



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, SEPTEMBER 22, 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 – August 11, 2025

3. EMERGENCY SERVICES – RICK RUSAW

- A. Modifying the 2025 Budget for the Office of Emergency Services for Overtime, Hazmat, and Software Expenses (Res)

4. HUMAN RESOURCES – JONNIE DOROTHY

- A. Authorizing the Chair to Sign a Contract Extension with Excellus Blue Cross Blue Shield to Act as a Third Party Administrator for the St. Lawrence County Health Plan (Res)

5. PROBATION – TIM LEPAGE

- A. Declaring October as Domestic Violence Awareness Month in St. Lawrence County (Res)
- B. Authorizing the Transfer of the STOP-DWI Program and Traffic Safety Program Responsibilities to the Probation Department and Modifying the 2025 Budgets for Community Services and the Probation Department (Res)
- C. Modifying the 2025 Budget for the Probation Department for Costs Related to the Temporary Relocation of the Canton Office (Res)

6. SHERIFF – PATRICK ENGLE

- A. Authorization to Create and Fill a Corrections Sergeant Position in the Sheriff's Office (Res) (TABLED AT THE AUGUST OPERATIONS COMMITTEE)
Note: A motion will be required to remove it from the Table
- B. Modifying the 2025 Budget for the Sheriff's Office to Accept a FY26 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee (Res)
- C. Authorizing the Chair to Sign an Amended Contract for the FY25 Cares Up Grant From New York State Office Of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH) and Modifying the 2025 Budget for the Sheriff's Office (Res)

- D. Authorizing the Chair to Sign a Service Agreement with Trinity Services Group Inc. for Food Service Management and Procurement Services at the Correctional Facility (Res)

7. OLD/NEW BUSINESS

8. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

9. 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)

10. EXECUTIVE SESSION

12. ADJOURNMENT – If there is no further business.

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE OFFICE OF EMERGENCY SERVICES
FOR OVERTIME, HAZMAT, AND SOFTWARE EXPENSES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Office of Emergency Services has exceeded the Budget in accounts for 2025, and

WHEREAS, a portion of the Spillman CAD software costs were omitted during the Budget process, a Budget modification is necessary to provide adequate funding to meet the department's contractual obligations, and

WHEREAS, the Department has received invoices for hazmat expenses incurred in a prior fiscal year, which were not submitted in time for payment within that fiscal year, and must now be paid from the current year's budget, and

WHEREAS, after reviewing all accounts, increases can be offset within the existing budget, while also using \$9,995 of targeted contingency funds for overtime and an additional \$5,868 from contingency towards software expenses,

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 overtime, hazmat, and software expenses, as follows:

INCREASE REVENUE:

XP012895 55000	X Other Dept Income	\$632
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DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$15,863
X1034102 25000	X FIRE Technical Equipment	10,000
X1134102 25000	X HAZMAT Technical Equipment	5,500
XPT36404 43007	X TOWERS Other Fees and Services	<u>3,500</u>
		\$34,863

INCREASE APPROPRIATIONS:

X1C34101 18000	X CD Overtime	\$9,995
X1134104 40700	X HAZMAT Bldg & Prop Rent	2,500
X1134104 43007	X HAZMAT Other Fees and Services	3,000
XP036404 42004	X Computer Software	<u>20,000</u>
		\$ 35,495

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT EXTENSION WITH
EXCELLUS BLUE CROSS BLUE SHIELD TO ACT AS A THIRD PARTY
ADMINISTRATOR FOR THE ST. LAWRENCE COUNTY HEALTH PLAN**

By Ms. Curran, Chair, Operations Committee

WHEREAS, on April 1, 2017, St. Lawrence County contracted with Excellus Blue Cross/Blue Shield for third party administrator services, after a full review of health insurance benefit changes by St. Lawrence County Healthcare Consultants, St. Lawrence County, and the seven (7) Unions associated with St. Lawrence County, and

WHEREAS, the benefit consultant for conducted a Request for Proposal for third party administrator services for the St. Lawrence County self-insured health plan, and

WHEREAS, the Healthcare Committee met with the benefit consultant on September 4, 2025, to review the request for proposals, and

WHEREAS, the benefit consultant recommended that St. Lawrence County extends their contract with Excellus Blue Cross Blue Shield for third party administrator services through 2028, and

WHEREAS, Excellus Blue Cross Blue Shield provides higher than average provider discounts resulting in savings on billed amounts, an expanded network of providers to plan members, as well as no reduction or disruption in benefits for plan members, and

WHEREAS, there has been no change to the contract provisions, and

WHEREAS, Excellus Blue Cross Blue Shield also provides stop loss insurance for the St. Lawrence County health insurance plan, and

WHEREAS, Excellus Blue Cross Blue Shield has guaranteed administrative fees for services as provided for the timeframes indicated below:

Per Contact Per Month (2025): \$46.11

Per Contact Per Month (2026): \$46.11 and one (1) month admin holiday

Per Contact Per Month (2027): \$46.11

Per Contact Per Month (2028): \$46.11

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract extension with Excellus Blue Cross Blue Shield to act as a third party administrator for the St. Lawrence County Health Plan, from January 1, 2026, through December 31, 2028, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Chair is authorized to execute up to an additional one (1) year extension of this agreement with the authorization of the Healthcare Committee.

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

DECLARING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH IN ST. LAWRENCE COUNTY

By Ms. Curran, Chair, Operations Committee

WHEREAS, October has been designated as Domestic Violence Awareness Month, and

WHEREAS, the St. Lawrence County Domestic Violence Task Force has been working to bring about changes in community norms which support the development of healthy relationships and families in our communities, and

WHEREAS, the Task Force is working to create a continuum of services, which range from prevention, crisis intervention, and counseling, through shelter, advocacy and legal intervention, and

WHEREAS, as the lead agency of the task force, Renewal House has planned activities throughout the county to highlight Domestic Violence Awareness Month, this year's theme is "With Survivors, Always", a commitment to stand and support survivors of domestic violence by prioritizing their needs, voices, and unique experiences, fostering solidarity, and working towards their safety and well-being,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators declares October as Domestic Violence Awareness Month in St. Lawrence County, and

BE IT FURTHER RESOLVED that the Board of Legislators encourages all citizens of the county to support the development of healthy, non-violent relationships.

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

AUTHORIZING THE TRANSFER OF THE STOP-DWI PROGRAM AND TRAFFIC SAFETY PROGRAM RESPONSIBILITIES TO THE PROBATION DEPARTMENT AND MODIFYING THE 2025 BUDGETS FOR COMMUNITY SERVICES AND THE PROBATION DEPARTMENT

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Special Traffic Options Program, also known as STOP-DWI, was created in an effort to empower counties to coordinate local efforts to reduce alcohol and other illicit substance-related traffic injuries and fatalities, with the context of a comprehensive and financially self-sustaining statewide alcohol and highway safety program, as outlined by VTL 1197, and

WHEREAS, the St. Lawrence County Traffic Safety Program is a partnership of agencies and individuals working to identify priority traffic safety problems and plan viable solutions in order to reduce the number of crashes, injuries, and fatalities on the roadways, the program is for the public to help teach and inform them of any traffic-related topics such as teen driver safety, older drivers, car seat safety, bicycle safety, and e-bike safety, and

WHEREAS, these two (2) programs have been budgeted and administered by the Community Services Department, and due to a recognized conflict of confidentiality between the programs and programs provided by Community Services, these programs are recommended for relocation to the Probation Department, and

WHEREAS, counties across New York State host these programs in a variety of departments and for St. Lawrence County the recommendation is for Probation to provide these services going forward, and

WHEREAS, it is recommended for these programs to be transferred to the Probation Department, beginning October 2025, and

WHEREAS, based on this recommendation, this resolution provides for the transfer of the responsibilities and the budget to be transferred from Community Services to the Probation Department,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the transfer of the STOP-DWI Program and Traffic Safety Program responsibilities to the Probation Department and Modify the 2025 Budgets for Community Services and the Probation Department.

DECREASE APPROPRIATIONS:

A7133151 11000	A SDWI Direct Service Workers	\$38,089
A7133151 14000	A SDWI Clerical	9,165
A7133154 41102	A SDWI Educational Workshops	700

A7133154 41901	A SDWI Central Printing	125
A7133154 42000	A SDWI Office Supplies & Expen	125
A7133154 42101	A SDWI I/D Copying Equipment	50
A7133154 42402	A SDWI I/D Postage	146
A7133154 42700	A SDWI Memberships & Dues	89
A7133154 42800	A SDWI Law Enforcement Supplies	1,300
A7133154 43007 GTSC	GTSC Other Fees and Services	8,471
A7133154 44000	A SDWI I/D Automotive Expenses	125
A7133154 44100	A SDWI I/D Fuel Charges	75
A7133154 44500	A SDWI Other Travel Reimbursement	1,280
A7133154 430JC	A SDWI JSTC & Const Felony Fees	350
A7133158 81000	Retirement	5,801
A7133158 83000	Social Security	3,418
A7133158 84000	Workers' Compensation	1,316
A7133158 84500	Group Life Insurance	85
A7133158 86000	Hospital & Medical Insurance	14,617
A7133158 86500	Dental Insurance	642
A7133158 89000	Vision Insurance	232
A7233151 11000	A RTSP Direct Service Workers	55,316
A7233154 41102	A RTSP Educational Workshops	200
A7233154 41901	A RTSP Central Printing	50
A7233154 42000	A RTSP Office Supplies & Expen	40
A7233154 42101	A RTSP I/D Copying Equipment	53
A7233154 42402	A RTSP I/D Postage	59
A7233154 42700	A RTSP Memberships & Dues	75
A7233154 42800	A RTSP Other Supplies	1,708
A7233154 43007	A RTSP Other Fees & Services	9,827
A7233154 44000	A RTSP I/D Automotive Expenses	250
A7233154 44100	A RTSP I/D Fuel Charges	300
A7233154 44500	A RTSP Other Travel	420
A7233154 430SV	A RTSP Fitting Station-MSS	8,693
A7233158 81000	Retirement	7,512
A7233158 83000	Social Security	4,140
A7233158 84000	Workers' Compensation	1,450
A7233158 84500	Group Life Insurance	99
A7233158 86000	Hospital & Medical Insurance	11,800
A7233158 86500	Dental Insurance	738
A7233158 89000	Vision Insurance	281
		<u>\$189,212</u>

INCREASE APPROPRIATIONS:

Q7133151 11000	A SDWI Direct Service Workers	\$38,089
Q7133151 14000	A SDWI Clerical	9,165
Q7133154 41102	A SDWI Educational Workshops	700
Q7133154 41901	A SDWI Central Printing	125
Q7133154 42000	A SDWI Office Supplies & Expen	125

Q7133154 42101	A SDWI I/D Copying Equipment	50
Q7133154 42402	A SDWI I/D Postage	146
Q7133154 42700	A SDWI Membership & Dues	89
Q7133154 42800	A SDWI Las Enforcement Supplies	1,300
Q7133154 43007 GTSC	GTSC Other Fees and Services	8,471
Q7133154 44000	A SDWI I/D Automotive Expenses	125
Q7133154 44100	A SDWI I/D Fuel Charges	75
Q7133154 44500	A SDWI Other Travel Reimbursement	1,280
Q7133154 430JC	A SDWI JSTC & Const Felony Fees	350
Q7133158 81000	Retirement	5,801
Q7133158 83000	Social Security	3,418
Q7133158 84000	Workers' Compensation	1,316
Q7133158 84500	Group Life Insurance	85
Q7133158 86000	Hospital & Medical Insurance	14,617
Q7133158 86500	Dental Insurance	642
Q7133158 89000	Vision Insurance	232
Q7231891 11000	A RTSP Direct Service Workers	55,316
Q7231894 41102	A RTSP Educational Workshops	200
Q7231894 41901	A RTSP Central Printing	50
Q7231894 42000	A RTSP Office Supplies & Expen	40
Q7231894 42101	A RTSP I/D Copying Equipment	53
Q7231894 42402	A RTSP I/D Postage	59
Q7231894 42700	A RTSP Memberships & Dues	75
Q7231894 42800	A RTSP Other Supplies	1,708
Q7231894 43007	A RTSP Other Fees & Services	9,827
Q7231894 44000	A RTSP I/D Automotive Expenses	250
Q7231894 44100	A RTSP I/D Fuel Charges	300
Q7231894 44500	A RTSP Other Travel	420
Q7231894 430SV	A RTSP Fitting Station-MSS	8,693
Q7231898 81000	Retirement	7,512
Q7231898 83000	Social Security	4,140
Q7231898 84000	Workers' Compensation	1,450
Q7231898 84500	Group Life Insurance	99
Q7231898 86000	Hospital & Medical Insurance	11,800
Q7231898 86500	Dental Insurance	738
Q7231898 89000	Vision Insurance	281
		<u>\$189,212</u>

DECREASE REVENUE:

A7116895 55000	A LR Victims Impact Panel	\$2,060
A7126155 55000	A LR STOP DWI Fines	18,529
A7133895 56000 GTSC	A State Aid GTSC	8,471
A7133895 560IG	A SA Ignition Interlock	4,500
A7233895 56000	A SA Regional Traffic Safety P	<u>75,997</u>
		\$109,557

INCREASE REVENUE:

Q7116895 55000	A LR Victims Impact Panel	\$2,060
Q7126155 55000	A LR STOP DWI Fines	18,529
Q7133895 56000 GTSC	A State Aid GTSC	8,471
Q7133895 560IG	A SA Ignition Interlock	4,500
Q7233895 56000	A SA Regional Traffic Safety P	<u>75,997</u>
		\$109,557

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE PROBATION DEPARTMENT FOR
COSTS RELATED TO THE TEMPORARY RELOCATION OF THE CANTON
OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, earlier in 2025 the Probation Department relocated from the first floor of the Court House, Canton, to the third floor at the Blevins Building located at 206 Ford Street, Ogdensburg, due to pending renovations at the Court House, and

WHEREAS, this relocation was not anticipated when the 2025 Budget was prepared and the expenses incurred have exceeding the amounts previously approved, and

WHEREAS, as an example, the rent for the aforementioned location was not budgeted for 2025,

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

DECREASE APPROPRIATIONS:

Q1031404 42004	Q Computer Software	\$14,517
Q1031404 43007	Q Other Fees & Services	<u>13,777</u>
		\$28,294

INCREASE APPROPRIATIONS:

Q1031404 40700	Q Ogd Building & Property Rent	\$28,294
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October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

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

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 (2) 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 two (2) part-time Correction Officer Positions to be abolished.

Note: A motion will be required to remove this resolution from the Table

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE SHERIFF'S OFFICE TO ACCEPT A
FY26 POLICE TRAFFIC SERVICES (PTS) GRANT FROM THE STATE OF NEW
YORK GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office has been awarded a Police Traffic Services (PTS) Grant in the amount of \$9,090 through the Governor's Traffic Safety Committee for 2026, and

WHEREAS, the grant provides funding to cover overtime costs related to planned events intended to increase seat belt usage in efforts to reduce dangerous driving behaviors,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Sheriff's Office to accept a FY26 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee, as follows:

INCREASE APPROPRIATIONS:

S1Z31101 18000 GTSC	S CRIM PTS Grant Overtime	\$9,090
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INCREASE REVENUE:

S1Z33895 56000 GTSC	S SA CRIM State Aid	\$9,090
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN AN AMENDED CONTRACT FOR THE FY25 CARES UP GRANT FROM NEW YORK STATE OFFICE OF MENTAL HEALTH'S SUICIDE PREVENTION CENTER (OMH SPCNY) AND THE RESEARCH FOUNDATION FOR MENTAL HYGIENE (RFMH) AND MODIFYING THE 2025 BUDGET FOR THE SHERIFF'S OFFICE

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 177-2025 approved the acceptance of a FY25 CARES UP Grant from New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH), in the amount of \$42,250, and

WHEREAS, the purpose of the additional \$3,000 in funding is to support the organization of a Wellness Day event for employees and their families, with the objective of promoting strong familial relationships and reinforcing the support networks that contribute to the well-being and resilience of our staff,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an amended contract for the FY25 Cares Up Grant from New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH) and Modify the 2025 Budget for the Sheriff's Office as follows:

INCREASE APPROPRIATIONS:

S4Z31504 43007 CARES	Other Fees and Services	\$3,000
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INCREASE REVENUE:

S4Z34905 56000 CARES	NYS CARES UP Grant Revenue	\$3,000
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the Grant is fully expended.

October 6, 2025

Operations Committee: 9-22-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A SERVICE AGREEMENT WITH TRINITY SERVICES GROUP INC. FOR FOOD SERVICE MANAGEMENT AND PROCUREMENT SERVICES AT THE CORRECTIONAL FACILITY

By Ms. Curran, Chair, Operations Committee

WHEREAS, The Correctional Facility requires ongoing food service management and procurement services to ensure the proper preparation and nutritional adequacy of meals served to individuals in custody, and

WHEREAS, Trinity Services Group, Inc. has demonstrated the qualifications and capacity to provide comprehensive correctional food service operations, including management oversight, procurement, and compliance with applicable dietary and accreditation standards as the Cayuga County Correctional Facility Food Service Provider (RFP #2024-28), and

WHEREAS, the proposed agreement includes a full-time onsite manager for support and procurement needs, cleaning and paper supplies up to \$10,000 annually, dietitian services, accreditation support services, and all food and beverage items required for meal production, billed at a sliding scale rate based on the inmate population (S4031504 45200), and

WHEREAS, the initial term of the agreement shall be three (3) years with the option to renew for up to two (2) additional one (1) year terms under the same terms and conditions, subject to mutual agreement and continued satisfactory performance,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a service agreement with Trinity Service Group Inc. for food service management and procurement services at the Correctional Facility, upon approval of the County Attorney.