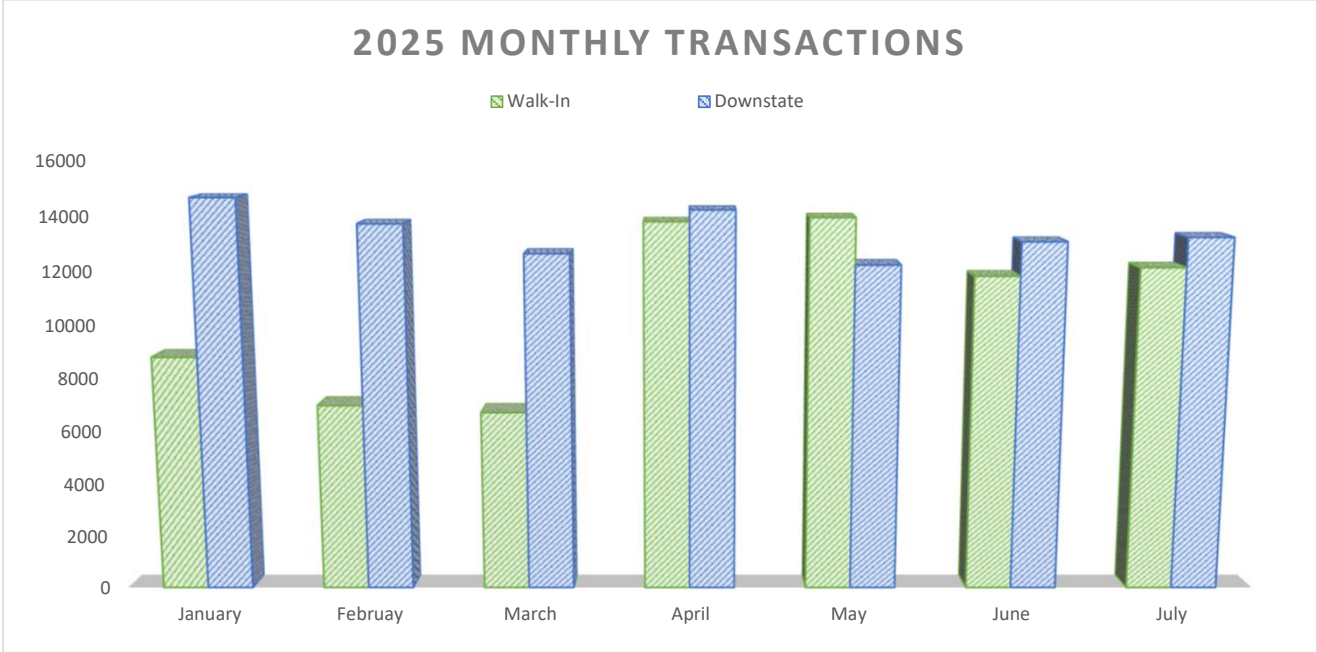
INCREASE APPROPRIATIONS:

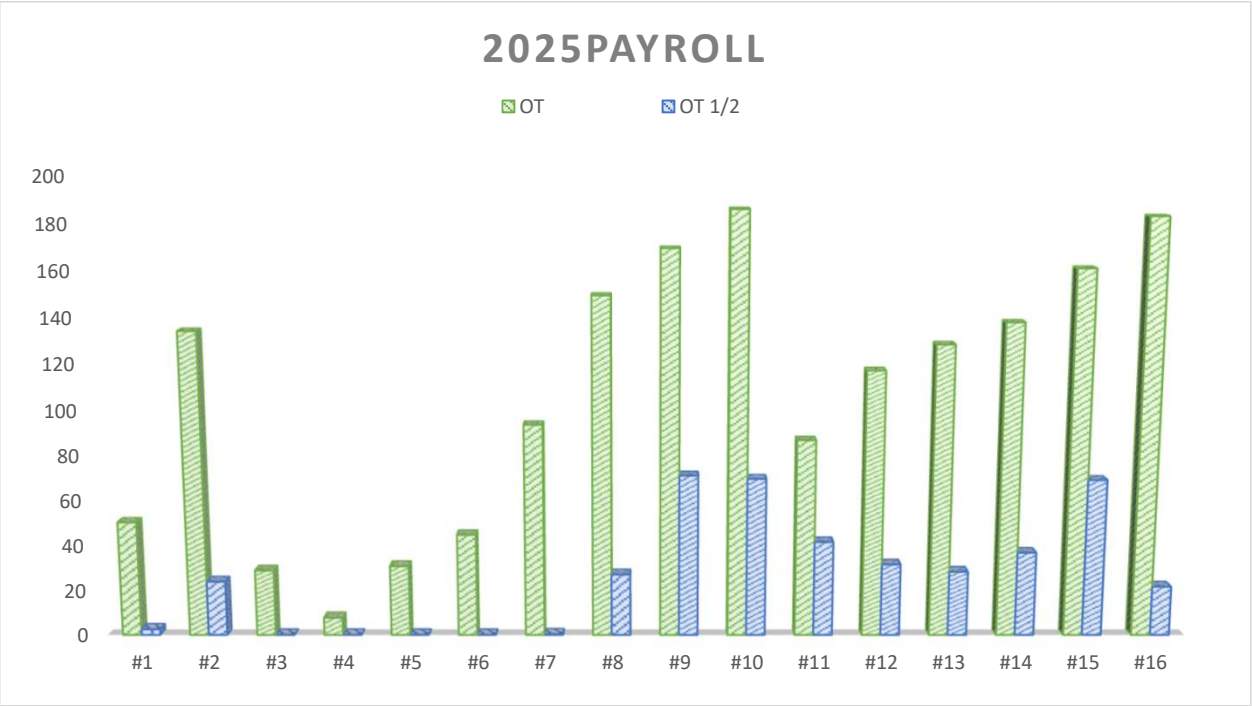
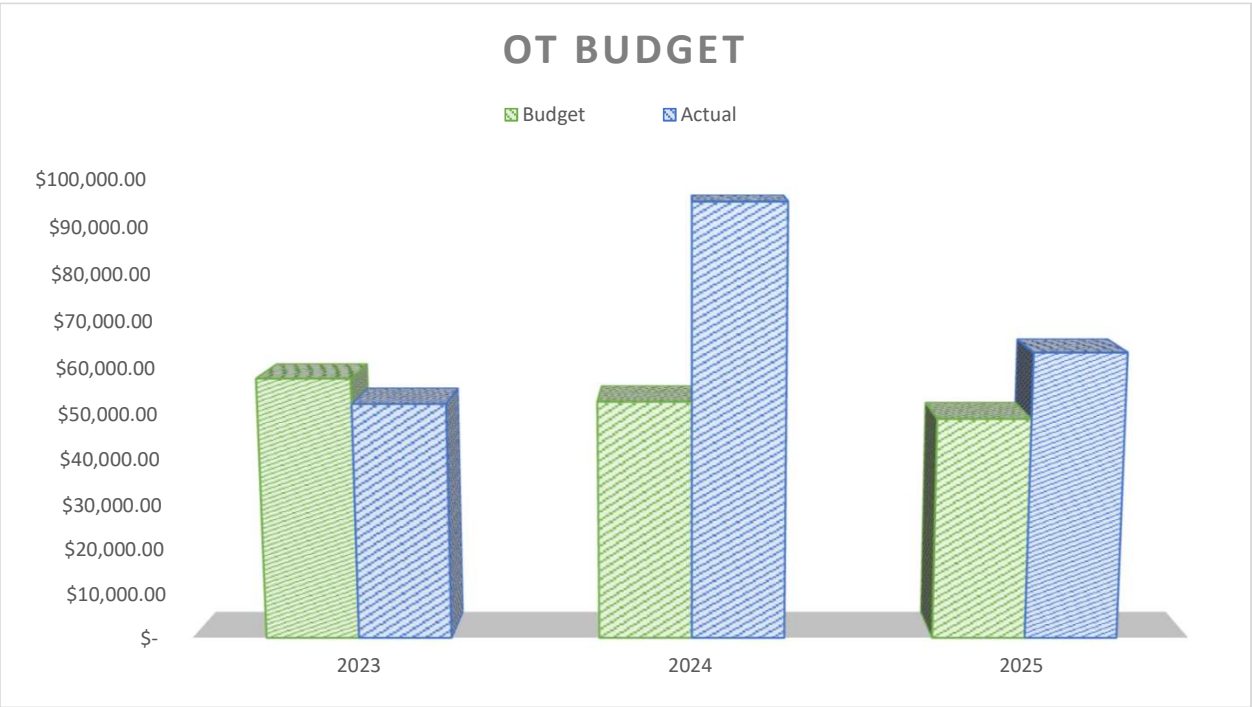
K1614101 18000	K NYDS DMV Fees	\$30,000
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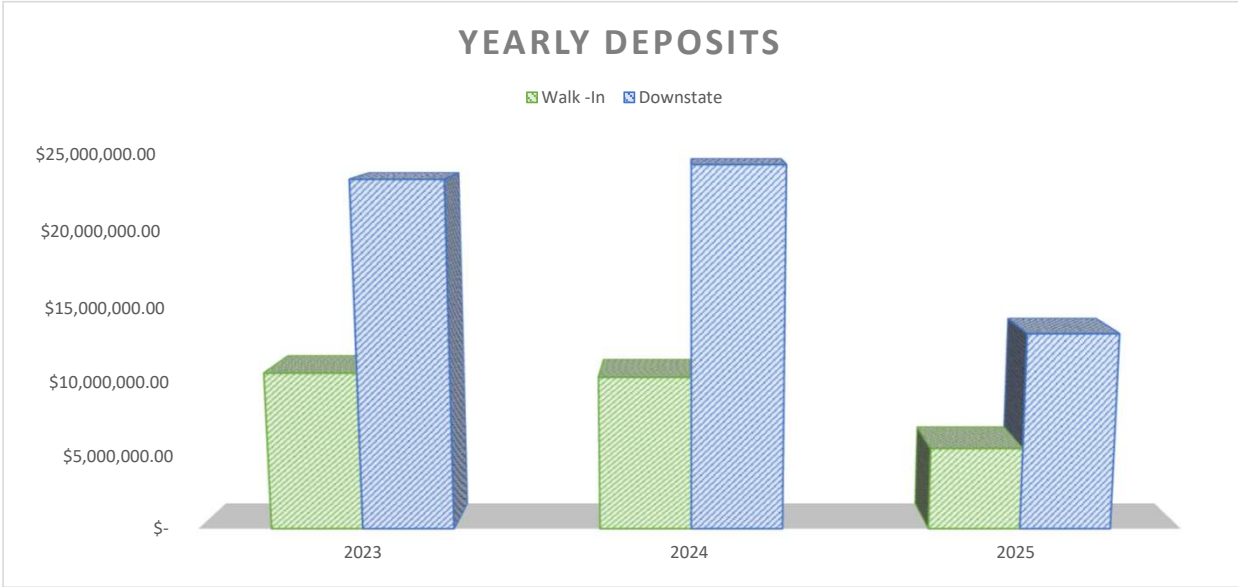
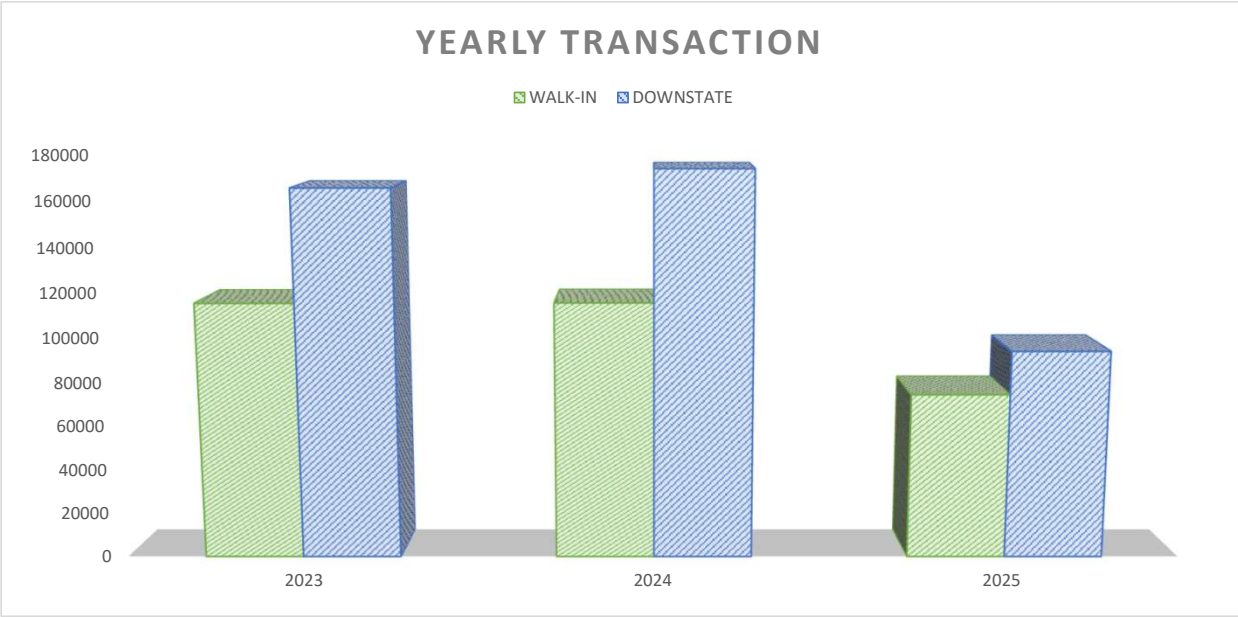
DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$30,000
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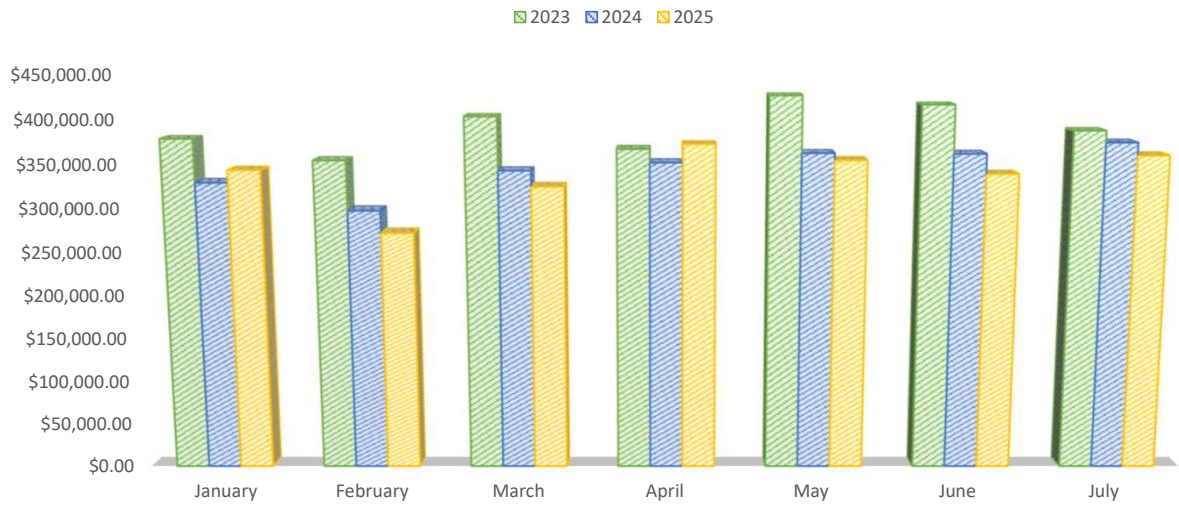
2025 County Clerk Activities



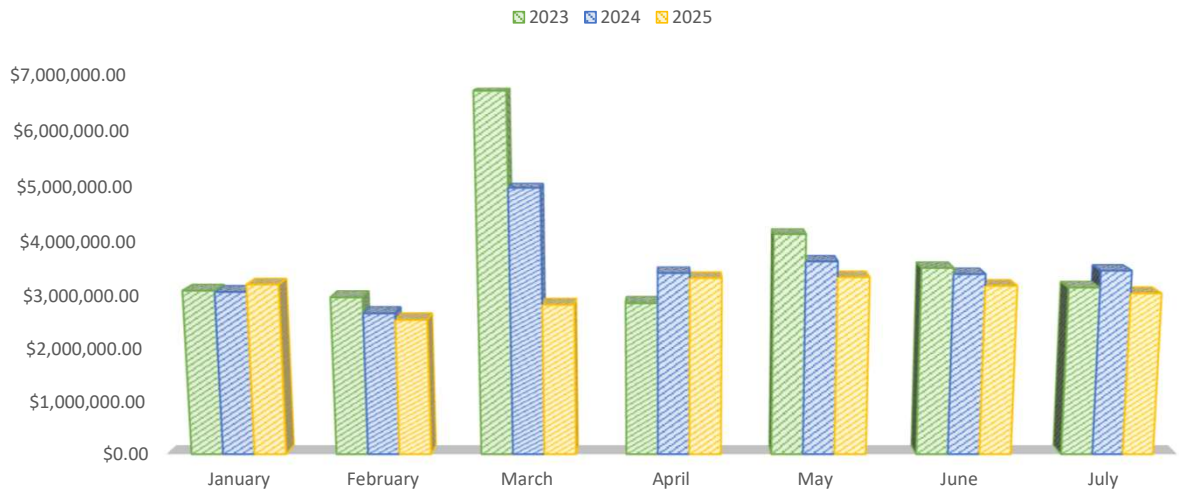


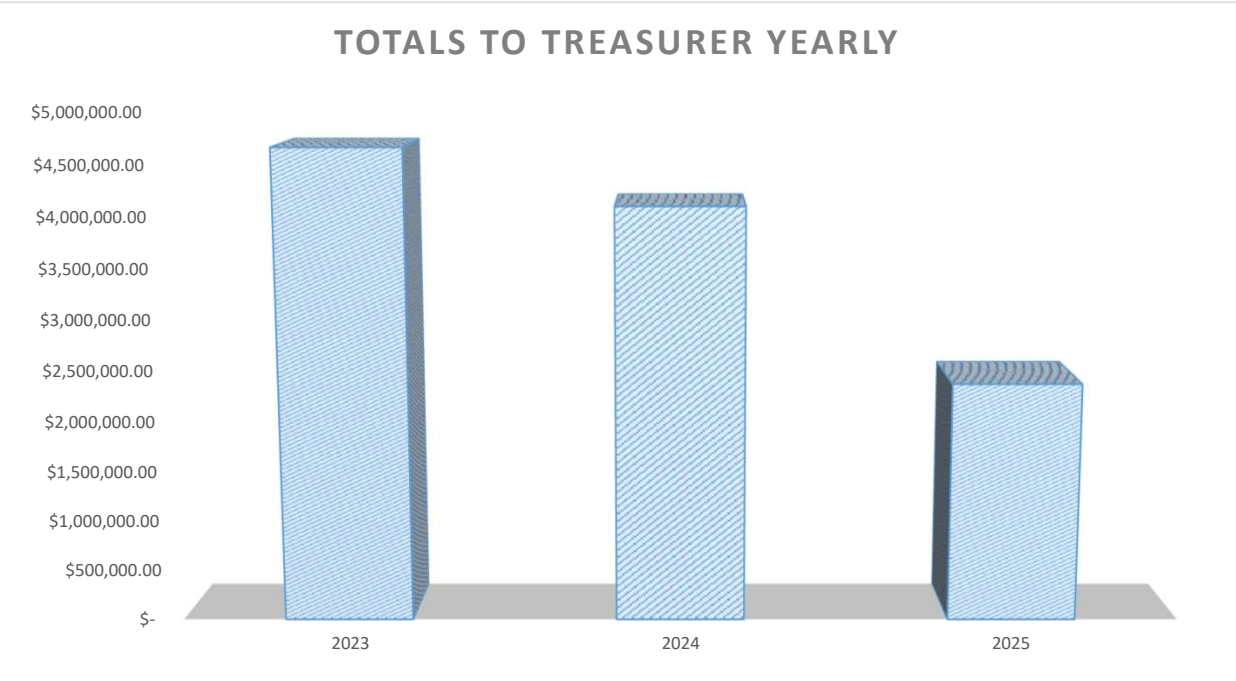
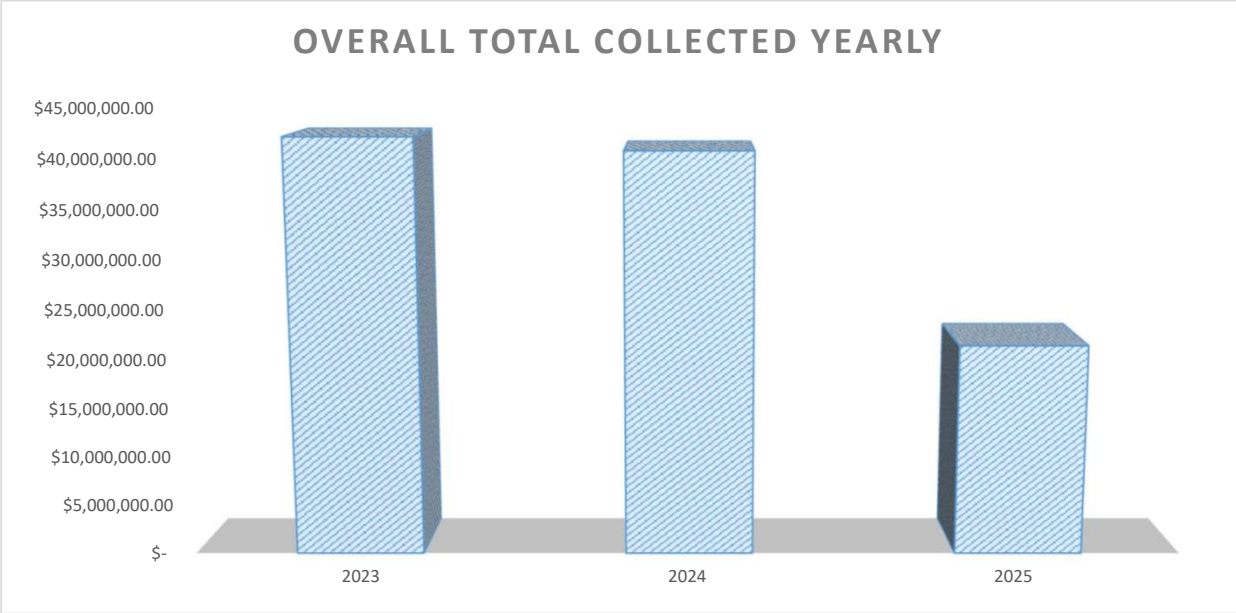


TOTALS TO TREASURER MONTHLY



OVERALL TOTAL COLLECTED MONTHLY





September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A SUBSCRIPTION AGREEMENT WITH
ADVENT FINANCIAL SYSTEMS, LLC FOR THE OFFICE OF THE DISTRICT
ATTORNEY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the St. Lawrence County District Attorney's Office (DA's Office) allows individuals who have been charged with a traffic infraction to apply for a reduction of their charges, and

WHEREAS, applicants for a traffic infraction reduction are required to successfully complete a traffic safety online course, and

WHEREAS, since March 2021, the DA's Office has utilized the Diversion Manager software program offered by Advent Financial Systems, LLC (Advent), at no cost to St. Lawrence County, which offers an online traffic safety course, allows applicants to upload all required documentation and electronically send applicants correspondence from the DA's Office, and

WHEREAS, the DA's Office has received 14,442 traffic infraction reduction applications through the Advent program since March 2021,

WHEREAS, utilization of the Advent Diversion Manager software has lowered the cost and time obligation for the DA's Office to offer a traffic infraction program,

WHEREAS, Advent Financial Systems, LLC requires that the St. Lawrence County District Attorney's Office sign and accept the Subscription Agreement for the Advent Diversion Manager software program currently used by the District Attorney's Office, and

WHEREAS, said Subscription Agreement is will be entered into by Advent Financial Systems, LLC, and the County of St. Lawrence, and the St. Lawrence County District Attorney's Office,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the agreement and any subsequent amendments, upon approval of the County Attorney.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE OFFICE OF THE DISTRICT
ATTORNEY FOR THE DISCOVERY GRANT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, funds associated with the Discovery Grant have been received in 2025 for use in 2024-2025 to cover the cost of the Axon Justice Premier Program, and

WHEREAS, it is necessary to modify the 2025 Budget for the Office of the District Attorney by increasing our revenue account and increasing costs in our 400 accounts,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Office of the District Attorney, as follows:

INCREASE REVENUE:

J1030895 56000	J State Aid Special Items	\$27,235
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INCREASE APPROPRIATIONS:

J1011654 42004	J Computer Software	\$27,235
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September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE MEMORANDUM OF AGREEMENT
FOR ADIRONDACK REGIONAL HAZMAT CONSORTIUM FY24-25 HAZARDOUS
MATERIALS EMERGENCY PREPAREDNESS FUNDING**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Adirondack Regional HazMat Consortium (the “Consortium”) is an existing regional partnership between the Counties of St. Lawrence, Clinton, Essex, Franklin, Hamilton, Warren, and Washington, and

WHEREAS, the Consortium seeks to solidify their existing partnership to achieve a more efficient use of all manpower in response, management, quantity bidding and procurement for supplies and contractors to maintain the sustainment of all existing equipment, which preparing a long-range purchase/upgrade plan to continue to provide superior services to the respective Counties, and

WHEREAS, grant funds are leveraged to assist the Consortium in sustaining and enhancing capabilities, and

WHEREAS, Warren County applied for, on behalf of the Consortium and as the fiduciary agent, FY24-25 Hazardous Material Emergency Preparedness Grant funding through the New York State Division of Homeland Security, and

WHEREAS, a grant has been awarded in the amount of \$16,000, with a local match of not more than twenty-five percent (\$4,000), to be paid through in-kind services and a cash match that will be divided into seven equal shares and shared between St. Lawrence County and the other participating Counties, and

WHEREAS, St. Lawrence County’s contribution totals \$571.43 (X1134102 25000),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes authorizes the Chair to sign the Memorandum of Agreement for the Administration of the FY24-25 Hazardous Materials Emergency Preparedness Funding for the Adirondack Regional HazMat Consortium, upon approval of the County Attorney.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZATION TO ABOLISH THE HUMAN RESOURCES ASSISTANT
POSITION AND CREATE AND FILL THE HUMAN RESOURCES COORDINATOR
POSITION IN HUMAN RESOURCES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Human Resources is committed to maintaining efficient and effective administrative operations, and

WHEREAS, a review of the current department structure has been conducted to ensure alignment with evolving organizational needs, and

WHEREAS, the Human Resources (HR) Coordinator Position will provide for enhanced focus and specialization within Human Resources on more traditional professional development and HR-related functions, and

WHEREAS, HR-related functions include, but are not limited to: employee/labor relations, performance management, recruitment and selection (interview support, etc.), benefits administration, record maintenance, training and development, compensation management, union negotiations and bargaining, employee discipline, on-boarding/off-boarding, position control, job analysis and design, Federal and State employment law compliance, and personnel policies development and compliance, and

WHEREAS, there will be no change to the jurisdictional classification or salary band (Management Band IV),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the County Administrator to abolish the Human Resources Assistant Position and create and fill the Human Resources Coordinator Position.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ALERA GROUP FOR
HEALTH PLAN ANALYTICS AND CLINICAL ADVOCACY SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County (SLC) Human Resources provides benefit administration for the Health Insurance Program and Pharmacy Plans, and

WHEREAS, the cost of health benefits for employees, retirees, and their families continue to rise each year, and

WHEREAS, the County continues to pursue, research, and implement programs in an effort to contain these costs, and

WHEREAS, on June 17, 2025 the Healthcare Committee attended a presentation coordinated by Burnham Benefit Advisors and given by Alera Group regarding Health Plan Analytics and Clinical Advocacy Services, and

WHEREAS, Burnham Benefit Advisors recommends SLC to contract with Alera Group for Health Plan Analytics and Clinical Advocacy Service, and

WHEREAS, the SLC Healthcare Committee also recommends SLC to contract with Alera Group for Health Plan Analytics and Clinical Advocacy Service, and

WHEREAS, Alera Group will provide the following services:

- Analysis of trends in cost & utilization
- High-cost claimant analysis
- Clinical review for stop-loss negotiations
- Identification of disease prevalence & condition drivers
- Stratification of population risk
- Identification of gaps in care
- Pharmacy management & prescription drug analysis
- Identify site of service opportunities
- Provide data driven predictive plan modeling, benchmarking, and wellbeing/health initiatives
- Inform on budgetary needs
- Identify and negotiate lower payments based on charges rather than negotiated rates
- Identify opportunities for cost savings, and

WHEREAS, Alera Group guarantees administrative fees of \$2,250/month (\$27,000/yr) for the next three (3) calendar years (2026, 2027, and 2028) (T5090608-860AD), and

WHEREAS, Alera Group will provide quarterly reporting on savings achieved and opportunities under investigation or review,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with Alera Group for the effective date of 01/01/2026 for Health Plan Analytics and Clinical Advocacy services, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that if there is no change in fees or contract terms that the agreement will continue in effect until the agreement is terminated by either party.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZATION TO ACCEPT A DONATION OF EQUIPMENT FROM SEAWAY
VALLEY PREVENTION COUNCIL TO ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Seaway Valley Prevention Council purchased audio-visual equipment for a specific program that was no longer needed, and

WHEREAS, Seaway Valley Prevention Council, through its Executive Director, offered audio-visual equipment to St. Lawrence County and allowed the County to test the equipment to ensure it meets the need, and

WHEREAS, the estimated value of the equipment is \$4,035, and

WHEREAS, the equipment is for the use of recording and transmitting audio and visual activities for the County. The items include a Logitech Rally Plus system and a complete Heckler Cart System with a Dell 65" 4K monitor, which was used at the most recent fair-based committee meeting and exceeded expectations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to accept a donation of equipment from the Seaway Valley Prevention Council.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT TO ENTER INTO AN
AGREEMENT WITH NEW YORK STATE TO JOIN THE NY SECURITY
OPERATIONS CENTER TO IMPROVE THE CYBERSECURITY POSTURE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of the Governor has established a statewide Security Operations Center to enhance the cybersecurity posture of local governments across the State, and

WHEREAS, counties have been provided with an opportunity to contract with the State to improve the cybersecurity posture for their municipality, and

WHEREAS, the benefit of engaging in an agreement with the State will enable the critical activities (logs) for St. Lawrence County to be under 24/7 scrutiny by a panel of security experts in a center dedicated to this cause, and

WHEREAS, this service is being provided free of charge to local municipalities,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with New York State to join the NYS Security Operations Center for an initial commitment of three (3) years, and

BE IT FURTHER RESOLVED that prior to the conclusion of this agreement a review will be conducted to determine if the State will continue to provide this without a cost and if the services remains needed. for the possibility of continuance, upon approval of the County attorney.

September 15, 2025

Operations Committee: 8-11-25

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE PLANNING OFFICE FOR INCREASED
2025 FUND ALLOCATIONS FROM THE NEW YORK STATE DEPARTMENT OF
TRANSPORTATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Department of Transportation announced increased 2025 funding allocations of 5311 Supportive Employment Services, Core Operating Aid and Mobility Management to St. Lawrence County, and

WHEREAS, these funds pay for expenses related to the delivery of public transportation services, such as pay, drivers, maintenance of buses, and wifi,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Planning Office, as follows:

INCREASE APPROPRIATIONS:

N2B56304 43007 OP	N BUS Other Fees and Services	\$88,765
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INCREASE REVENUE:

N2B45895 57003 OP	N FA BUS Operations OGDS/POTSD	\$88,765
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September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH MEOLA ENTERPRISE
FOR CLEANING SERVICES AT THE DISTRICT OFFICES OF PROBATION AND
DEPARTMENT OF SOCIAL SERVICES LOCATED AT 99 WEST MAIN STREET,
GOUVERNEUR, NEW YORK**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County leases space at 99 West Main Street in Gouverneur, for district offices, and

WHEREAS, the contract period is January 1, 2025, through December 31, 2025, with the option of renewing for three (3) additional years, and

WHEREAS, Meola Enterprise has provided cleaning services to the Gouverneur District Office since 2024, and will continue at a rate of \$35.00 per hour (Q1G31404 43007 and DAS60104 43007) and \$10 for mileage,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Meola Enterprise for cleaning services at the district offices of Probation and Department of Social Services located at 99 West Main Street, Gouverneur, New York, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that there will be three (3) one (1) year extension options available to continue the contract under the same conditions if the lessor/leasee are interested in that option at the end of 2025.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE DEFENDERS' ASSOCIATION FOR THE PUBLIC DEFENDER CASE
MANAGEMENT SYSTEM CLOUD AND MODIFYING THE 2025 BUDGET FOR THE
PUBLIC DEFENDER'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Defenders Association (NYSDA) developed software that permits indigent defense providers to monitor and track data in a uniform and consistent manner across New York State called Public Defender Case Management System (PDCMS), and

WHEREAS, Resolution No. 94-2013, authorized the first contract with NYSDA wherein licenses, maintenance, and support are provided to St. Lawrence County Indigent Defense Providers for the use of the PDCMS, and

WHEREAS, NYSDA developed cloud-based software for PDCMS, PDCMS Cloud, that increases accessibility for indigent defense providers by permitting access to PDCMS for any browser and location, and

WHEREAS, St. Lawrence County Indigent Defense Providers will continue to have access to the on-premises PDCMS Legacy and current PDCMS functionality in addition to the new web version PDCSM Cloud, and

WHEREAS, the one-time cost for PDCMS Cloud implementation is \$16,475, which includes a transition fee of \$5,000 to integrate PDCMS database with both PDCMS Legacy and PDCMS Cloud, and a migration fee of \$11,475 that includes up to 8 TB of data (Discovery & View documents) to the cloud, and

WHEREAS, the annual estimated cost of \$21,660 for PDCMS Cloud includes cloud and legacy access hosted by NYSDA, storage (9 TB), and licenses for a period of twelve (12) months, and

WHEREAS, this is reimbursable through both Hurrell-Harring state funding and DCJS Aid to Defense grant,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Defenders' Association for the Public Defender Case Management System Cloud, 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 Public Defender's Office, as follows:

DECREASE APPROPRIATIONS:

ICZ11704 43007 HH	CD HH Other Fees and Services	\$38,135
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INCREASE APPROPRIATIONS:

IPZ11704 42004 HH	PD HH Computer Software	\$38,135
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DECREASE REVENUE:

ICZ30895 56000 HH	CD HH SA Revenue	\$38,135
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INCREASE REVENUE:

IPZ30895 56000 HH	PD HH SA Revenue	\$38,135
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September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH SECURESCAN FOR DOCUMENT IMAGING SERVICES AND MODIFYING THE 2025 BUDGET FOR THE PUBLIC DEFENDER'S OFFICE

By Ms. Curran, Chair, Operations Committee

WHEREAS, the guidance for file retention from NYS Archives is to Retain until six (6) years after case closed, or zero (0) after any minor client attains age 21, whichever is later, and

WHEREAS, subsequent to this period, the file must continue to be maintained until death of the client concerned, eighty (80) years after date of birth of the client concerned, or the client concerned provides instructions on disposition of the file, whichever is earlier, and

WHEREAS, the Public Defender's office has a substantial physical file backlog that requires a new approach due to a lack of physical space to continue to store, and

WHEREAS, SecureScan services aids indigent defense providers and support staff by improving accuracy and protection of information within the PDCMS, and

WHEREAS, document imaging services provided by SecureScan includes secure chain of custody practices, document scanning, indexing, and quality control, and protected digital retrieval, and

WHEREAS, New York State Industries for the Disabled, Inc. (NYSID) identified SecureScan as a preferred source for document imaging through the New York State Preferred Source Program, under authority of Article XI, Section 162 of State Finance Law, and

WHEREAS, the proposal estimates a total of \$307,200.00 for document scanning at \$0.12 per image, secure shredding at \$4.75 per box, and transportation services at \$350 per visit for a term of twelve months, and

WHEREAS, in 2024, the County received the Aid to Defense Discovery Reform grant from DCJS that may be used to cover the cost of digitization,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with SecureScan for the purpose of document imaging services, 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 Public Defender's Office, as follows:

INCREASE APPROPRIATIONS:

IPZ11704 43007	PD ATD Other Fees and Services	\$307,200
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INCREASE REVENUE:

IPZ30895 56000 ATD	PD ATD SA Revenue	\$307,200
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September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE FOURTH (4TH)
FAMILY DEFENSE (CHILD WELFARE) QUALITY IMPROVEMENT AND
CASELOAD REDUCTION GRANT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Indigent Legal Services has made a practice of providing competitive grant opportunities associated with the Family Defense (Child Welfare) Quality Improvement and Caseload Reduction, and

WHEREAS, the purpose for applying for the Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant was to reduce the caseload burden for indigent defense in St. Lawrence County, and

WHEREAS, the extraordinary number of indigent defense cases in conjunction with the number of courts in St. Lawrence County, places the Office of the Public Defender in jeopardy of being able to provide even the most basic representation to its current clientele without additional staff, and

WHEREAS, in 2021, the New York State Office of Indigent Legal Services announced its intention to request proposals for the first round of funding associated with the Family Defense (Child Welfare) Quality Improvement and Caseload Reduction, and

WHEREAS, the Office of the Public Defender applied for and was awarded a total of \$750,000 over three years (January 1, 2025 through December 31, 2027) to provide continued funding for a Case Manager position in the Office of the Public Defender to support the burgeoning caseload, specialized services for case support, and a Mentor/Resource Attorney Program. Funding will also support the efforts of the Office of the Public Defender through educational resources such as CLEs and other trainings/convenings, office supplies and equipment, and client transportation, and

WHEREAS, the continued efforts of the Public Defender and county staff to find new sources of revenue to support mandated efforts is as important as maintaining existing revenue sources that have now become competitive,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to Sign a Contract with the New York State Office of Indigent Legal Services for the Fourth (4th) Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant for 2025 - 2027, upon approval of the County Attorney.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE DIVISION OF CRIMINAL JUSTICE SERVICES TO ACCEPT THE AID TO
DEFENSE GRANT FOR APRIL 1, 2025 THROUGH MARCH 31, 2026**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Division of Criminal Justice Services has made a practice of providing grant opportunities associated with the Aid to Defense, and

WHEREAS, the purpose of applying for the Aid to Defense Grant was to expedite the processing of services and violent felony cases through the Court and to ensure effective representation for serious and violent felony, and

WHEREAS, the large number of indigent defense cases, along with the low number of local attorneys and the large rural area of St. Lawrence County, makes it difficult to process cases efficiently and ensure effective representation for serious and violent felony cases, and

WHEREAS, the New York State Division of Criminal Justice Services announced its intention to continue funding associated with the Aid to Defense Grant, and

WHEREAS, St. Lawrence County applied for and was awarded \$12,954 for a period of April 1, 2025 through March 31, 2025 for continued funding for Indigent Defense to provide and ensure effective representation for serious and violent felony cases (IA030895 560AD),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Division of Criminal Justice Services to accept the Aid to Defense Grant for April 1, 2025 through March 31, 2026, upon approval of the County Attorney.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZATION TO CREATE AND FILL A CORRECTIONS SERGEANT
POSITION IN THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, based on the current needs of the Correctional Facility, it has been recommended that a Corrections Sergeant be created, and

WHEREAS, this additional Sergeant Position would provide support for ensuring compliance with state and federal requirements for Sex Offender Registration, managing and maintaining the accreditation process, coordination of inmate grievances and the disciplinary processes associated with grievances, oversight of the Tek84 Scanner along with other supervisory duties, and

WHEREAS, the recommendation of the need to create a Corrections Sergeant Position, it is necessary to abolish two Correction Officer Temp positions (603000074 and 603000083),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the County Administrator to create and fill a Corrections Sergeant Position in the Sheriff's Office, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes two (2) Part-Time Correction Officer Positions to be abolished.

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE SHERIFF'S OFFICE FOR OVERTIME
IN THE CRIMINAL AND CORRECTIONAL DIVISIONS AND BOARDING OUT,
PRESCRIPTIONS, AND FOOD EXPENSES AT THE CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the needs within the Criminal and Correctional Divisions have exceeded the budgeted amounts in a number of areas based upon a higher inmate population and an increased number of new Deputies in the Academy this year, and

WHEREAS, the Correctional Division is projected to exceed the budgeted amounts for inmate housing, prescriptions, and food appropriations due to the Correctional Facility continually being at max capacity (186 inmates) and the unpredictability of the medical needs within the jail population as well as rising costs of these items, and

WHEREAS, additionally due to a higher population in the jail, the likelihood of needing to board out increases and currently there are six (6) inmates boarded out, with five (5) in Franklin County and one (1) in Clinton County, and

WHEREAS, a long-standing budgetary practice identifies twenty-five percent (25%) of overtime appropriations (for 2025: Criminal \$42,500 and Correction \$47,500) for departments with overtime expenses and sets those aside in the contingency account and for 2025 the total targeted is \$90,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Sheriff's Office for overtime in the Criminal and Correctional Divisions and boarding out, prescriptions, and food expenses at the Correctional Facility as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$541,570
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INCREASE APPROPRIATIONS:

S1031101 18000	S CRIM Overtime	\$118,000
S1031101 18000 SRD	S CRIM SRD Overtime	2,000
S4031501 18000	S JAIL Overtime	180,000
S4031504 45100	S JAIL Medical Supplies	195,000
S4031504 45200	S JAIL Food Supplies & Expense	55,000
S5031504 48001	S IH Boarding Out Prisoners	<u>50,000</u>
		\$600,000

INCREASE REVENUE:

S4026835 550SR	S LR JAIL State Readies	\$26,100
S4026835 550WC	S LR W/C Reimbursement Salary	<u>32,330</u>
		\$58,430

September 15, 2025

Operations Committee: 8-11-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT AMENDMENT FOR THE
FY21 OPERATION STONEGARDEN GRANT (FY21 OPSG) WITH NEW YORK
STATE DIVISION OF HOMELAND SECURITY AND OFFICE OF EMERGENCY
SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 360-2021 approved the contract for the FY21 Operation Stonegarden Grant (FY21 OPSG) in the amount of \$300,000 to key law enforcement agencies in St. Lawrence County with a contract period of September 1, 2021 to August 31, 2024, and

WHEREAS, Resolution No. 285-2024 approved the one-year extension with a new contract period of September 1, 2024 to August 31, 2025, and

WHEREAS, this amendment is due to a reallocation of funds for the local police agencies (S1Z31104 43007 SG1) to utilize their remaining fuel and mileage budget for overtime and fringe instead, and

WHEREAS, the submission of the final report, reimbursement and close out of this grant is pending this contract amendment,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract amendment for the FY21 Operation Stonegarden Grant (FY21 OPSG) with New York State Division of Homeland Security and Office of Emergency Services, upon approval of the County Attorney.