



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, OCTOBER 20, 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 – September 22, 2025

3. INFORMATION TECHNOLOGY – RICK JOHNSON

- A. ST. LAWRENCE COUNTY'S CYBERSECURITY POSTURE (PRESENTATION)
- B. MODIFYING THE 2025 BUDGET FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR UNANTICIPATED TECHNICAL EXPENSES (RES)

4. PLANNING – JASON PFOTENHAUER

- A. AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH VOLUNTEER TRANSPORTATION CENTER, INC. TO PROVIDE MOBILITY MANAGEMENT SERVICES (RES)
- B. AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE ARC JEFFERSON - ST. LAWRENCE TO OPERATE ST. LAWRENCE COUNTY PUBLIC TRANSIT (RES)
- C. AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR ACCELERATED TRANSIT CAPITAL FUNDS AND MODIFYING THE 2025 BUDGET FOR THE PLANNING OFFICE (RES)
- D. MODIFYING THE 2025 FORESTRY BUDGET FOR AN INCREASE IN FUNDS AWARDED TO THE SNOWMOBILE TRAIL GRANT (RES)

5. PUBLIC DEFENDER – JAMES MCGAHAN

- A. AUTHORIZATION TO ABOLISH AN ASSISTANT CONFLICT DEFENDER AND CREATE AND FILL AN ASSISTANT PUBLIC DEFENDER POSITION IN THE PUBLIC DEFENDER'S OFFICE AND TO MODIFY THE 2025 BUDGET FOR THE PUBLIC DEFENDER'S OFFICE (RES)

6. SHERIFF'S OFFICE – PATRICK ENGLE

- A. AUTHORIZING THE CHAIR TO SIGN SERVICE AGREEMENTS WITH CORRECTEK AND KALLEO TECHNOLOGIES AND MODIFY THE BUDGET FOR THE SHERIFF'S OFFICE FOR AN ELECTRONIC HEALTH RECORDS SYSTEM AT THE CORRECTIONAL FACILITY (RES)
- B. MODIFYING THE 2025 BUDGET FOR THE SHERIFF'S OFFICE TO PURCHASE REPLACEMENT FIREARMS (RES)
- C. ACCEPTING A DONATION FROM PURINA FOR THE SHERIFF'S OFFICE FOR K9 DOG FOOD (RES)

7. OLD/NEW BUSINESS

8. 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 (Hull)

9. ADJOURNMENT – If there is no further business.

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE INFORMATION TECHNOLOGY
DEPARTMENT FOR UNANTICIPATED TECHNICAL EXPENSES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, numerous county staff have required upgrades to their computer equipment to address poor performance issues, and

WHEREAS, a number of county departments have relocated and required different and/or updated computer equipment to accommodate, and

WHEREAS, these unanticipated needs have exhausted the planned IT computer budget which is budgeted to replace approximately twenty percent (20%) of computer hardware each year, and

WHEREAS, the replenishment of these funds will allow IT to remain on track with its planned computer rollouts and replacements,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for Information Technology for expenses associated with the relocation and adjustments to equipment, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$43,000
----------------	----------------------------	----------

INCREASE APPROPRIATIONS:

CD016802 22002	C IT Personal Computer	\$43,000
----------------	------------------------	----------

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH VOLUNTEER
TRANSPORTATION CENTER, INC. TO PROVIDE MOBILITY MANAGEMENT
SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County administers Section 5311 funding from the Department of Transportation (DOT) for Mobility Management services (N2B56304 43007), and

WHEREAS, Mobility Management seeks to address public transportation barriers in consultation with residents, human service agencies, universities, transportation providers and St. Lawrence County, and

WHEREAS, St. Lawrence County procures this service every five (5) years in consultation with the Department of Transportation, and

WHEREAS, St. Lawrence County issued a Request for Proposals and Volunteer Transportation Center, Inc. was determined to offer the best value to provide Mobility Management services, and

WHEREAS, no County funds are used to provide this service as the program is fully funded by the DOT with a local match that is satisfied through bus advertising or by the vendor, and

WHEREAS, this is a two-year contract with the option of three (3) one-year extensions with Volunteer Transportation Center, Inc.,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Volunteer Transportation Center, Inc. to provide Mobility Management services, upon approval of the County Attorney.

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE ARC JEFFERSON
- ST. LAWRENCE TO OPERATE ST. LAWRENCE COUNTY PUBLIC TRANSIT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County procures the operation of its Public Transit service every five (5) years in consultation with the Department of Transportation (DOT), and

WHEREAS, the County issued a Request for Statement of Interest from vendors to serve as the bus operator for St. Lawrence County Public Transit, and

WHEREAS, The Arc Jefferson - St. Lawrence was the sole vendor to submit a proposal, and

WHEREAS, the transit system is projected to provide 172,160 trips and travel 933,871 miles in 2026, which is eligible for reimbursement through the Department of Transportation's State Transportation Operating Assistance (STOA) Program, and

WHEREAS, public transit bus operations are projected to cost up to \$3,097,024 and are fully funded using Federal Transit, State DOT, and private sources and do not rely on a County contribution, and

WHEREAS, this is a two-year contract with three (3), optional one-year extensions, and

WHEREAS, appropriation (N2B56304 43007 OP, N2B56304 430AR AD and N2B56304 430CC CC) and revenue (N2B35945 56003 OP, N2B45895 57003 OP, N2B17895 55011 CC and N2B17895 55000 AD) accounts exist with the County financial system to pay for the service,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with The Arc Jefferson - St. Lawrence to operate St. Lawrence County Public Transit, upon approval of the County Attorney.

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE
DEPARTMENT OF TRANSPORTATION FOR ACCELERATED TRANSIT CAPITAL
FUNDS AND MODIFYING THE 2025 BUDGET FOR THE PLANNING OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Department of Transportation (DOT) awarded St. Lawrence County \$126,315 under the 2025 Accelerated Transit Capital (ATC) Program, and

WHEREAS, eligible projects include purchasing, rehabilitating, restoring, and modernizing public transit assets that have a minimum service life of five (5) years, and

WHEREAS, capital investments with this award include: purchasing shop equipment, purchasing vehicle replacement parts, and assisting with paying for future bus purchases, and

WHEREAS, the DOT requires grantees to execute grant agreements within thirty (30) days of receiving an award notification, and

WHEREAS, funds must be obligated within three (3) years of an executed grant agreement,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Department of Transportation for Accelerated Capital funds, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2025 Budget for the Planning Office, as follows:

INCREASE APPROPRIATIONS:

N2B56302 25000	N Technical Equipment	\$70,000
N2B56302 23000	N Automotive Equipment	<u>56,315</u>
		\$126,315

INCREASE REVENUE:

N2B35946 56002	N SA Capital Funds for Bus	\$126,315
----------------	----------------------------	-----------

BE IT FURTHER RESOLVED that any remaining funds be rolled over to future budgets until fully expended.

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**MODIFYING THE 2025 FORESTRY BUDGET FOR AN INCREASE IN FUNDS
AWARDED TO THE SNOWMOBILE TRAIL GRANT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Parks & Recreation has awarded \$293,840 to the St. Lawrence County 2024 – 2025 Snowmobile Grant and Aid Program, and

WHEREAS, the grant is paid in two installments, seventy percent (70%) of funds, \$205,688, were released in the third quarter of the State Fiscal Year, and thirty percent (30%), \$88,152, were released in the fourth quarter of the State Fiscal Year, and

WHEREAS, the County anticipates another award for the 2025–2026 grant cycle, and

WHEREAS, the 2026 tentative budget for the Snowmobile Trail Grant is \$360,000, and

WHEREAS, the 2025 Budget for the Snowmobile Grant is \$195,168 and needs an additional \$164,832 to cover anticipated award amount and expenses up to \$360,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for Forestry for an increase of funds awarded to the Snowmobile Trail Grant, as follows:

INCREASE APPROPRIATIONS:

BF087104 46000 SNOW	B Snow Other Fees & Services	\$164,832
---------------------	------------------------------	-----------

INCREASE REVENUE:

BF038895 56000 SNOW	B Forestry Snowmobile Grant	\$164,832
---------------------	-----------------------------	-----------

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**AUTHORIZATION TO ABOLISH AN ASSISTANT CONFLICT DEFENDER AND
CREATE AND FILL AN ASSISTANT PUBLIC DEFENDER POSITION IN THE
PUBLIC DEFENDER'S OFFICE AND TO MODIFY THE 2025 BUDGET FOR THE
PUBLIC DEFENDER'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Res. No. 136-2025 authorized the restructuring of Indigent Defense in St. Lawrence County to include pausing the operations of the Office of the Conflict Public Defender, and

WHEREAS, as a result, the Office of the Public Defender has absorbed positions previously housed in the Office of the Conflict Defender's Office, and

WHEREAS, based on the needs of the Public Defender's office, it has been recommended that an Assistant Public Defender Position be created, and

WHEREAS, this new position would enable the Public Defender to consolidate a previously separate position located in the Conflict Defender's Office within the Public Defender's Office, and

WHEREAS, this position would allow the office to further come into compliance with New York State Office of Indigent Legal Services Case Load Standards, and

WHEREAS, this position is reimbursed one hundred percent (100%) by New York State Indigent Legal Services' Statewide Expansion of Hurrell Harring Reform, and

WHEREAS, the Public Defender's Office provides services for those charged with eligible offenses in all thirty-four (34) Towns, City, and Integrated Domestic Violence Court, County Courts for arraignments, motions, and trials, and provides representation in Family Court, including but not limited to Abuse and Neglect Cases, Custody and Visitation Matters, Child Support Violations, and Family Offense Petitions, and

WHEREAS, the Public Defender's Office appears and is a member of the treatment team in all specialty Courts, Judicial Diversion Program, and Drug Court, individuals are entitled to representation in a limited number of Surrogate Court matters and Divorce Matters when custodial rights are at issue,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the County Administrator to abolish an Assistant Conflict Defender and create and fill an Assistant Public Defender Position in the Public Defender's Office, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budgets for the Conflict Defender's Office and Public Defender's Office as follows:

DECREASE APPROPRIATIONS:

ICZ11701 12000 HH	CD HH Supervisory/Admin	\$82,358
ICZ11701 14000 HH	CD HH Clerical	31,579
ICZ11708 81000 HH	Retirement	15,163
ICZ11708 83000 HH	Social Security	8,494
ICZ11708 84000 HH	Workers' Compensation	3,022
ICZ11708 84500 HH	Group Life Insurance	168
ICZ11708 86000 HH	Hospital & Medical Insurance	21,647
ICZ11708 86500 HH	Dental Insurance	1,254
ICZ11708 89000 HH	Vision Insurance	<u>478</u>
		\$164,163

INCREASE APPROPRIATIONS:

IPZ11701 12000 HH	PD HH Supervisory	\$113,937
IPZ11708 81000 HH	Retirement	15,163
IPZ11708 83000 HH	Social Security	8,494
IPZ11708 84000 HH	Workers' Compensation	3,022
IPZ11708 84500 HH	Group Life Insurance	168
IPZ11708 86000 HH	Hospital & Medical Insurance	21,647
IPZ11708 86500 HH	Dental Insurance	1,254
IPZ11708 89000 HH	Vision Insurance	<u>478</u>
		\$164,163

INCREASE REVENUE:

IPZ30895 56000 HH	PD HH SA Revenue	\$164,163
-------------------	------------------	-----------

DECREASE REVENUE:

ICZ30895 56000 HH	CD HH SA Revenue	\$164,163
-------------------	------------------	-----------

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN SERVICE AGREEMENTS WITH CORRECTEK AND KALLEO TECHNOLOGIES AND MODIFY THE BUDGET FOR THE SHERIFF'S OFFICE FOR AN ELECTRONIC HEALTH RECORDS SYSTEM AT THE CORRECTIONAL FACILITY

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County issued a Request for Proposals (RFP) # 2025-14 for the implementation of an Electronic Health Records (EHR) system at the Correctional Facility to improve medical care delivery and compliance within the correctional setting, and

WHEREAS, Correctek, a nationally utilized provider of correctional healthcare technology, was selected to provide an EHR system specifically designed for the custody environment, incorporating security protocols, medication tracking, and integration with jail management systems, and will include a one-time setup cost of \$33,700 for implementation and a monthly cost of \$2,400 (S4031504 42004; S4743204 42004) covering technical support, software upgrades, unlimited configuration, training services, Surescripts e-prescribing, and organizational status monitoring for a one (1) year term, commencing on the date it is fully executed, and

WHEREAS, the Correctek system is expected to:

- Improve medication administration safety through electronic medication administration records (eMAR)
- Enhance documentation quality and accessibility for nursing staff, nurse practitioners, and physicians
- Provide real-time tracking of chronic disease management
- Generate automated compliance reports and alerts for follow-up care
- Reduce risk of lost or misfiled records
- Facilitate secure communication between medical staff and external healthcare providers
- Create audit trails for quality assurance and legal defense

WHEREAS, Kalleo Technologies, the sole source cloud hosting vendor for Correctek, will provide hosting and support services through a per-user license agreement, which includes all aspects of system delivery such as licensing, hardware resources, disaster recovery, and end-user technical support, and will only charge for users who access the system during a 30-day period following a monthly active user audit, with monthly costs not to exceed \$1,100 and a one-time setup cost of \$1,625.21 (S4031504 42004; S4743204 42004) with a month-to-month term, commencing on the date it is fully executed, and

WHEREAS, funding for these agreements will be provided by the MAT program budget (S4743204 42004) and unspent funds from the Jail technical equipment budget to cover the startup costs, and the ongoing monthly costs have been requested in the 2026 budget,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign service agreements, and any related documents, with Correctek and Kalleo Technologies for an Electronic Health Records system at the Correctional Facility, 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 Sheriff's Office, as follows:

DECREASE APPROPRIATIONS:

S4031502 25000	S JAIL Technical Equipment	\$21,163
----------------	----------------------------	----------

INCREASE APPROPRIATIONS:

S4031504 42004	S JAIL Computer Software	\$21,163
----------------	--------------------------	----------

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE SHERIFF'S OFFICE TO PURCHASE
REPLACEMENT FIREARMS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office maintains equipment essential for law enforcement operations, including firearms issued to sworn personnel, and

WHEREAS, some firearms are reaching the end of their serviceable life and soon will no longer be suitable for reliable use in the field, and

WHEREAS, it is necessary to update these items to maintain operational readiness, ensure officer and public safety, and promote consistency across issued equipment, and

WHEREAS, this purchase will provide standardization with existing equipment that remains in active use and does not currently require replacement,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Sheriff's Office to purchase replacement firearms, as follows:

INCREASE APPROPRIATIONS:

S1031104 46800	S CRIM Guns & Rifles	\$4,173
----------------	----------------------	---------

INCREASE REVENUE:

S1027705 55000	S Sheriff Misc Revenue	\$4,173
----------------	------------------------	---------

November 3, 2025

Operations Committee: 10-20-2025

RESOLUTION NO.

**ACCEPTING A DONATION FROM PURINA FOR THE SHERIFF'S OFFICE FOR K9
DOG FOOD**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office has received a donation of one (1) year supply of dog food for K9 Shelly from Purina, and

WHEREAS, the donation will provide a complete, balanced, and high quality diet for K9 Shelly at an estimated savings of \$1,800,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes accepting a donation from Purina for the Sheriff's Office for K9 dog food.