



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, AUGUST 12, 2024
BOARD ROOM AND VIA YOUTUBE
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 8, 2024

3. 2023 AUDIT FINAL RESULTS – Charles Trottier, Drescher & Malecki, LLP

4. INFORMATION TECHNOLOGY – RICK JOHNSON

- A. Authorizing the Chair to Sign a Contract with CDW-G for Acquisition and Installation of Audiovisual Equipment in the Board of Legislators' Chambers and Modifying the 2024 Budget for Information Technology (Res)

5. PLANNING – JASON PFOTENHAUER

- A. Authorizing the Chair to Sign Mass Transportation Capital Project Agreement with New York State Department of Transportation (NYS DOT) for the St. Lawrence County Transportation Program, and Modifying the 2024 Budget for the Planning Office (Res)
- B. Authorizing the Chair to Sign a Federal Transit Operating Assistance Agreement with New York State Department of Transportation (NYS DOT) for the Transportation Program for St. Lawrence County (Res)
- C. Authorizing the Chair to Sign the Innovative Mobility Initiative Funding Application with the New York State Department of Transportation (NYS DOT) for the Public Transportation Program in St. Lawrence County (Res)
- D. Modifying the 2024 Budget for the Planning Office for Transportation (Res)
- E. Transit Route in Louisville (Discussion)

6. SHERIFF – PATRICK ENGLE

- A. Authorizing the Chair to Sign a Contract Extension for the FY22 Domestic Terrorism Prevention Grant and Modifying the 2024 Budget for the Sheriff's Office (Res)

7. VACANCY REVIEW COMMITTEE - RUTH DOYLE

- A. Vacancy Review Summary (Info)
- B. Sheriff's Office
 - a. Fill a Deputy Sheriff, Position No. 6050000xx
 - b. Create and Fill, Sheriff Deputy - Detective, Position No. 605500009

- c. Create and Fill an Administrative Assistant, Position No. 005200017
 - d. Create and Fill, Crime Analyst, Position No. 607300001
- C. District Attorney's Office
 - a. Fill, Secretary, Position No. 005100028

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. Planning Board (Fay)

10. OLD/NEW BUSINESS

- A. Setting a Date for a Public Hearing on Proposed Local Law G (No.) for the Year 2024, Amending Local Law 1 for the Year 2023, “Allowing 12 and 13 Year Old Licensed Hunters to Hunt Deer with a Firearm or Crossbow During Hunting Season with the Supervision of an Adult Licensed Hunter” (Res)

11. EXECUTIVE SESSION

- A. Litigation
- B. Negotiations
- C. Personnel
- D. Appointments

12. ADJOURNMENT – If there is no further business.

September 9, 2024

Operations Committee: 8-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH CDW-G FOR
ACQUISITION AND INSTALLATION OF AUDIOVISUAL EQUIPMENT IN THE
BOARD OF LEGISLATORS' CHAMBERS AND MODIFYING THE 2024 BUDGET
FOR INFORMATION TECHNOLOGY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the audio equipment in the Board Chambers is outdated and has no support in the event of failure, and

WHEREAS, the need to integrate visual technology has developed significantly in the past several years, and

WHEREAS, the ability to participate remotely in a board or committee meeting has been introduced and requires support, and

WHEREAS, board and committee meetings are now streamed and recorded, requiring quality audio and video output, and

WHEREAS, audiovisual technology has advanced significantly over the past few years, bringing new opportunities for cost-efficient, excellent results, and

WHEREAS, CDW-G has been a trusted partner of St. Lawrence County for many years and sourced a similar system for Jefferson County with an exceptional outcome,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with CDW-G for Acquisition and Installation of Audiovisual Equipment in the Board of Legislators' Chambers, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for Information Technology, as follows:

INCREASE APPROPRIATIONS:

CD016802 22001	C Computer Hardware	\$68,803
CD016804 43007	C IT Other Fees	<u>61,600</u>
		\$130,403

INCREASE REVENUE:

B1019904 49700	B SPEC Contingency Account	\$130,403
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September 9, 2024

Operations Committee: 8-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN MASS TRANSPORTATION CAPITAL
PROJECT AGREEMENT WITH NEW YORK STATE DEPARTMENT OF
TRANSPORTATION (NYS DOT) FOR THE ST. LAWRENCE COUNTY
TRANSPORTATION PROGRAM, AND MODIFYING THE 2024 BUDGET FOR THE
PLANNING OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Department of Transportation (DOT) requires a Mass Transportation Capital Project Agreement (No. C006038) between St. Lawrence County and the DOT to operate a mass transportation program, and

WHEREAS, the Agreement will be for a term of five (5) years and identifies St. Lawrence County as the party responsible for program administration, and establishes the method for funding applicable phases of mass transportation projects to support public transportation systems,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign Mass Transportation Capital Project Agreement with New York State Department of Transportation (NYS DOT) for the St. Lawrence County Transportation Program, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Planning Office to perform all necessary activities to secure and disperse these funds, and to close out the awards as may be required, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Planning Office, as follows, and to roll over any remaining funds to future budgets until the grant is fully expended:

INCREASE APPROPRIATIONS:

N2B56302 23000	N Automotive Equipment	\$1,068,084
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INCREASE REVENUE:

N2B45895 57002	N FA Capital Funds for Bus	\$797,126
N2B35945 56002	N SA Capital Funds for Bus	185,522
N2B26805 55000	N BUS Insurance Recoveries	71,676
N2B17895 55000	N Other Trans DPT Inc/Bus Adv	<u>13,760</u>
		\$1,068,084

September 9, 2024

Operations Committee: 8-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A FEDERAL TRANSIT OPERATING
ASSISTANCE AGREEMENT WITH NEW YORK STATE DEPARTMENT OF
TRANSPORTATION (NYS DOT) FOR THE TRANSPORTATION PROGRAM FOR ST.
LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County submitted a 2021-2023 Federal Transit Administration Formula Grant for Rural Areas to continue its public transportation services, and

WHEREAS, the New York State Department of Transportation (DOT) awarded St. Lawrence County \$1,112,299 (N2B56304 43007 and N2B35945 56003) in Federal and State funding and issued a Federal Transit Operating Assistance Agreement (C005995), and

WHEREAS, the Agreement will be for a term of five (5) years and identifies St. Lawrence County as the party responsible for program administration,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign Federal Transit Operating Assistance Agreement with New York State Department of Transportation (NYS DOT) for the Transportation Program for St. Lawrence County, upon approval of the County Attorney.

September 9, 2024

Operations Committee: 8-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE INNOVATIVE MOBILITY INITIATIVE
FUNDING APPLICATION WITH THE NEW YORK STATE DEPARTMENT OF
TRANSPORTATION (NYS DOT) FOR THE PUBLIC TRANSPORTATION PROGRAM
IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Department of Transportation (NYS DOT) is seeking funding proposals from applicants to design and provide on-demand microtransit service as a part of an innovative Mobility Initiative as authorized by Chapter 53 of the Law of 2023, and

WHEREAS, up to \$3 million for operating expenses, and up to \$5 million for capital expenses are available with no local match required, and

WHEREAS, the intent of the Program is to expand access to public transit in areas that are not serviced by a bus route, or in areas where bus service is not cost-effective, and

WHEREAS, if awarded, the County would have up to five (5) years to contract with third-party vendors to design and complete the project,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the Innovative Mobility Initiative funding application with the New York State Department of Transportation (NYS DOT) for the Public Transportation Program in St. Lawrence County, upon approval of the County Attorney.

September 9, 2024

Operations Committee: 8-12-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE PLANNING OFFICE FOR
TRANSPORTATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the St. Lawrence County Public Transit system transported more passengers and drove more miles than originally projected for 2024 and is eligible to receive an additional \$357,000 of State Transportation Operating Assistance (STOA) funding, and

WHEREAS, the County is eligible to receive an additional \$171,000 of 5311 Supportive Employment Services (SES) funding for providing increased ridership to places of employment, education and training, and

WHEREAS, the County is also eligible to receive an additional \$9,000 of Mobility Management funding to offset expenses related to the delivery of public transportation services, and

WHEREAS, St. Lawrence County Public Transit is projected to generate an additional \$27,000 of bus advertising revenue which is more than originally budgeted for 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Planning for transportation, as follows:

INCREASE APPROPRIATIONS:

N2B56304 43007	N Bus Other Fees and Services	\$537,000
N2B56304 430AR	N NYSARC Advertising Share	<u>27,000</u>
		\$564,000

INCREASE REVENUE:

N2B35945 56003	N SA Operating Aid	\$357,000
N2B45895 57003	N FA Bus Operations Ogds/Potsd	180,000
N2B17895 55000	N Other Trans Dpt Inc/Bus Adv	<u>27,000</u>
		\$564,000

September 9, 2024

Operations Committee: 8-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT EXTENSION FOR THE FY22
DOMESTIC TERRORISM PREVENTION GRANT AND MODIFYING THE 2024
BUDGET FOR THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 401-2022 approved the acceptance of FY22 Domestic Terrorism Prevention Grant in the amount of \$172,413 from New York State Division of Homeland Security and Emergency Services (NYS DHSES), and

WHEREAS, a budget modification is being requested as NYS DHSES contract budget requirements have changed regarding what can be claimed, so the original budget accounts need to be updated to match the new expenses, and

WHEREAS, NYS DHSES has also approved a one-year contract extension for this grant, and the terms of this contract is September 1, 2022 through August 31, 2025,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract extension for the FY22 Domestic Terrorism Prevention Grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for the Sheriff's Office, as follows, and roll over any remaining funds to future budgets until the grant is fully expended:

DECREASE APPROPRIATIONS:

S1Z31101 18000 DT	S CRIM Overtime	\$29,944
S1Z31104 42000 DT	S CRIM Office Supplies	20,000
S1Z31104 43007 DT	S CRIM Other Fees and Services	<u>71,359</u>
		\$121,303

INCREASE APPROPRIATIONS:

S1Z31101 12000 DT	S CRIM Supervisory	\$53,118
S1Z31101 14000 DT	S CRIM Clerical	49,826
S1Z31101 19000 DT	S CRIM Temporary	2,100
S1Z31108 81000 DT	S CRIM Retirement	8,619
S1Z31108 83000 DT	S CRIM Social Security	5,745
S1Z31108 84000 DT	S CRIM Workers Compensation	<u>1,895</u>
		\$121,303

VACANCY REVIEW SUMMARY

Via Zoom

August 6, 2024

Legislators Attending: Larry Denesha, John Gennett, Rick Perkins

Committee Members: Ruth Doyle, Heather Hebert

2:00 P.M.

<u>Summary: January-August</u>	<u>Summary: August 6, 2024</u>	<u>Reason Vacated:</u>
Request: 100	Request: 20	Retirement: 1
Approved: 98	Approved: 20	Resignation: 7
Denied: 0	Denied: 0	Promotion: 6
Request/Hold: 2	Request/Hold: 0	Internal Transfer: 0
Withdrawn: 0	Withdrawn: 0	New Position: 4
		Abolished: 0
		Terminated: 0
		Other: 1

POSITIONS REVIEWED:

Social Services:

Request: 7

Request: Fill, Caseworker – Unit/CPS
Position No. 815200004, Immediate

Recommendation: Fill, Immediately

Request: Fill, Deputy Commissioner
Position No. 819500002, Immediate

Recommendation: Fill, Immediately

Request: Fill, Principal Account Clerk
Position No. 100300002, Immediate

Recommendation: Fill, Immediately

Request: Fill, Caseworker
Position No. 815000056, Immediate

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner
Position No. 814000010, Immediate

Recommendation: Fill, Immediately

Request: Fill, Senior Social Welfare Examiner
Position No. 814100004, Immediate

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist
Position No. 003100104, Immediate

Recommendation: Fill, Immediately

Sheriff:

Request: 4

Request: Fill Deputy Sheriff
Position No. 6050000xx, Immediate

Recommendation: Fill, Immediately

Request: Create and Fill, Deputy Sheriff - Detective
Position No. 605500009, Immediate

Recommendation: Fill, Immediately

Request: Create and Fill, Administrative Assistant
Position No. 005200017, Immediate

Recommendation: Fill, Immediately

Request: Create and Fill, Crime Analyst
Position No. 607300001, Immediate

Recommendation: Fill, Immediately

Community Services:

Request: 3

Request: Fill, Mental Health Counselor
Position No. 506500013, Immediate

Recommendation: Fill, Immediately

Request: Fill, Senior Chemical Dependency Counselor
Position No. 507300004, Immediate

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist
Position No. 003100102, Immediate

Recommendation: Fill, Immediately

Public Health:

Request: 2

Request: Fill, Public Health Nurse
Position No. 504100002, Immediate

Recommendation: Fill, Immediately

Request: Fill, Nurse Practitioner
Position No. 501800002, Immediate

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Fill, Assistant Civil Engineer
Position No. 313100003, Immediate

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Operator
Position No. 310000028, Immediate

Recommendation: Fill, Immediately

County Attorney:

Request: 1

Request: Fill, Assistant County Attorney
Position No. 021900001, 30 Days

Recommendation: Fill, 30 Days

District Attorney:

Request: 1

Request: Fill, Secretary
Position No. 005100028, Immediate

Recommendation: Fill, Immediately

	Legislators Attending	
1.9 Perkins	5.7 Perkins, Sheridan	9.10
2.6 Denesha, Fay	6.4 Denesha, Smithers, Perkins	10.8
3.5 Lightfoot, Curran	7.2 Haggard, Terminelli, Perkins	11.5
4.9 Webster, Hull	8.6 Denesha, Gennett, Perkins	12.3

St. Lawrence County Vacancy Authorization Form



? Type:

Subunit (If Applicable):

Date Submitted:

? Reason Vacated:

? Position Number:

Date Vacated:

Position # Abolished:

? Position Status:

? Last Fill Date:

? Jurisdictional Class:

? Appointee Will Be:

Hrs Per Week:

Shift Length:

FTE:

Budget

? Salary of Person Leaving:

Fill Request Timeline:

Benefits:

Revenue Generating: %

? Base Salary:

Reimbursed by Local,
State or Federal Funds: %

? Base Hourly:

? Grade:

? Net County Cost:

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

St. Lawrence County Vacancy Authorization Form



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Date Submitted:

? Reason Vacated:

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Date Vacated:

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Fill Request Timeline:

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Department Head:

Approved?

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County Administrator:

Resolution #:

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St. Lawrence County Vacancy Authorization Form



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Hrs Per Week:

Shift Length:

FTE:

Budget

? Salary of Person Leaving:

Fill Request Timeline:

Benefits:

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Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

St. Lawrence County Vacancy Authorization Form



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Subunit (If Applicable):

Date Submitted:

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Hrs Per Week:

Shift Length:

FTE:

Budget

? Salary of Person Leaving:

Fill Request Timeline:

Benefits:

Revenue Generating: %

? Base Salary:

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Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

September 9, 2024

Operations Committee: 8-12-2024

RESOLUTION NO.

**SETTING A DATE FOR A PUBLIC HEARING ON PROPOSED LOCAL LAW G
(NO.) FOR THE YEAR 2024, AMENDING LOCAL LAW 1 FOR THE YEAR 2023,
“ALLOWING 12 AND 13 YEAR OLD LICENSED HUNTERS TO HUNT DEER WITH
A FIREARM OR CROSSBOW DURING HUNTING SEASON WITH THE
SUPERVISION OF AN ADULT LICENSED HUNTER”**

By Ms. Curran, Chair, Operations Committee
Co-Sponsored by Mr. Forsythe, District 2 and Mr. Sheridan, District 4

WHEREAS, in 2021 the New York State Legislature as a part of the enacted 2021-2022 New York State Budget, adopted a temporary program, allowing the opportunity for young hunters, ages 12 and 13, to hunt deer with firearms and crossbow through 2023 in accordance with Environment Conservation Law § 11-0935, and

WHEREAS, pursuant to ECL § 11-0935, should a locality wish to permit 12 and 13 year olds to participate in the new hunting opportunities, the locality must pass a local law to opt into the program, and, in doing so, notify the New York State Department of Environmental Conservation (NYS DEC) to be added to a map of localities who have passed this local law, and

WHEREAS, on June 7, 2021, by Resolution No. 168-2021, St. Lawrence County opted into the program and adopted Local Law B, for the Year 2021 allowing 12 and 13 year old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter, and

WHEREAS, on February 1, the Department of Environmental Conservation (DEC) released a report affirming that the youth hunting pilot program had been beneficial to thousands of families across the State with more than 1,800 deer harvest reports being submitted by youth hunters, and

WHEREAS, the DEC conducted a post-hunting survey that found 82% of youth hunters and 87% of their adult mentors were moderately or greatly satisfied with their youth big game hunting experience, and additionally no hunting-related shooting incidents, violations, or license revocations involving 12 and 13 year old hunters occurred during the first two (2) years of the pilot program, and

WHEREAS, as part of the enacted 2023-2024 budget, New York State extended the authorization for the deer hunting pilot program from December 31, 2023 to December 31, 2025, and

WHEREAS, the law requires that a Local Law adoption be preceded by a public hearing,

NOW, THEREFORE, BE IT RESOLVED that a public hearing on proposed Local Law G (No. __) for the Year 2024 will be held on Monday, October 7, 2024, at 5:50 p.m. in the Legislative Chambers.

PROPOSED LOCAL LAW G (NO. __) FOR THE YEAR 2024, AMENDING LOCAL LAW 1 FOR THE YEAR 2023, “ALLOWING 12 AND 13 YEAR OLD LICENSED HUNTERS TO HUNT DEER WITH A FIREARM OR CROSSBOW DURING HUNTING SEASON WITH THE SUPERVISION OF AN ADULT LICENSED HUNTER”

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

The County hereby amends Local Law 1 for the Year 2023, a local law allowing 12 and 13 year old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter, specifically, **Section 1.**, omitting “through 2025”, to now state as follows:

Section 1. Pursuant to Environmental Conservation Law, ECL 11-0935, St. Lawrence County elects to participate in the temporary program to allow for young hunters, ages twelve (12) and thirteen (13), to hunt deer with a firearm, to include rifles, shotguns, and muzzle loaded firearms or crossbow.

Section 2. This local law shall take effect immediately upon filing with the Secretary of State.