



**ST. LAWRENCE COUNTY
FINANCE COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, DECEMBER 22, 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 – November 24, 2025

3. FRESH-CUT FARM TO SCHOOL PROGRAM PRESENTATION - M. FLIP FILIPPI, LOCAL FOODS PROGRAM LEADER, CORNELL COOPERATIVE EXTENSION

4. LEGISLATOR JIM REAGEN

- A. Resolution of Support for Clarkson University's Application to the U.S. Economic Development Administration (EDA) for Federal Funding to Support the Solinsky Center for Engineering Innovation and Regional Economic Resilience (Res)

5. COUNTY ATTORNEY – STEVE BUTTON

- A. Authorizing the Chair to Sign a Contract with the St. Lawrence County Fire Training Facility, Inc., for Priority Use of the Training Facility by the Participants of the St. Lawrence County Self-Insurance Plan (Res)

6. TREASURER – RENEE COLE

- A. Modifying the 2025 Budget for the Treasurer's Office to Distribute Additional Sales Tax to Municipalities in St. Lawrence County (Res)
- B. Modifying the 2025 Budget for the Treasurer's Office for Additional Tribal State Compact Funds (Res)
- C. Bank Depositories and Investment of County Funds (Res)
- D. Authorizing Blanket Bond in Lieu of Individual Sureties for County Officials and Employees (Res)
- E. Authorizing Petty Cash Accounts and Departmental Cash Drawers (Res)

7. REAL PROPERTY – EMILY WILSON

- A. Correcting and Refunding Erroneous Taxes (Res)
- B. Authorizing a Correction of Errors for Richard E. Winter Cancer Treatment Center (Res)

8. HIGHWAY – DON CHAMBERS

- A. Use of County-Owned Machinery (Res)
- B. Authorizing the Chair to Sign Multi-Year Agreements for Winter Maintenance on the County Road System (Res)
- C. Authorizing the Purchase of Real Property Easements for the County Route 54 & McEwen Road Bridge over Allen Brook in the Town of Lawrence (Res)
- D. Authorizing the Chair to Sign Documents Granting a Permanent Easement to National Grid for Electric Utility Installation for the Construction of the Maintenance and Administration Facility (Res)
- E. Authorization to Abolish an Assistant Highway Administration Manager and Create and Fill a Senior Account Clerk Position in the Department of Highways (Res)
- F. Winter Season Update (Discussion)

9. SOLID WASTE – DON CHAMBERS

- A. Modifying the 2025 Budget for the Solid Waste Department for Expenses Related to Operations and Testing Required at the Landfill (Res)

10. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE

- A. Closeout of Utility Projects
- B. Broadband
- C. IDA Managed Funds

11. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

- A. Accepting New York 250 (NY250) Local Partnership Allocation Funds for the 250th Anniversary of the American Revolution and Modifying the 2025 Budget for the County Administrator’s Office (Res)
- B. Authorizing the Chair to Sign Contracts (Res)
- C. Newspaper Designation (Res)
- D. Adoption of the Rules of Procedure (Res)
- E. Modifying the 2025 Budget for the County Administrator's Office for Costs Associated with Community College Tuition (Res)
- F. Authorizing the Chair to Sign a Contract with Tecana, LLC for Electronic Vouchering Software for the Assigned Counsel Program (Res)
- G. Adopting a Revised St. Lawrence County Purchasing Policy (Res)
- H. Modifying the 2025 Budget for the Assigned Counsel Program (Res)
- I. Modifying the 2025 Budget for the County Administrator's Office for Costs Associated with Court-Ordered Services at New York State Operated Inpatient Mental Hygiene Facilities (Res)
- J. Authorizing the Chair to Sign a Contract with Schindler Elevator Corporation for Elevator Maintenance in County Facilities (Res)

- K. Authorizing the Chair to Sign Contracts with Hermon-Dekalb Central School and Heuvelton Central School for Participation in the School Resource Deputy Program (Res)
- L. Authorizing the Chair to Sign a Facility Rental Agreement with the Village of Canton for the Use of the Canton Recreation Pavilion Ice Rink and the Riley Community Room (Res)

12. OLD/NEW BUSINESS

- A. Arming of Probation Officers Update (Discussion)

13. COMMITTEE REPORTS

- A. Cornell Cooperative Extension Board (Denesha)
- B. Fish and Wildlife Management Board, Region 6 (Sheridan)
- C. Fisheries Advisory Board (Terminelli)
- D. Gouverneur Fair Board (Smithers)
- E. Highway/Solid Waste Committee (Smithers)
- F. Industrial Development Agency (Reagen)
- G. Recreational and Trails Advisory Board (Perkins/Webster)
- H. St. Lawrence River Valley Redevelopment Agency (RVRDA) (Forsythe)
- I. St. Lawrence County Chamber of Commerce (Webster)
- J. Soil & Water Conservation District Board of Directors (Burke/Levato)
- K. Coroner's Program Salary Review (Haggard)

14. EXECUTIVE SESSION

15. ADJOURNMENT – If there is no further business.

January 2, 2026

Finance Committee: 12/22/2025

RESOLUTION NO.

RESOLUTION OF SUPPORT FOR CLARKSON UNIVERSITY’S APPLICATION TO THE U.S. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) FOR FEDERAL FUNDING TO SUPPORT THE SOLINSKY CENTER FOR ENGINEERING INNOVATION AND REGIONAL ECONOMIC RESILIENCE

By Mr. Hull, Chair, Finance Committee
Cosponsored by Mr. Reagen, District 1 and Ms. Haggard, District 10

WHEREAS, Clarkson University, founded in 1896, is a nationally recognized STEM-focused institution and anchor institution in St. Lawrence County that has a long-standing mission to solve real-world problems facing the American people while educating the next generation of engineers, scientists, healthcare professionals, and technology leaders, and

WHEREAS, Clarkson University has demonstrated a consistent record of service to the County and to the broader North Country, through faculty and student-led engineering, planning, and technical assistance, that provides municipalities, nonprofit organizations, and small communities with early-stage engineering analysis, infrastructure assessment, and project scoping that would otherwise be cost-prohibitive, and

WHEREAS, these efforts have supported critical regional needs including bridge stability, highway safety, stormwater and wastewater system upgrades, air-handling and indoor air quality improvements, fire safety and emergency response technologies, and sustainable trail and recreation infrastructure, often serving as the foundation for successful state and federal grant applications that unlock millions of dollars in outside investment for rural communities, and

WHEREAS, Clarkson students and faculty played a central role in supporting the Village of Potsdam’s successful \$9 million New York State Green Resiliency Grant award in November 2025 by conducting preliminary engineering analyses and infrastructure scoping following severe storm events, including those experienced during Hurricane Debbie, and

WHEREAS, Clarkson University is currently partnering with St. Lawrence County, the County Chamber of Commerce, municipalities, businesses, and trail organizations to evaluate and strengthen the County’s 130-mile Multi-Use Trail system, providing data-driven recommendations that enhance safety, usability, maintenance efficiency, and economic impact for one of the region’s most important year-round tourism assets, and

WHEREAS, Clarkson faculty and students have served as integral partners in federal transportation safety initiatives, including the U.S. Department of Transportation’s Safe Streets and Roads for All (SS4A) program in the Village and Town of Potsdam, conducting safety data collection, field surveys, and quick-build demonstration projects to reduce injuries and improve accessibility, and

WHEREAS, Clarkson University’s faculty, students, and alumni are deeply integrated into regional emergency response systems, including volunteer fire departments and rural

healthcare networks, and have secured federal research funding to advance firefighter safety technologies, air quality monitoring, wildfire response, and emergency preparedness, including participation in the National Science Foundation's FIRE program, and

WHEREAS, during the COVID-19 pandemic, Clarkson University provided critical emergency support by retrofitting medical equipment, developing PPE sterilization systems, reconfiguring hospital air-handling systems, and supporting vaccine storage capacity, demonstrating its ability to rapidly respond to public health and infrastructure crises, and

WHEREAS, Clarkson University's Lewis School of Health Sciences serves as the region's provider for EMT and Paramedic education and training, supporting rural emergency medical services, and recent investments in simulation laboratories enhance emergency preparedness and workforce readiness throughout the County, and

WHEREAS, Clarkson University's Cheel Campus Center & Arena serves as the region's designated American Red Cross emergency shelter, with independent power generation, centralized food services, and open-access facilities that support community resilience during prolonged power outages and emergency events, and

WHEREAS, St. Lawrence County continues to face significant economic challenges, with an August 2025 unemployment rate of 5.3%, among the highest in New York State and a per capita income of \$47,495 compared to the New York State average of \$85,733, underscoring the need for targeted investment in workforce development, advanced manufacturing, and regional economic resilience, and

WHEREAS, Clarkson University is in near-final planning stages for the proposed \$48 million Solinsky Center for Engineering Innovation, supported in part by an alumnus' challenge grant, which will modernize manufacturing, fabrication, and research infrastructure necessary to support disaster resilience, infrastructure strengthening, workforce development, and growth in advanced manufacturing sectors aligned with emerging regional supply chains, and

WHEREAS, the Solinsky Center for Engineering Innovation directly aligns with the mission and goals of the U.S. Economic Development Administration by strengthening regional capacity for disaster preparedness and recovery, supporting infrastructure resilience, advancing workforce development, and fostering sustainable economic growth in a rural and economically distressed region,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby expresses its support for Clarkson University's application to the U.S. Economic Development Administration (EDA) for federal funding to support the Solinsky Center for Engineering Innovation and Regional Economic Resilience, and

BE IT FURTHER RESOLVED, that the Board of Legislators recognizes Clarkson University as a critical regional partner and anchor institution whose investments in education, research, and infrastructure directly benefit the residents, municipalities, businesses, and emergency response systems of St. Lawrence County, and

BE IT FURTHER RESOLVED, that the Clerk of the Board is hereby authorized to transmit a certified copy of this resolution to Clarkson University, United States Senator Chuck Schumer, United States Senator Kirsten Gillibrand, United States Congresswoman Elise

Stefanik, New York Assemblyman Scott Gray, New York Senator Mark Walczyk, New York Assemblyman Robert Smullen, New York Assemblyman Ken Blankenbush, New York Senator Dan Stec and to the U.S. Economic Development Administration as evidence of local governmental support.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE ST. LAWRENCE COUNTY FIRE TRAINING FACILITY, INC., FOR PRIORITY USE OF THE TRAINING FACILITY BY THE PARTICIPANTS OF THE ST. LAWRENCE COUNTY SELF-INSURANCE PLAN

By Mr. Hull, Chair, Finance Committee

WHEREAS, the St. Lawrence County Self-Insurance Plan had previously contracted with the St. Lawrence County Fire Training Facility, Inc., to provide priority access to the facility and training of the participants of the St. Lawrence County Self-Insurance Plan, and that agreement expires December 31, 2025, and

WHEREAS, the St. Lawrence County Self-Insurance Plan wishes to sign a new contract for one (1) year to begin January 1, 2026, expiring on December 31, 2026 , and

WHEREAS, a total amount of \$35,000 (LI017104 46000) will be made in quarterly payments of \$8,750 to the St. Lawrence County Fire Training Facility,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the St. Lawrence County Fire Training Facility, Inc. for priority use of the facility by the participants of the St. Lawrence County Self-Insurance Plan, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that a total amount of \$35,000 be made payable in quarterly payments to the St. Lawrence County Fire Training Facility.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE TREASURER'S OFFICE TO
DISTRIBUTE ADDITIONAL SALES TAX TO MUNICIPALITIES IN ST. LAWRENCE
COUNTY**

By Mr. Hull, Chair, Finance Committee

WHEREAS, the Treasurer's Office has received more sales tax revenue than budgeted for Fiscal Year 2025, and

WHEREAS, should revenue exceed the amount budgeted, a modification to the amount authorized is necessary to provide for distribution to pay the towns and villages the additional funds the County shares with them,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Treasurer's Office to distribute additional sales tax to municipalities in St. Lawrence County as follows:

INCREASE APPROPRIATIONS:

T3019854 465ST	T Distribution of Sales Tax	\$2,500,000
----------------	-----------------------------	-------------

INCREASE REVENUE:

T3011105 55000	T LR Sales and Use Tax	\$2,500,000
----------------	------------------------	-------------

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE TREASURER'S OFFICE FOR
ADDITIONAL TRIBAL STATE COMPACT FUNDS**

By Mr. Hull, Chair, Finance Committee

WHEREAS, the Treasurer's Office is projecting to receive approximately \$750,000 more Tribal State Compact funds from New York State than budgeted in 2025, to be distributed fifty percent (50%) to St. Lawrence County and the remaining fifty percent (50%) to be split evenly between the Towns of Massena and Brasher, and

WHEREAS, should revenue exceed the amount budgeted, a modification to the amount authorized is necessary to provide for distribution to pay the additional share to the two (2) towns,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Treasurer's Office for additional Tribal State Compact Funds as follows:

INCREASE APPROPRIATIONS:

T2019874 460BR	B Brasher Tribal-State Compact	\$187,500
T2019874 460MS	B Massena Tribal-State Compact	<u>187,500</u>
		\$375,000

INCREASE REVENUE:

T2030145 56000	State Aid Tribal Revenue	\$375,000
----------------	--------------------------	-----------

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

BANK DEPOSITORIES AND INVESTMENT OF COUNTY FUNDS

By Mr. Hull, Chair, Finance Committee

NOW, THEREFORE, BE IT RESOLVED that in accordance with County Law and General Municipal Law the following banks be and hereby are designated as depositories for County funds received by the County Treasurer with permitted maximum deposits at any one time listed below:

<u>Depository Name</u>	<u>Maximum</u>
Community Bank N.A.	\$75,000,000
Key Bank N.A.	\$75,000,000
Upstate National Bank	\$10,000,000
NBT	\$10,000,000
Citizens Bank	\$10,000,000
Municipal Investors Service Corporation	\$10,000,000
First Empire Securities	\$10,000,000
NYCLASS	\$50,000,000
NY MuniTrust	\$50,000,000
Webster Bank	\$10,000,000
Tioga State Bank	\$10,000,000
TD Bank	\$10,000,000
JP Morgan Chase Bank, N.A.	\$1,000,000

BE IT FURTHER RESOLVED that the County Treasurer is authorized to deposit money in accordance with the St. Lawrence County Investment Policy, and this policy authorizes the Treasurer to deposit funds, not needed temporarily, in certificates of deposit, Money Market Accounts, United States Treasury Bills, repurchase agreements, and day-of-deposit to day-of- withdrawal savings account, at prevailing interest rates in any bank authorized for the deposit of County funds as per this resolution, and that the County Treasurer may use his/her discretion in selecting any allowable bank under NY General Municipal Law for investment purposes only, up to a limit of \$10,000,000 per bank unless otherwise noted in this policy, a report of such investments must be provided to the Board of Legislators at the subsequent Finance Committee meeting, and

BE IT FURTHER RESOLVED that the total deposits, excluding United States Treasury Bills, are not to exceed the amounts authorized by this resolution, and are to be secured as required by Article 10 of the General Municipal Law and as outlined by the County's Investment Policy.

INVESTMENT POLICY FOR ST. LAWRENCE COUNTY

I. SCOPE

This investment policy applies to all money and other financial resources available for investment by the County or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the County's investment activities are, in priority order:

- to conform with all applicable federal, state and other legal requirements;
- to adequately safeguard principal;
- to provide sufficient liquidity to meet all operating requirements;
- to obtain a reasonable rate of return;
- to make every effort to invest locally.

III. DELEGATION OF AUTHORITY

The responsibility of the Board of Legislators for administration of the investment program is delegated to the County Treasurer, who shall maintain written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amount of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the St. Lawrence County Legislature to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the County to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the County for all moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within 5 days of deposit, or within the time period specified in law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The Board of Legislators, at its annual organizational meeting each January, shall designate the banks authorized for the deposit of moneys and the maximum amount which can be deposited at each bank. Additionally, the County Treasurer may select any bank allowable under New York General Municipal Law for investment purposes only, up to a limit of \$10,000,000 per bank, unless otherwise noticed in this policy. Should the Treasurer invest in any bank not already designated at the annual organizational meeting, yet allowable under New York Municipal Law, the Treasurer must provide a report to the Board of Legislators at the monthly Finance Committee following any such investment.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, all deposits of St. Lawrence County, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of eligible securities with an aggregate market value as provided by General Municipal Law, equal to aggregate amount of deposits.
2. By an eligible irrevocable letter of credit issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEGUARDING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure County deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection or such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the County to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the County, such securities shall be delivered in a form suitable for transfer or with an assignment to the County or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the County, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the County a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law Section 11, the County Legislature authorizes the County Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts
- Certificates of deposits
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States
- Obligations of the State of New York
- Obligations issued by a municipality, school district or district corporation in New York State, other than the County
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general state statutes governing such entities or whose specific enabling legislation authorizes such investments
- Through a Deposit Placement Program, certificates of deposit in one or more “banking institutions”, as defined in Banking Law Section 9-r
- General obligation bonds and notes of any state other than this state, provided that such bonds and notes receive the highest rating of at least one independent rating agency designated by the state comptroller
- Obligations of any corporation organized under the laws of any state in the United States maturing within two hundred seventy days, provided that such obligations receive the highest rating of two independent rating services designated by the state comptroller and that the issuer of such obligations has maintained such ratings on similar obligations during the preceding six months, provided, however, that the issuer of such obligations need not have received such rating during the prior six-month period if such issuer has received the highest rating of two independent rating services designated by the state comptroller and is the successor or wholly-owned subsidiary of an issuer that has maintained such ratings on similar obligations during the preceding six-month period or if the issuer is the product of a merger of two or more issuers, one of which has

maintained such ratings on similar obligations during the preceding six-month period, provided, however, that no more than two hundred fifty million dollars may be invested in such obligations of any one corporation

- Bankers' acceptances maturing within two hundred seventy days which are eligible for purchase in the open market by Federal Reserve banks and which have been accepted by a bank or trust company which is organized under the laws of the United States or of any state thereof and which is a member of the Federal Reserve system and whose short-term obligations meet the criteria outlined in clause (7). Provided, however, that no more than two hundred fifty million dollars may be invested in such bankers' acceptances of any one bank or trust company; or
- Obligations of, or instruments issued by or fully guaranteed as to principal and interest by, any agency or instrumentality of the United States acting pursuant to a grant of authority from the Congress of the United States, including but not limited to, any federal home loan bank or banks, the Tennessee valley authority, the federal national mortgage association, the federal home loan mortgage corporation and the United States Postal Service, provided, however, that no more than two hundred fifty million dollars may be invested in such obligations of any one agency
- No-load money market mutual funds registered under the Securities Act of 1933, as amended, and operated in accordance with Rule 2a-7 of the Investment Company Act of 1940, as amended, provided that such funds are limited to investments in obligations issued or guaranteed by the United States of America or in obligations of agencies or instrumentalities of the United States of America where the payment of principal and interest are guaranteed by the United States of America (including contracts for the sale and repurchase of any such obligations) and are rated in the highest rating category by at least one nationally recognized statistical rating organization, provided, however, that no more than two hundred fifty million dollars may be invested in such funds

All investment obligations shall be payable or redeemable at the option of the County within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the County within two years of the date of purchase. When applying this requirement to repurchase agreements, the repurchase date and not the maturity of the underlying maturity, shall govern.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The County shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the County. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listings shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for or place orders for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Articles 5G and 3A of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.
4. By utilizing an ongoing investment program with an authorized investment adviser provided that all investments are directed by authorized personnel of the County, all trading partners are authorized by the designated Bank and the investment advisory agreement is approved by the Treasurer.

All purchased obligations, unless registered or inscribed in the name of the County, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Treasurer by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the County, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the County a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States or guaranteed by agencies of the United States.
- No substitution of securities will be allowed unless the substitute securities are delivered to an independent custodian for the account of the County before the previously purchased securities are released.
- The custodian shall be a party other than the trading partner.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING BLANKET BOND IN LIEU OF INDIVIDUAL SURETIES FOR
COUNTY OFFICIALS AND EMPLOYEES**

By Mr. Hull, Chair, Finance Committee

WHEREAS, official undertakings are required for certain public officials, and

WHEREAS, the surety on such undertakings may be a fidelity or surety corporation,
and

WHEREAS, the reasonable expense of procuring such surety shall be a charge against
the State or political subdivision or municipal corporation, respectively, in and which the
official or employee is elected, and

WHEREAS, the County of St. Lawrence wishes to provide such a surety for its elected
officials and employees as follows:

- A. \$200,000/loss coverage for the Sheriff, the District Attorney, and all other employees
required to be bonded,
- B. \$200,000/loss coverage for the County Clerk,
- C. \$900,000/loss coverage for the Treasurer,
- D. \$5,000 deductible on all of the above,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes a
blanket bond in lieu of individual sureties for County Officials and Employees.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING PETTY CASH ACCOUNTS AND DEPARTMENTAL CASH
DRAWERS**

By Mr. Hull, Chair, Finance Committee

WHEREAS, several County departments utilize petty cash accounts and/or cash drawers in their daily operations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes petty cash accounts and departmental cash drawers, as follows:

<u>Petty Cash Account</u>		<u>Departmental Cash Drawers</u>	
Community Services	\$250	Sheriff Civil Department	\$100
Probation	400	Mental Health	100
Sheriff	1,500	Chemical Dependency, Canton	100
Social Services	1,500	Treasurer	250
Highway	<u>150</u>	County Clerk	1,000
Total	\$3,800	County Clerk DMV, Canton	600
		County Clerk DMV, Massena	400
		County Clerk DMV, Ogdensburg	300
		County Clerk DMV, Gouverneur	300
		Public Health	250
		Real Property	100
		Solid Waste Transfer, Ogdensburg	450
		Solid Waste Transfer, Massena	450
		Solid Waste Transfer, Star Lake	450
		Solid Waste Transfer, Gouverneur	450
		Social Services	<u>200</u>
		Total	\$5,600

BE IT FURTHER RESOLVED that each Department will submit an annual reconciliation of each petty cash account and cash drawer to the Treasurer at the end of each year.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

CORRECTING AND REFUNDING ERRONEOUS TAXES

By Mr. Hull, Chair, Finance Committee

WHEREAS, Chapter 515 of the Laws of 1997 provides a local option for erroneously levied taxes in the amount of \$2,500 or less to be corrected or refunded upon application according to Section 554 and 556, respectively, of the Real Property Tax Law upon recommendation of the County Director of Real Property Tax Services and approval of the Treasurer of the County, and

WHEREAS, the County Treasurer and the Director of Real Property Tax Services recommend that this option be adopted in order to make these corrections and/or refunds to the taxpayer erroneously assessed in a more timely and efficient fashion,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes correcting and refunding erroneous taxes, and

BE IT FURTHER RESOLVED that the Board of Legislators adopt the provisions set forth in Chapter 515 of the Laws of 1997 allowing the County Treasurer to correct tax bills or issue a check for the refund where taxes have been paid upon the recommendation of the Director of Real Property Tax Services and the approval of the Treasurer for the calendar year 2026, and

BE IT FURTHER RESOLVED that on or before the 15th day of each month, the Real Property Director shall submit a report to the Board of Legislators of the corrections or refunds processed by the Treasurer during the preceding month indicating the name of each recipient, the location of the property, and the amount of the correction or refund.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING A CORRECTION OF ERRORS FOR RICHARD E. WINTER
CANCER TREATMENT CENTER**

By Mr. Hull, Chair, Finance Committee

WHEREAS, the 2025-2026 Ogdensburg City School District Tax Bill for the Richard E. Winter Treatment Center, designated as tax map number 59.022-3-25.11/1, did not receive a Wholly Exempt Non Profit Exemption, and

WHEREAS, Real Property Tax Law Article 5 allows for Correction of Assessment Rolls and Tax Rolls using the RP 554 Form for certain errors and filed with the Director of Real Property Tax Services and approved by the Board of Legislators, and

WHEREAS, the Director of Real Property has affirmed that a correction should occur pursuant to Article 5 of the Real Property Tax Law and is recommending that the taxes be corrected,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes Real Property Tax Law correction of taxes, as follows:

Name:	Richard E. Winter Cancer Treatment Center
St. Lawrence County:	City of Ogdensburg
School District:	Ogdensburg City School District
Tax Roll Year:	2025-2026 School Tax Bill
Tax Map No.:	59.022-3-25.11/1
Original Bill:	\$73,873.76
Corrected Bill:	0
Reason:	Assessor did not apply the Wholly Exempt Non Profit Exemption to this parcel.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

USE OF COUNTY-OWNED MACHINERY

By Mr. Hull, Chair, Finance Committee

WHEREAS, the St. Lawrence County Superintendent of Highways recommends that the Board of Legislators permit the use of County-owned machinery, tools, equipment, and personnel by any terms as provided for in Section 133-A of the Highway Law, when it is for public interest,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves the use of any County-owned street or highway machinery, tools or equipment, by New York State, any municipal corporation, political subdivision, district, district corporation or school district located within the State, when recommended, by the County Superintendent of Highways.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN MULTI-YEAR AGREEMENTS FOR WINTER
MAINTENANCE ON THE COUNTY ROAD SYSTEM**

By Mr. Hull, Chair, Finance Committee
Cosponsored by Mr. Lightfoot, District 3 and Mr. Smithers, District 5

WHEREAS, the agreements for winter maintenance on the County road system have been negotiated with the Towns, and the County Highway Superintendent is authorized and directed to enter into such agreements with such towns for and on behalf of the County as provided in Section 135 and Section 135A of Highway Law, and

WHEREAS, the committee designated to negotiate included three (3) town supervisors, two (2) legislators, and the Superintendent, and

WHEREAS, the new agreement shall cover three (3) plowing seasons, beginning on or about October 1, 2026 and ending June 1, 2029, and

WHEREAS, the Towns will be divided into tiers with the Towns of Clifton, Fine, Piercefield, and Pitcairn being Tier II, and the other towns being Tier I, and

WHEREAS, in return for the performance of such work, the County will pay to Tier I Towns \$6,150 per mile for the 2026-2027 winter season, \$6,400 per mile for 2027-2028, and \$6,650 per mile for 2028-2029 (HC051424 40500), and

WHEREAS, the County will pay to Tier II Towns the sum of \$6,661 per mile for the 2026-2027 winter season, \$6,911 per mile for 2027-2028, and \$7,161 per mile for 2028-2029 (HC051424 40500), and

WHEREAS, of the 32 towns in St. Lawrence County, 26 are currently under similar agreements with the County for winter maintenance (the Towns of Canton, Clare, Pierrepont, Lisbon, Potsdam, and Russell are not participants of this agreement),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign multi-year agreements for winter maintenance on the County road system, upon approval of the County Attorney.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING THE PURCHASE OF REAL PROPERTY EASEMENTS FOR THE
COUNTY ROUTE 54 & MCEWEN ROAD BRIDGE OVER ALLEN BROOK IN THE
TOWN OF LAWRENCE**

By Mr. Hull, Chair, Finance Committee

WHEREAS, St. Lawrence County is undertaking a necessary infrastructure improvement project involving the replacement of the CR 54 & McEwen Road Bridge over Allen Brook in the Town of Lawrence, NY, with funding partially provided through the Federal Emergency Management Agency (FEMA), and

WHEREAS, in order to complete the necessary bridge replacement and construction staging, the County requires the acquisition of certain temporary and/or permanent easements from two (2) affected property owners, and

WHEREAS, the County has negotiated fair and reasonable compensation for the required easements based upon appropriate valuations, and

WHEREAS, the compensation amounts agreed upon for the required easements are four hundred dollars (\$400) for Tax Parcel # 45.002-1-15.1 and six hundred dollars (\$600) for Tax Parcel # 45.002-1-16.1 (HM551124 49900 B5),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby authorizes the Chair to execute all necessary documents for the purchase of the required easements for Tax Map No. 45.002-1-15.1 and Tax Map No. 45.002-1-16.1, upon approval of the County Attorney.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN DOCUMENTS GRANTING A PERMANENT EASEMENT TO NATIONAL GRID FOR ELECTRIC UTILITY INSTALLATION FOR THE CONSTRUCTION OF THE MAINTENANCE AND ADMINISTRATION FACILITY

By Mr. Hull, Chair, Finance Committee

WHEREAS, Resolution No. 298-2025 authorized the solicitation of bids for the construction of the Maintenance and Administration Facility (the "New Facilities"), and

WHEREAS, the successful operation of the New Facilities requires the installation of new, dedicated electrical service, including a transformer and associated lines and equipment, to be provided by National Grid, and

WHEREAS, National Grid requires a permanent utility easement across a defined portion of the County Property to site the new transformer, run necessary conductors, and access the equipment for maintenance, repair, and replacement, and

WHEREAS, granting this easement is a necessary and essential prerequisite for completing the construction and allowing the New Facilities to become operational,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign all necessary deeds, easement agreements, and documents related to the granting of a permanent easement to National Grid for electric utility installation for the construction of the Maintenance and Administration Facility, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that authorizing this utility easement to National Grid is for the purpose of constructing, installing, and permanently maintaining a transformer, related conduits, wires, and other electrical apparatus necessary to serve the New Facilities at the County Property located at 7074 US Highway 11, Potsdam, New York., and

BE IT FURTHER RESOLVED that this easement will be granted if and only if the Project moves forward to construction phase.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZATION TO ABOLISH AN ASSISTANT HIGHWAY ADMINISTRATION
MANAGER AND CREATE AND FILL A SENIOR ACCOUNT CLERK POSITION IN
THE DEPARTMENT OF HIGHWAYS**

By Mr. Hull, Chair, Finance Committee

WHEREAS, the Department of Highways is committed to maintaining efficient and effective administrative operations, and

WHEREAS, a retirement is anticipated in early 2026, and the duties previously associated with the Assistant Highway Administration Manager position are no longer necessary in their original form, particularly since the superior position of Highway Administration Manager no longer exists to provide direct administrative oversight, and

WHEREAS, the title of Senior Account Clerk possesses the level of accounting necessary to complete the work, record-keeping, and administrative skills that would effectively receive and retain the training, and to take on complex responsibilities, including assisting with payroll, accounts payable/receivable, and budget preparation,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the County Administrator to abolish an Assistant Highway Administration Manager (Position No. 318100001) and create a Senior Account Clerk (Position No. 100200048).

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE SOLID WASTE DEPARTMENT FOR
EXPENSES RELATED TO OPERATIONS AND TESTING REQUIRED AT THE
LANDFILL**

By Mr. Hull, Chair, Finance Committee

WHEREAS, the expenses for Solid Waste equipment repair and maintenance, postage, and landfill testing are projected to exceed the 2025 budget, and

WHEREAS, an increase in revenue received this year that can be offset by the added revenue and the remainder decreased in the contractual line for the fleet,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for Solid Waste for equipment repair and maintenance, postage, and landfill testing, as follows:

INCREASE APPROPRIATIONS:

WH081604 42202 RECY	W RECY Equip Repair & Maint	\$60,000
WLO81604 43015	W OGD State Fees	1,200
WA017104 42402	W ADM I/D Postage	<u>500</u>
		\$61,700

INCREASE REVENUE:

W1021305 550FS	W LR FEES - Fuel Surcharge	\$41,700
----------------	----------------------------	----------

DECREASE APPROPRIATIONS:

WO081604 421FL	W OPR Fleet Lease	\$20,000
----------------	-------------------	----------

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

ACCEPTING NEW YORK 250 (NY250) LOCAL PARTNERSHIP ALLOCATION FUNDS FOR THE 250TH ANNIVERSARY OF THE AMERICAN REVOLUTION AND MODIFYING THE 2025 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE

By Mr. Reagen, District 1
Co-Sponsored by Ms. Haggard, District 10 and Ms. Curran, District 15

WHEREAS, the New York State Legislature allocated funding to the New York State Education Department (NYSED) to support New York's commemoration of the 250th anniversary of the American Revolution through the New York 250 (NY250) initiative, and

WHEREAS, St. Lawrence County has received notification from NYSED identifying a Local Partnership Allocation to support countywide activities aligned with the NY250 themes of civic participation, inclusive history, and community resilience, and

WHEREAS, these one-time, formula-based funds are intended to catalyze locally led programming that highlights the people, places, and ideas that shaped both New York State and the nation, and

WHEREAS, St. Lawrence County has identified itself as the designee to receive and administer the NY250 Local Partnership Allocation, and

WHEREAS, St. Lawrence County has established a 250th Commemorative Committee composed of community members, municipal representatives, and historians, to plan and coordinate events in recognition of this historic anniversary, and

WHEREAS, the funds shall be used to support countywide programs, educational activities, and events commemorating the 250th anniversary of the American Revolution in St. Lawrence County, under the coordination of the St. Lawrence County 250th Commemorative Committee,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators accepts New York 250 (NY250) local partnership allocation funds for the 250th anniversary of the American Revolution, and

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

INCREASE APPROPRIATIONS:

B1M75104 46000 SP	B PRTNR AG - 250TH Spec Proj	\$15,000
-------------------	------------------------------	----------

INCREASE REVENUE:

B1M32895 56000	SA Oth Education	\$15,000
----------------	------------------	----------

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN CONTRACTS

By Mr. Hull, Chair, Finance Committee

WHEREAS, the following organizations have appropriations in the 2026 St. Lawrence County Budget,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with each of the organizations listed, upon approval of the County Attorney:

<u>ORGANIZATIONS:</u>	<u>ACCOUNT NUMBERS:</u>	<u>AMOUNT:</u>
ABS Solutions, LLC	CD016804 43007	\$5,000
ABS Solutions, LLC - Juniper	CD016804 42004	\$20,000
ABS Solutions, LLC & Software House Intl. - Barracuda Email Protection	CD016804 42004	\$52,000
ABS Solutions, LLC & Software House Intl. - Microsoft 365 Annual Subscription	CD016804 42004	\$167,000
Adoption STAR, Inc.	Various Accounts	Rate Schedule
Adobe	CD016804 42004	\$15,000
Bigleaf Networks	CD016804 43007	\$12,000 \$12,500
Catholic Charities (CSS)	A4143224 465CC	\$256,716 \$401,625
Childcare Coordinating Council of North Country	Various Accounts	Rate Schedule
Children's Home of Jefferson County	A4443224 A4143224 465CH	\$22,829 \$23,422
Citizen Advocates	A4143224 465CA	\$21,185 \$451,279
Claxton Hepburn Medical Center (Lifeline - DSS)	Various Accounts	\$40 monthly/case
Claxton Hepburn Medical Center (Lifeline - OFA)	Various Accounts	Rate Schedule
Cornell Cooperative Extension (BOL)	B1A87504 465CE	\$340,713
Cornell Cooperative Extension (OFA)	ON067724 430SF	Rate Schedule
Cornell Cooperative Extension (PH)	PP040104 465CE	\$112,488
DeKalb Development Fund	ON067724 40700	\$4,140
Dr. Michael Sikirica, Medical Examiner	PC011854 43016	Rate Schedule
Family Counseling Services of NNY, Inc.	Various Accounts	Rate Schedule
Fortinet	CD016804 42004	\$23,500
Geocove Inc.	CD016804 43007	\$10,000 \$5,000
Gouverneur Community Center, Inc.	ON067724 40700	\$7,800
Glenns Falls Hospital	Various Accounts	Rate Schedule
SLC CDP Gouv Neighborhood Center (HEAP Outreach)	DAH60104 430OF HEAP	\$35 per unit
Health Services of Northern New York	OA067724 43007	Rate Schedule
HiView Solutions	CD016804 42004	\$6,000
Homemakers of Western NY	OA067724 43007	Rate Schedule
Horizon Information Systems, Inc.	DAS60104 47801	up to \$1,300
Horizon Information Systems, Inc. (Programming)	DAS60104 47801	Rate Schedule
James McGuinness & Associates, Inc.	PK040504 42004	\$13,000
Just Walk! Inc. (Walk with a Doc)	PP040104 43007	\$250

Karole Houle-Marolf	DAA60104 43007	\$4,680
KnowBe4	CD016804 42004	\$10,000 \$16,000
LabCorp	DAC60104 43004	\$51 per unit
Linda Buchanan	ON067724 43007	Rate Schedule
Legal Aid Society of Northeastern NY, Inc.	ON067724 43002 Various Accounts	\$10,000 Rate Schedule
Massena Meals on Wheels	ON067724 430CA	\$43,000 Rate Schedule
Mental Health Counseling Services of NNY	Various Accounts	Rate Schedule
Morristown Fire District	ON067724 40700	\$6,600
NCC Systems	CD016804 43007	\$3,000-\$5,000
Network Experts of NY (vCISO)	CD016804 43007	\$3,000 \$40,000
Neurodevelopmental Health Services	Various Accounts	Rate Schedule
Nitel	CDS16804 42302	\$6,500
North Country Freedom Homes	A2342504 46500	\$661,612 \$708,534
Northern Lights Home Health Care	OA067724 43007	Rate Schedule
Northern Regional Center for Independent Living (OFS)	A4443224 A4143224 465NR	\$193,066
NYS DOCCS Office	ON067724 45200	\$2,000 Rate Schedule
NYSID, Inc.	DAA60104 43006	up to \$199,354 \$203,512
Our Lady of Lourdes Hospital	PC011854 451000 / 407MF	Rate Schedule
Potsdam Housing Authority	ON067724 40700	Site Use Only
Qualified Individuals	DAS60104 430QI	Rate Schedule
RealVNC	CD016804 42004	\$5,500 \$6,500
Rel Comm	CD016804 42306	\$70,000 \$90,000
Rel Comm - Fax Finder	CDS16804 42302	\$25,000
Renewal House (Services Non-Residential)	DPF61094 46500 ADC	up to \$105,034
Renewal House (Indirects/Residential)	DSG60704 46500 DVIO	up to \$101,207
Renewal House (TANF, Non-Residential)	DSG61094 46500 DVIO	up to \$36,473
Residential Treat and Detention Centers	Various Accounts	Rate Schedule
Resolution Center of Jefferson & Lewis Co.	Various Accounts	Rate Schedule
Rubenzahl, Knudsen & Assoc. (Psych Services)	Various Accounts	Rate Schedule
S&L Electric	CD016804 43007	\$3,000
Safe Harbour	Various Accounts	\$44,217 \$16,000
School Districts	Various Accounts	Rate Schedule
Saint Lawrence Pathology, PLLC	PC011854 43016	Rate Schedule
Schneider Geospatial	R1013554 42004	\$8,600
SL Child Care Council (Registration)	DSD60554 46500 CCBG	\$116,487 \$146,546
SL Child Care Council (Exempt)	DSD60554 46500 CCBG	\$77,685
SLC Dept of Community Services	DAS60104 43007 CCDS	up to \$210,000
SLC Dept of Community Services (Employee Cnsl)	DAS60104 45100	Rate Schedule
SLC Dept of Community Services (Qualified Ind)	DSC61194 465PS	Rate Schedule
SLC District Attorney (Investigations)	DAB60104 430FI	up to \$81,815
SLC Historical Association	B1M75104 46000	\$20,000
SLC Information Technology	DAA60104 47802	up to \$269,363 \$316,971
SLC Soil & Water Conservation District	B1S87304 46000	\$65,000
SLC Trails Services Agreement	B1070204 46000	\$50,000
SLC Trails Services Agreement	BF079894 43007	\$22,000
SLC Forestry	BF087104 43007	\$80,000
SL Lewis BOCES (Parenting Ed)	DSG60704 465PE	\$179,545

Seaway Valley Prevention Council (SVPC)	A2442504 46500	\$1,714,534 \$1,928,511
Seaway Valley Prevention Council	A4143224 465SV	\$47,242 \$48,770
Seniors Helping Seniors	OA067724 43007	Rate Schedule
St. Joseph's Rehabilitation Center	A2142304 46500	\$184,011 \$466,838
St. Lawrence Health System	PC011854 451000 / 407MF	Rate Schedule
Specbee, LLC	CD016804 42004	\$8,000
STEP-BY-STEP (CSS)	A4143224 465SS	\$109,846 \$760,852
STEP-BY-STEP (DSS Warming Cntr)	Various Accounts	up to \$172,000 \$233,444
THRIVE Wellness and Recovery, Inc.	A4443224 A4143224 465TL	\$171,319 \$598,288
Tiffany Nelson-Fuse (Parenting Assessment)	Various Accounts	Rate Schedule
The Arc Jefferson-St. Lawrence NY (CSS)	A4143224 465AR	\$239,235 \$606,499
The Mental Health Assoc of Jefferson County	A4443224 A4143224 465JD	\$106,952 \$109,732
Town of Fine	ON067724 40700	\$4,200
TRANE U.S. Inc.	Various Accounts	\$26,429
Twin Pier Pathology	PC011854 451000 / 407MF	Rate Schedule
United Helpers (OF S)	A4443224 A4143224 465UH	\$880,858 \$292,589
USDA APHIS Wildlife Services	HM351104 43007	\$9,000
Venesky & Company	PA040104 43003	\$35,150
Volunteer Transportation Center	OA067724 443VT	\$75,000 Rate Schedule
Volunteer Transportation Center (DSS)	Various Accounts	Rate Schedule
Wendy's Wonderful Kids	DAS60104 430HF	Rate Schedule
Youth Advocate Programs, Inc. / YAP (CORE)	DSC61194 465YA	\$796,356
YAP (Raise the Age)	Various Accounts	\$399,926
YAP (Reunification)	DSC61094 465YA PRP	\$1,260,487
YAP (YES)	DSC61094 465YA PJDC	\$428,648
Zoom	CD016804 42004	\$13,000 \$13,500

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

NEWSPAPER DESIGNATION

By Mr. Hull, Chair, Finance Committee

WHEREAS, Section 214, Subdivision 2, of the New York State County Law, requires that the Board of Legislators annually designate at least two (2) newspapers published within the County as official newspapers for the publication of all local law notices and other matters required by law to be published, and

WHEREAS, said section requires that the designation take into consideration two major political parties,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby designates the following newspapers for various publication purposes for the Year 2026:

LOCAL LAWS AND OTHER MATTERS REQUIRED BY LAW TO BE PUBLISHED

Johnson Newspapers

North Country This Week

Gouverneur Tribune Press

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

ADOPTION OF THE RULES OF PROCEDURE

By Mr. Hull, Chair, Finance Committee

WHEREAS, each Board must establish its RULES OF PROCEDURE at the Organizational Meeting,

NOW, THEREFORE, BE IT RESOLVED that the enclosed St. Lawrence County Board of Legislators RULES OF PROCEDURE as provided in the Organizational Meeting packet and dated January 2, 2026, are hereby adopted, and

BE IT FURTHER RESOLVED that the Board meeting dates in the attached calendar be set with a start time of 6:00 p.m., and

BE IT FURTHER RESOLVED that Committee meeting dates be tentatively set as in the attached calendar and be set with a start time of 5:30 p.m., and a copy of the schedule will be available in the Board of Legislators' Office.

St. Lawrence County
BOARD OF LEGISLATORS

* * *

RULES OF PROCEDURE

Adopted January 2, 2026

Resolution No.

TABLE OF CONTENTS

	<u>Page No.</u>
ARTICLE I - Quorum	
ARTICLE II - Meetings	
ARTICLE III - Order of Business	
ARTICLE IV - Members	
ARTICLE V - Non-members	
ARTICLE VI - Resolutions	
ARTICLE VII - Committees	
ARTICLE VIII - Limitations and Amendment	
ATTACHMENT A - St. Lawrence County Board of Legislators 2026 Meetings Schedule	

Note: Page numbers will be entered to match the proceedings.

ARTICLE I

Quorum

A majority of the duly constituted membership of the Board of Legislators shall constitute a quorum.

ARTICLE II

Meetings

A. The Organizational Meeting shall be called pursuant to Section 151 of the County Law. At such Organizational Meeting, the Board will elect a Temporary Chair, Chair, and a Vice Chair.

B. The Regular Meetings of the Board of Legislators shall be held as identified in Attachment A, or by resolution during a regular meeting or special meeting, the Legislature may determine a date and time for the next meeting.

C. Special Meetings shall be held at the call of the Clerk upon direction of the Chair or upon written request signed by a majority of the members of the Legislature. **The Order of Business at a Special Meeting shall be as follows:**

1. Call to Order
2. Suspension of the Rules, if necessary
3. Roll Call
4. Approval of Agenda
5. Presentation of Resolutions
6. Chair's Appointments
7. Adjournment

D. Pursuant to Chapter 1 of the Laws of 2022 for the State of New York and adopted by Local Law No. 3 for the Year 2022 in Resolution No. 360-2022, Legislators are permitted to attend and participate in Board Meetings where such attendance and participation is occasioned by "extraordinary circumstances" pursuant to the requirements referenced above in State and Local Law.

ARTICLE III

Order of Business

The Order of Business at each session, except as may be set apart for the consideration of matters for which a Special Meeting has been called, shall be as follows:

1. Call to Order
2. Suspension of the Rules, if necessary
3. Roll Call
4. Prayer
5. Pledge of Allegiance
6. Approval of Agenda
7. Approval of Previous Meeting Minutes
8. Reading of Communications
9. Citizen Participation

10. Presentation of Resolutions
11. County Administrator's Report
12. Old/New Business
13. Committee Reports
14. Executive Session
15. Appointments
16. Chair's Appointments
17. Adjournment

ARTICLE IV **Members**

- A. All members of the County Board of Legislators shall attend all regular and specially scheduled meetings of the Board of Legislators, and all duly called meetings of any special or standing committees of which any of the said Legislators are members, unless they are absent by reason of sickness, or excused by the Chair of the appropriate body.
- B. No member shall speak or debate until he/she has received recognition from the Chair.
- C. No member shall speak a second time to a question, as long as any member desires to speak who has not spoken to the question.

ARTICLE V **Non-members**

Citizens may participate before the Board of Legislators in one of the following ways:

- A. During Citizen Participation period, upon recognition by the Chair. The Speaker will state his/her name and is limited to five **(5)** minutes, or the time frame to be announced. The total Citizen Participation time period shall not exceed thirty (30) minutes, unless extended at the discretion of the Chair. **Depending on the total number of Speakers, the Chair may reduce the available minutes per Speaker.**
- ~~B. During limitations of gathering and/or attendance, Citizen Participation by submitting a text, video, or audio submission to publiccomment@stlawco.org at least forty-eight (48) hours before the start of the meeting. Participation is subject to community standards and file compatibility.~~
- C. During the "Presentation of Resolutions" by being granted the floor by the Chair upon request of a Legislator. The citizen may speak on the current agenda item only.

ARTICLE VI **Resolutions**

- A. The term "resolution" as herein used, shall mean a formal proposed action in writing, by one or more of the Legislators, and/or a Committee of the Legislature. Upon introduction, the resolution shall be read by the Clerk upon request. The motion for adoption shall be properly seconded immediately, preceding any debate on the main question.

B. A member sponsoring a resolution shall file with the Clerk of the Legislature a copy of said resolution one week prior to the Regular Meeting, at which it is to be introduced. Copies of the resolution and the entire agenda shall be sent to each Legislator to arrive no later than three days preceding the Regular Meeting.

C. Any resolution approved by a committee and forwarded to the Board for consideration may only be withdrawn upon the approval of the Board.

D. Individual Legislators who wish to have their names added, as co-sponsors, to resolutions approved by a Committee may do so at the Committee Meeting by notifying the Deputy Clerk of the Board.

ARTICLE VII Committees

A. The Chair and Vice-Chair of the Board of Legislators shall be ex-officio members of all standing and special committees with all the rights & privileges thereof. Except if both the Chair of the Board and Vice-Chair of the Board are present at a committee meeting, ONLY the Chair will have voting privilege unless the Vice-Chair is a designated member of the Standing Committee, then both would have voting privilege.

B. The Chair of the Board shall appoint the members and designate the Chair of all standing committees within ten (10) days following his/her election. The Chair of the Board shall also appoint the members and designate the Chair of all special committees or subsequently created standing committees within ten (10) days following creation thereof.

C. Any vacancy occurring on any standing or special committee shall be filled by the Chair of the Board within thirty (30) days after such vacancy occurs. In the event that such a vacancy occurs in the position of Committee Chair, the Board Chair shall designate a new Committee Chair.

D. All committee appointments serve until new appointments are made by the Chair.

~~E. No member shall be Chair of more than one standing committee.~~

F. Each Standing or Special Committee shall perform the duties so designated by the rules of the Board of Legislators, or as assigned by the Chair of the Board.

G. The Chair of each Standing or Special Committee shall be the presiding officer and shall cause the members thereof to be notified in advance of each meeting. The Committee Chair shall call all necessary meetings. Upon his/her refusal or neglect to call any meetings, the Clerk of the Board, upon written request signed by the Chair of the Board or by a majority of the Committee, shall call such meeting.

H. A quorum for all committees shall be a majority of the membership of the Committee. Once a quorum has been established, a majority of the Committee members present is sufficient to approve or disapprove a proposed action.

I. There shall be the following Standing Committees and their duties shall be those required by law, as directed by the Chair of the Board, or as so designated herein:

OPERATIONS COMMITTEE: Issues within the jurisdiction of this committee would be those arising out of the following departments: Board of Elections, ~~Conflict Defender~~, County Clerk, District Attorney, Emergency Services, Human Resources, Information Technology, Planning, Probation, Public Defender, and Sheriff, the expenditure of money not already appropriated and the transfer of funds.

SERVICES COMMITTEE: Issues within the jurisdiction of this committee would be those arising out of the following departments: Community Services, Office for the Aging, Public Health, Social Services, Veterans Services, Weights and Measures, and Youth Bureau, and the expenditure of money not already appropriated and the transfer of funds.

FINANCE COMMITTEE: Within the jurisdiction of this committee would be issues which would incur the expenditure of money not already appropriated; the issuance of bonds and payments thereon and the transfer of funds. Issues arising from the Board of Legislators, County Attorney, County Treasurer, Real Property, Highway, and Solid Waste shall be under the jurisdiction of this committee, as well as issues involving any outside agencies that are not currently funded within other departmental budgets, such as the Partner Agencies: Cornell Cooperative Extension, Chamber of Commerce, Soil and Water Conservation District, Forestry, Industrial Development Agency, Trails, and the Historical Association.

Special Committees may be created as needed. Any resolution or action by the Chair establishing a Special Committee shall specify powers, duties, and duration. Special Committees shall include the Labor-Management Committee. Each special committee shall report to the appropriate standing committee or full Board as directed by the Chair. These reports shall be at least quarterly, and more often if needed. When the Committee has completed its work, a final written report shall be made.

J. The Deputy Clerk of the Board shall arrange for the taking of minutes at all committee meetings and be responsible for their safekeeping. The minutes of each committee shall be kept in a ~~separate minute file provided by the Clerk of the Board of Legislators~~ **the Civic Plus Agenda and Meeting Management program**. The minutes shall contain the time and place and persons present at the meeting and a record of all committee votes and other actions. Written statements by members or non-members may be submitted and shall become a part of the record of the committee. Written summaries may be required by the Committee Chair. ~~The minute book shall be filed in the Office of the Clerk of the Board of Legislators and open to the public.~~ **The minutes shall be filed in the Civic Plus Agenda and Meeting Management program for each committee and publicly available online via the Civic Plus portal on the St. Lawrence County website once approved.** Written Committee minutes and agendas will be posted to a digital repository **in the Civic Plus Agenda and Meeting Management program portal** for the Legislators and be available on the St. Lawrence County website for the public.

K. Committee Procedures

1. Committees shall meet in accordance with the 2026 Meetings Schedule. Regular Committee Meetings shall begin at 5:30 p.m. When the Chair of a Committee calls special meetings, it shall be the intent of this Board that public announcement thereof will be done as soon as possible.

2. County Departments must submit any resolution ~~for~~ **to the Jurisdictional Committee assigned to their Department for** Committee consideration with the Clerk of the Board by the submission deadline in accordance with the 2026 Meeting Schedule. **If the Department would like or requires a resolution to be presented to a Committee they do not report to, the resolution will be presented under Old/New Business.**

3. Rules for Legislators wishing to submit a resolution for committee consideration:

a. If the resolution is to be in the committee **agenda** packet, then it must be submitted by the submission deadline, or

~~b. If the resolution is to be on a revised committee agenda, then it must be received by close of business the Friday before the regular committee meeting, or~~

c. If during discussion of any agenda item, then by motion with or without a copy of the resolution, or

d. If under old/new business, then by motion with or without a copy of the resolution.

4. Within three (3) days of its introduction, any and every resolution which has not been acted upon by the Board shall be referred by the Chair to the appropriate committee.

5. Every resolution referred to any committee shall be placed on the regular agenda of that committee.

6. Within six (6) weeks of its referral to committee, every resolution shall be reported back to the Board of Legislators with the committee's recommendation, unless tabled to a specific date, either favorable or unfavorable, and with minority reports, if any.

7. When any resolution is being considered by a committee, its proponent or any other Legislator may come before the Committee and speak for or against the resolution. Any member of the public wishing to address the Committee on an agenda item may, upon nomination by a Legislator and recognition by the Chair, speak for or against the measure. The Committee may set a time limit of not more than five minutes on how long each individual may speak.

8. A member of the public who wishes to be on the agenda shall contact the Board Office, by submission date, eleven (11) days in advance of a committee meeting, and request to be put on the agenda. The Board of Legislators' Office will discuss the matter to be put on the agenda with the Chair of the Committee, and at the Chair's discretion, may or may not add the matter to the agenda for the next committee meeting, or a future committee meeting.

9. All presentations to Committees, ~~which are unrelated to resolutions on the agenda,~~ will be limited to a ten-minute presentation and a ten-minute question session. **Extension of time will be available at the discretion of the Chair of the Committee.**

10. In accordance with County Law Article 4, Section 154, committees have no power to do anything by which the County may become obligated and all of their actions must be reported to and sanctioned by the Board.

11. Pursuant to Chapter 1 of the Laws of 2022 for the State of New York and adopted by Local Law No. 3 for the Year 2022 in Resolution No. 360-2022, Legislators are permitted to attend and participate in Committee Meetings where such attendance and participation is occasioned by “extraordinary circumstances” pursuant to the requirements referenced above in State and Local Law.

ARTICLE VIII **Limitations and Amendments**

A. Notwithstanding any provisions herein contained, any decision of any committee or Chair thereof, or of the Chair of the Board of Legislators, may be overruled by a majority vote of the Legislature.

B. These rules may be suspended by a two-thirds (2/3) vote of the total membership of the Legislature at any meeting of the Legislature upon the following conditions:

1. The Legislator requesting the Suspension of the Rules shall provide an explanation of the necessity for the Suspension of the Rules.

2. A copy of the resolution to be offered under Suspension of the Rules shall be on the desk of each Legislator at the beginning of the meeting or placed there before a vote is taken.

C. These rules may be rescinded or changed by a majority vote of the total membership of the Board of Legislators at any meeting of the Board of Legislators, provided each member has had ten (10) days written notice of the proposed change.

D. Questions of Order and procedure not governed by these rules, or the laws of the State of New York, shall be decided according to Robert's Rules of Order Revised. The Legislature shall provide a desk copy of a current edition of Robert's Rules of Order Revised for each member.

E. For purposes of a reconsideration vote, the next monthly meeting is considered to be the "next succeeding day" to our previous session. (rf. Roberts Rules of Order Revised, Section 36, page 156).

F. A Legislator will be permitted to abstain from voting if he/she declares a conflict of interest.

G. At each meeting of the Board, the roll call votes will be on a rotation basis with the first roll call of the year starting with District One. Thereafter, the first roll call of each Board Meeting shall start with the next person in the rotation as determined by the rotation of the Roll Call Vote Program, or the designated official vote tally recording program.

H. In order to maintain the integrity of its proceedings, cellular telephones or other recording devices that are deemed to be distractive and disruptive to the meeting may be limited at the discretion of the Chair.

ATTACHMENT A – DRAFT
St. Lawrence County Board of Legislators 2026 Meetings Schedule
January – December

DATE	MEETING/HOLIDAY	SUBMISSION DATE	PRE-COMM DATE	DATE	MEETING	SUBMISSION DATE	PRE-COMM DATE
January 2	Organizational Meeting			July 6	Board Meeting		
5	Open			13	Operations	7/2	7/8
12	Services/Operations	1/1	1/7	20	Services	7/9	7/15
19	Martin Luther King Jr. Day			27	Finance (at the Gouverneur Fair)	7/16	7/22
26	Finance	1/15	1/21	August 3	Board Meeting		
February 2	Board Meeting			10	Operations	7/30	8/5
9	Operations / Services	1/29	2/4	17	Services	8/6	8/12
16	Presidents' Day			24	Finance	8/13	8/19
23	Finance	2/12	2/18	31	Open		
March 2	Board Meeting			September 7	Labor Day		
9	Operations	2/26	3/4	14	Board Meeting		
16	Open (NYSAC)			21	Services / Operations	9/10	9/16
23	Services	3/12	3/18	28	Finance (NYSAC) (Tentative Budget)	9/17	9/23
30	Finance	3/19	3/25	October 5	Board Meeting		
April 6	Board Meeting			12	Columbus Day		
13	Open			19	Operations / Services	10/8	10/14
20	Services / Operations	4/9	4/15	26	Finance	10/15	10/21
27	Finance	4/16	4/22	November 2	Board Meeting – Longevity Ceremony		
May 4	Board Meeting			9	Operations	10/29	11/4
11	Operations / Services	4/30	5/6	16	Services	11/5	11/10*
18	Finance	5/7	5/13	23	Finance	11/12	11/18
25	Memorial Day			30	Open		
June 1	Board Meeting			December 7	Board Meeting – Memorial Ceremony		
8	Operations	5/28	6/3	14	Operations	12/3	12/9
15	Services	6/4	6/10	21	Services	12/10	12/16
22	Finance	6/11	6/17	28	Finance	12/17	12/23
29	Open						

Please Note: The deadline for submission is close of business on the submission date. (See CivicClerk for deadlines)

Pre-Committee Review, via Zoom, will begin at 12 p.m. for Operations, Services, and Finance Committees

*Please note the 11/10 pre-committee date is on Tuesday due to Veteran's Day falling on Wednesday

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE
FOR COSTS ASSOCIATED WITH COMMUNITY COLLEGE TUITION**

By Mr. Hull, Chair, Finance Committee

WHEREAS, pursuant to the provisions of subdivision four of section 6305 of the Education Law, counties that do not have a community college are required to pay for partial tuition for its residents, which is charged back to the respective towns and villages, and

WHEREAS, the outstanding bills and any additional bills anticipated through the end of 2025 require a request for a transfer of funds to cover the cost of appropriations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the County Administrator's Office for costs associated with community college tuition, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$145,000
----------------	----------------------------	-----------

INCREASE APPROPRIATIONS:

B1E24904 46502	B EDUC Community Colleges Tuition	\$145,000
----------------	-----------------------------------	-----------

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH TECANA, LLC FOR
ELECTRONIC VOUCHERING SOFTWARE FOR THE ASSIGNED COUNSEL
PROGRAM**

By Mr. Hull, Chair, Finance Committee

WHEREAS, St. Lawrence County is mandated to provide indigent defense under Section 18-b of County Law, and

WHEREAS, the County provides indigent representation through the Office of the Public Defender and Assigned Counsel through the St. Lawrence County Bar Association, and

WHEREAS, an Electronic Vouchering System will enable attorneys to most easily and efficiently submit invoices for payment, and track payments, while also providing a mechanism for collecting case data as required by the State, and

WHEREAS, two (2) systems have been reviewed, and Tecana, LLC was determined to be the most user-friendly and cost-effective software program for St. Lawrence County, at a cost of \$4,500 for one-time training and implementation and a monthly cost of \$1,295 (IAZ11704 42004 HH),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Tecana, LLC for electronic vouchering software for the Assigned Counsel Program, upon approval of the County Attorney.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

ADOPTING A REVISED ST. LAWRENCE COUNTY PURCHASING POLICY

By Mr. Hull, Chair, Finance Committee

WHEREAS, Administration is tasked with an annual review of the Purchasing Policy for St. Lawrence County, and

WHEREAS, a period of time has passed since a review of the Policy has been presented for consideration, and

WHEREAS, the proposed revised St. Lawrence County Purchasing Policy to be dated December 2025 contains updates that are allowable under New York State General Municipal Law,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators adopts the revised St. Lawrence County Purchasing Policy dated December 2025.

ST. LAWRENCE COUNTY PURCHASING POLICY



Revised December 2025

INDEX

	<u>Pages</u>
Introduction.....	2
Definition of Terms.....	3 - 4
Purchasing Policy and Control	
Procedures for the Purchase of Commodities, Equipment or Goods	5 - 6
Procedures for Public Works Projects/Contracts	7
Procedures for Professional Services and/or Consultants	8 - 9
Request for Proposal Guidelines.....	10
Federal Program Guidelines.....	11
Policy Notes and Exceptions	12 - 13
Purchasing Procedures	
General.....	14
Blanket Purchase Orders.....	15
Confirming Orders.....	16
Exceptions to Purchasing System.....	16
County Purchasing.....	17
Sale and Disposition of County Owned Personal Property.....	18

INTRODUCTION

Purchasing is a term used to describe the activities of obtaining materials, supplies, equipment and services that are required for the operation of county business.

The purchasing system is governed by General Municipal Law Sections 103 and 104, the goal of which is the protection of the public's tax dollar from elements of favoritism, improvidence, extravagance, corruption and fraud.

In general, the objectives of purchasing are to buy materials, supplies, equipment and services of the right quality, in the right quantity, from the right source and at the right price.

The Board of Legislators has delegated the responsibility and authority for purchasing and all of the accompanying functions to the Purchasing Agent/the County Administrator.

The keynote of any successful purchasing process is cooperation; cooperation between department heads, and the Purchasing Office, cooperation between the Purchasing Office and the fiscal staff, cooperation between the governing board and all officers and employees of the County.

DEFINITIONS OF TERMS

As used in this handbook:

1. “Blanket Purchase Order” shall mean a purchase order which is issued to one vendor for a specific period of time for items frequently purchased.
2. "Board" shall mean the Board of Legislators
3. "Claim" shall mean a request by a vendor for payment for materials furnished or for services rendered.
4. “Commodities” shall mean standard articles of commerce in the form of material goods, supplies, products or similar items.
5. “Invitation for Sealed Bids” shall mean the solicitation process used for competitive, Sealed bidding. The response to a sealed bid is an offering which must be accepted or rejected without change.
6. "Invoice" shall mean a formal statement or billing submitted by a vendor, showing the amount due and terms of payment for supplies delivered or for services rendered.
7. “Piggybacking” shall mean the purchasing of commodities and/or services by utilizing a contract let by another public entity. (Can only be done when certain criteria are met. Contact Purchasing Office for more information).
8. “Professional Services” are unique, technical functions performed by independent contractors whose occupation is the rendering of such services and whose services often require a license to operate. Examples, include but are not limited, to the following: medical services, management consultation services, architects and/or engineering services, accounting, appraisal, and legal services.
9. If a “Declaration State of Emergency” or "Public Emergency" shall mean the need for the procurement of goods or services arising out of an accident or other unforeseen occurrences or conditions whereby circumstances may affect public buildings, public property or the life, health, safety or property of the inhabitants of St. Lawrence County.
10. “Public Work” shall mean construction, including major repairs or alterations, general maintenance, and/or repairs to County facilities, building services contracts or other labor-intensive projects.
11. "Purchase Order" shall mean a formal, detailed notice to a vendor to furnish supplies or equipment.
12. "Purchasing" shall mean the act of obtaining supplies, equipment or services necessary to carry out a particular function of the County.

13. "Purchasing Agent" shall mean the person designated to contract for necessary supplies, equipment and services. Local Law No. 1 for the Year 1990, the St. Lawrence County Board of Legislators has delegated these responsibilities to the County Administrator.
14. "Request for Proposals" (RFP) shall mean a more formal and detailed process to acquire of a quote, usually used when acquiring services. A RFP should include a work statement or performance specification detailing what is required, the time frames within which the work is to be completed and evaluation criteria by which a proposer will be judged. The firm's experience and ability to perform the specified work, the firm's personnel and past performance may be evaluated. Price is not the sole factor in determining the award of the proposal.
15. "Request for Qualifications" (RFQ) shall mean a qualifications-based competitive selection process. Vendors are required to submit their qualifications for a project, allowing the County to select the firm who is most qualified for the project. It is allowable for fee negotiations to begin after the firm has been identified.
16. "Request for Quotation" shall mean the process used for seeking competition on small purchases which do not require competitive sealed bidding. The quotation response shall be accepted as-is, without change or negotiation.
17. "Requisition" shall mean a written request to the Purchasing Office for County Departments for one or more items or services necessary to carry on or improve a particular function of the County.
18. "Requisitioner" shall mean the staff member or department head, or their authorized delegate, initiating a request for goods or services.
19. "Services" shall mean the furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product.
20. "Specifications" shall mean a written description of needed supplies, equipment or services setting forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the circumstances for the purchase.
21. "Vendor" shall mean a supplier of goods or services to the County.

PURCHASING POLICY AND CONTROL

1. The Purchasing Office shall be responsible for developing and administering the purchasing program of St. Lawrence County in conjunction with the St. Lawrence County Board of Legislators.
2. The St. Lawrence County Purchasing Office is hereby authorized to make all purchases of necessary goods and services by any means legally available within the State of New York and within all applicable rules and regulations, in the best interest of the taxpayers of St. Lawrence County.

As authorized by New York General Municipal Law 103 and St. Lawrence County Local Law No. 1 for the year 2014, purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the Labor Law) may be awarded on the basis of best value, as defined in section 163 of the State Finance Law and as authorized in section 103 of the General Municipal Law, to a responsive and responsible offeror. When the bid specifications state that the bid will be awarded on the basis of “best value”, the specifications will also include the criteria that will be used to award the bid. In assessing best value when awarding the purchase contract, non-price factors can be considered. Non-price factors can include, but are not limited to, environmental benefits, energy efficiency, reliability of a product, efficiency of operation, difficulty/ease of maintenance, useful lifespan, ability to meet needs regarding timeliness of performance, and experience of a service provider with similar contracts. **The basis for a best value award, however, must reflect, whenever possible, objective and quantifiable analysis. Bids awarded by best value must be scored and the scoring must be documented. The manner in which the evaluation and award of offers will be conducted and, as appropriate, the relative importance of weighting of price and non –price factors should be included in the bid specifications.** Such basis may also identify a quantitative factor for offerors that are small business or certified minority or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section 310 of the Executive Law.

Not all bids will benefit nor are eligible for the best value award method. Prior approval from the Purchasing Office is required to proceed with a bid to be awarded by best value. **Bids solicited in this manner will be titled a Request for Competitive Offers.** Bids to be awarded in this manner must still be awarded to a responsive and responsible bidder or offeror.

PROCEDURES FOR THE PURCHASE OF COMMODITIES, EQUIPMENT OR GOODS

Dollar Limit	PROCEDURE
\$1 - \$5,000	At the discretion of the Purchasing Agent
\$5,001 – \$10,000	Documented quotes from at least three separate vendors (if available). Confirming fax/email quotes from at least three separate vendors (if available)
\$10,000 – \$30,000	Formal written quotes from at least three separate vendors (if available)
\$30,001 and up	Sealed bids in conformance with Municipal Law, Section 103.

The following language should be added to applicable bids (those for goods and services which do NOT require prevailing wages):

The contract, if awarded, will be to the lowest responsive/responsible bidder (s) in part or in whole who meet (s) all the terms of the specifications. St. Lawrence County guarantees no minimum or maximum purchases or contracts as a result of award of this bid. St. Lawrence County reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the sole discretion of the vendor and the vendor is only bound to any contract between St. Lawrence County and the vendor. Vendor may not look to St. Lawrence County for payment in the event another municipality or authorized entity piggybacks on a St. Lawrence County awarded bid and orders equipment, materials or supplies, but fails to pay for them. Additionally, St. Lawrence County reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at any time.

Proper documentation is required when the quote or bid is not awarded to the vendor giving the lowest price. Quotes and/or bids will be awarded to the lowest responsible and responsive vendor.

PROCEDURES FOR PUBLIC WORK PROJECTS/CONTRACTS

Section 220 of the Labor Law requires public work contractors and subcontractors to pay laborers, workers, etc., employed in the performance of a public work contract not less than the prevailing rate of wage and to provide supplements (fringe benefits) in accordance with the prevailing practices in the locality where the work is performed.

Whenever a project is contemplated where labor is involved, the issue of prevailing wages should be considered. The prevailing rate schedule must be included in the specifications for the contract to be awarded and is deemed part of the public work contract.

A request must be submitted for a Prevailing Wage Schedule for the particular job in question. A package of current wage schedules must be provided, along with forms that must be filled out and returned to the Labor Department. Each job has its own assigned number and name. For example, you cannot just use a Prevailing Wage Schedule for carpenters for each carpenter job that comes along. A Prevailing Wage Schedule must be requested for each particular job.

PUBLIC WORK PROJECTS/CONTRACTS

Dollar Limit	Procedures
\$1 - \$10,000	At the discretion of the Purchasing Office
\$10,001 – 15,000	Documented quotes from at least three separate vendors (if available). Confirming fax/email quotes from at least three separate vendors (if available)
\$15,001 - \$35,000	Formal written quotes or Request for Proposals from at least three separate vendors (if available) are required
\$35,001 and up	Formal sealed bids in conformance with General Municipal Law, Section 103.

In all circumstances, whenever the lowest quote is not awarded, there must be written documentation of the reason for the award. Under no circumstances can a quote that exceeds the bid limit be awarded.

PROCEDURES FOR PROFESSIONAL SERVICES AND/OR CONSULTANTS

The intent of General Municipal Law, Section 104-b, also includes the hiring of consultants and professionals for services. The following policy shall apply:

Dollar Limit	Procedure
\$1 - \$10,000	Award will be upon the recommendation of the department head, and with the approval of the Purchasing Agent.
\$10,001 – 25,000	Documented quotes from at least three separate vendors (if available) with confirming fax/email quotes. The award will be made upon the recommendation of the department head and the approval of the Purchasing Office.
\$25,001-\$50,000	Prices will be obtained by formal written quotes from at least three separate vendors (if available). The award will be made upon the recommendation of the department head and the approval of the Purchasing Office.
\$50,001 and up	Prices will be obtained by either Request for Proposals (RFP) or Request for Qualifications (RFQ) from at least three separate vendors (if available). The award will be made upon recommendation of the department head and the approval of the Purchasing Office.

ALL RFPS AND RFQS SHALL BE REVIEWED BY THE PURCHASING OFFICE PRIOR TO DISTRIBUTION TO PROSPECTIVE VENDORS

The County may vary from this professional services procurement policy, with the approval of the Purchasing Agent/County Administrator and/or Board of Legislators' approval.

Please see RFP guidelines section on the next page for assistance in preparing RFPs.

Awards to someone other than the lowest proposer must be properly documented with the rationale/reason for rejection of the lowest price. Any and all procedures not specifically covered in this policy will be adhered to as covered in General Municipal Law, Section 104-b.

Exceptions to the Professional Services process are as follows. These procurements are subject to the approval of the Purchasing Agent.

1. Human Service contracts which provide Direct Professional Services to clients. These services shall include, but not be limited to the following:

- a. Agreements between the County Legislature and non-profit organizations, the federal government, or other state or local governments, including the transfer, sale or exchange of goods and/or services.
- b. Contracts in which the nature and scope requires contracting with multiple agencies or individuals to provide the same service, or which all vendors are needed to fulfill the demand.
- c. Set Rate Contracts - those contracts that the payment rate is set by local, state or federal agencies.
- d. Human service contracts in which client-choice is required by state or federal guidelines.

2. Professional Service Agreements and Contracts between the County and the following:

- a. United States Government.
- b. New York State Government, including, but not limited to, state agencies and units of the State University of New York.
- c. Other local governments, school districts, and Board of Cooperative Educational Services (BOCES).
- d. Not-For-Profit Organizations.
- e. Public Benefit Corporations or Public Authorities.
- f. Cornell Cooperative Extension.
- g. Soil and Water Districts.

3. Contracts for legal services and support services related to the provision of the legal services.

REQUEST FOR PROPOSAL GUIDELINES

A Request for Proposals (RFP) is a formal invitation to submit an offer. The offer is to provide a solution to a problem or a need that an organization has identified. The RFP is used when the County is not sure what solution would best suit our needs or when we are looking for different solutions. RFP should be used when procuring professional services which involve a specialized skill, training or expertise (i.e. architects, engineers, consultants, software specialists).

All RFP's should contain the following:

- Background Information (provide a brief overview of your organization; provide a brief overview of the procurement subject matter; describe the background surrounding this procurement; list key dates/events, including the due date for the RFP and possibly the time frame for selection of proposal by the County; list definitions)
- Objectives and Technical Requirements (include specific objectives and desired outcomes – also include any specific technical requirements for the contract. List any criteria which are required to qualify vendors for this procurement. This may include past experience requirements, financial statements, staffing and personnel biographies and certification/license requirements)
- Cost Proposal Requirements (describe how you would like the cost proposals submitted (i.e. fixed price, lump sum, cost plus)
- Contractual Terms and Conditions (list the standard terms and conditions – include a sample contract if available)
- Administrative Section (describe how inquiries to the RFP can be handled, pre-proposal conference info, insurance requirements)
- Proposal Format & Content (describe in what format all proposals are to be submitted – proposals can be rejected if not submitted in the proper format)
- Proposal Evaluation Criteria (describe what criteria will be used to evaluate the RFP)
- Proposal Evaluation Team (List who will be evaluating the RFP)
- Attachments (list what attachments, i.e. non-collusion certificates, reference sheets, etc. That must be returned with the proposal)

FEDERAL PROGRAM GUIDELINES

The federal programs of the County are governed by the Uniform Guidance issued by the Federal Office of Management and Budget (OMB). In accordance with the requirements set forth by 2 CFR sections 200.317 through 200.326 of the Uniform Guidance, the following guidelines must be followed.

- Article 3, Section B of the St. Lawrence County Ethics Law sets forth policy that County officers or employees must avoid conflicts or potential conflicts of interest. This would include conflicts of interest with regards to the selection, award, and administration of contracts.
- State or local geographical preferences in evaluation of bids do not apply to federally funded programs. No language can be included in procurement solicitations contrary to this section.
- Thresholds for small dollar purchases are outlined in the St. Lawrence County Purchasing Policy. These thresholds are applicable to federal programs.
- Procurement transactions must be conducted in a manner providing full and open competition. Specifications shall not include unreasonable requirements on firms in order for them to qualify to do business with the County.
- The County cannot enter into a contract funded by the Federal Government with a contractor that is debarred or suspended by an agency of the Federal or New York State Government.
- Construction contracts greater than \$250,000 are required to have at a minimum the following bonding requirements.
 1. A bid guarantee from each bidder equivalent to five percent of the bid price.
 2. Performance and payment bonds on the part of the contractor for 100 percent of the contract price.
- Contracts subject to this section must contain the applicable provisions described in Appendix II to part 200 – Contract provisions for non-Federal Entity Contracts under Federal Award.
- The County will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold of \$250,000. At a minimum, the cost analysis will include an independent estimate prepared before receiving bids or proposals.

POLICY NOTES AND EXCEPTIONS TO POLICY

1. If an emergency exists where the delay caused by soliciting quotes would endanger the health, welfare, or property of the municipality, or more importantly the individual tax payer, then the procurement of goods or services will be at the discretion of the County Administrator, with documentation as to the nature of the emergency being sent to the Purchasing Office, within five (5) working days of such procurement.
2. The Purchasing Office. shall procure supplies and equipment, as needed, at the best possible price and maintain adequate records to show that this was done. Section 103 of the General Municipal Law allows for exceptions to competition (true leases, surplus equipment and sole source are examples). These purchases shall be made as outlined in General Municipal Law.
3. Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over \$20,000, and public works contracts involving over \$35,000, shall be awarded only after public advertising and soliciting for formal bids (pursuant to Section 103 of the General Municipal Law).
4. All contracts, which require public advertising and competitive bidding, shall be awarded as provided by law and the rules and regulations of the board. Recommendations for awarding contracts shall be submitted by the appropriate department head and/or employee.
5. Purchases shall be made as required under Section 175 a and b of the State Finance Law and Section 162 of the Procurement Stewardship Act of 1995, through available state contracts of the Office of General Services, Division of Purchasing, the List of Preferred Source offerings from Correctional Industries (Corcraft), Industries for the Blind, and Industries for the Disabled (NYSID), or under County Contracts pursuant to Section 408-a of the County Law, whenever such purchases are in the best interest of the county.

The List of Preferred Source offerings also contain a requirement to notify preferred sources when certain SERVICES are needed. After you have determined a need for a service, you must check with the Purchasing Office to determine if the service being requested is available from one of the Preferred Sources. If the service is listed, you must contact the Preferred Source and provide them with your requirements. They have 10 days to let you know if they can fulfill your needs. Purchasers are not allowed under the law to solicit bids or award contracts for listed services until the above procedure has been completed.

Purchases made by utilizing New York State contracts may be done without the requirement of obtaining quotes or bids as New York State has already gone to bid for these items. Purchases made through National Cooperative contracts or other piggybackable municipal contracts must be pre-approved by the Purchasing Office as these contracts need to be individually vetted prior to use.

The use of New York State contracts, national cooperative contracts or municipal contracts may alleviate the necessity for quotes or bids; however, obtaining price quotes is still advised as these contracts may not represent the best possible price for the County.

When utilizing any of the above contracts, the department is responsible for submitting proper supporting documentation to the Purchasing Office including but not limited to: proof that the vendor holds a current contract, proof that the item (s) being purchased are included in the contract, and contract price verification.

New York State, national cooperative or municipal contract pricing, may be negotiated downward from the stated contract price.

6. The Purchasing Office shall issue purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.

7. Supplies used by various offices and departments shall be uniform whenever consistent with operational goals and in the interest of efficiency or economy. These supplies may be available in the Central Stockroom.

8. When two or more responsible bidders who have met the specifications, and have furnished the required security, submit bids or quotations identical in price, preference in the award shall be given to a local St. Lawrence County vendor. If the tie involves multiple St. Lawrence County vendors, lots will be drawn among the local vendors to determine the award. For purposes of this section, a St. Lawrence County vendor is defined as a business in which the majority of the ownership of the business is by persons whose primary residence is in the County of St. Lawrence, State of New York. If the tie does not involve any St. Lawrence County vendors, lots will be drawn among the bidders who submitted the tie bids or quotations to determine the award.

9. All purchase orders and contracts entered into by St. Lawrence County are subject to compliance with the St. Lawrence County Ethics Law.

PURCHASING PROCEDURES

GENERAL

1. With the exception of purchases made under blanket purchase orders and/or confirming orders (those requiring immediate action), only the person designated as Purchasing Agent may commit the county for a purchase. The St. Lawrence County Board of Legislators has delegated these responsibilities to the County Administrator.

The Auditing staff and the Purchasing Office will review these purchases and inform the County Administrator whenever items could have been purchased for a minimal amount, and were not, thereby wasting the taxpayers' dollars.

2. The material, equipment, supplies and/or services to be purchased shall be of the quality and quantity required to serve the function in a satisfactory manner, as determined by the requisitioner and the Purchasing Office.

3. It is the responsibility of the requisitioner to provide an adequate description of items needed and prepare the specifications to procure the desired commodity and/or service. The Purchasing Office will assist the requisitioner in the preparation of specifications. All requisitions are processed through the County's MUNIS Financial System.

4. It is the responsibility of the Purchasing Office to make alternative suggestions to the requisitioner if, in the judgement of the Purchasing Office, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications, the County Administrator, after reviewing all available data, shall make the final determination.

5. When a low bidder proposes an alternative as "an equal" to what is specified, it is the responsibility of the Purchasing Office, department head, and/or the County Attorney, to determine whether the proposed substitution is, in fact, equal.

BLANKET PURCHASE ORDER PROCEDURES

Blanket purchase orders are used for items which are frequently purchased from the same vendor on an "as needed" basis during a certain calendar period. A blanket purchase order eliminates the processing of many individual purchase orders and allows the department's flexibility in ordering and receiving commodities.

Procedures:

The requesting department initiates a purchase requisition for the calendar period needed. The dollar amount is estimated by the department head (or designer) and is reviewed by the Purchasing Office. The Purchasing Agent will issue an encumbered purchase order. The purchase order number must be given to the vendor when ordering commodities and must appear on all paperwork received from the vendor. After receiving the last invoice for the month, process the invoices for payment.

If the dollar amount on the blanket purchase order will be used up before the end of the purchase order period and additional purchases must be made, submit a request to the Purchasing Office to increase the purchase order. **DO NOT EXCEED THE ENCUMBERED BLANKET PURCHASE ORDER DOLLAR AMOUNT.** Exceeding the dollar amount appropriated on a blanket purchase order is, in fact, placing an order without the approved appropriation of funds. The New York State Comptroller's office states that this practice does not conform to accepted accounting principles.

The department(s) submitting blanket purchase requisitions for a particular commodity, (i.e. food), on existing awarded county bid contracts, will not be allowed to purchase any other items on that blanket PO (i.e., dishes, etc.) on the blanket purchase order issued. The request department will submit a separate purchase requisition.

CONFIRMING ORDERS

A verbal order, subject to subsequent confirmation by a written purchase order, may be given in cases where immediate action is needed. Naturally, such a deviation from "normal" will have a very limited use, and prior permission is needed from the County Administrator or Purchasing Office.

The individual placing such an order shall justify the need for this action. Inadequate time given by the Department for processing will not be considered a valid reason for this process.

A confirming order shall be issued immediately after the availability of funds is determined and certified. This order shall follow the same procedures as other orders but shall have priority so that the vendor will receive the order without delay. The order shall be marked "confirming".

The county will not be responsible for orders placed in this manner, unless a confirming order has been cleared through the purchasing office.

EXCEPTIONS TO PURCHASE ORDERS

Thus far, we have discussed the procedures to be followed when a purchase order is needed. We reflect on the need for cooperation and control.

Control involves not only compliance with required purchasing procedures but also affects paperwork. "Over-papering" can ruin the effectiveness of the system almost as quickly as noncompliance.

There are certain expenditures for which the processing of a purchase order/requisition is unnecessary. The following shall be made without purchase orders/requisitions:

1. Contracts for services - any encumbrance should be on the basis of contracts
2. Employee expenses such as travel and conference expenses, meals, mileage and other reimbursable expenses in performance of day-to-day duties
3. Reimbursement of petty cash funds
4. Utility bills
5. Service contracts for a fixed monthly or annual amount. (May be encumbered on the basis of contracts)
6. Interdepartmental charges. Medical examinations and veterinarian fees
7. Legal notices and classified advertisements
8. Postage Meter Costs

COUNTY PURCHASING

Section 103(3) of the General Municipal Law permits any municipality to purchase materials, equipment or supplies utilizing County Bid Awards. The St. Lawrence County Board of Legislators has authorized the inclusion of a provision allowing municipalities, and/or subcontract agencies, located wholly or partly within the county, to participate in purchase contracts awarded by them (pursuant to County Law, 408-a).

All purchases shall be subject to audit and inspection by the municipality, and the municipality shall be solely responsible for any payments due.

All printed material relating to the procurement of the item, and subsequent payment to the vendor, shall make reference to the county contract.

SALE AND DISPOSITION OF COUNTY-OWNED PERSONAL PROPERTY

The sale or disposition of personal property, which is no longer of use by St. Lawrence County, shall be in accordance with the following rules and regulations adopted by the St. Lawrence County Board of Legislators, except as otherwise provided by law:

To allow preference to municipalities in St. Lawrence County, surplus equipment and supplies will be offered to municipalities before being offered to the general public.

1. Notices will be sent to all St. Lawrence County Towns, Villages, and the City of Ogdensburg listing the surplus equipment and supplies available, and times that they may inspected. Municipalities will be given a minimum of two weeks to inspect and bid on the surplus equipment and supplies.

2. After the municipalities have their opportunity to bid on the surplus equipment and supplies, the remaining items will be offered to the general public through Auction or sealed bid.

The equipment or supplies offered will be awarded to the highest bidder. Tie bids will be determined by drawing lots. The County does reserve the right to reject any, and all bids. The County also reserves the right to sell to next highest bidder if the successful bidder fails to accept the award.

3. Transfer of surplus equipment to Political Subdivisions and School Districts in St. Lawrence County: The County Administrator may authorize the transfer of items valued at less than \$250.00 to municipal governments and school districts in St. Lawrence County at no cost to the municipality.

This transfer may be accomplished in the following manner:

- (a) By written request of a municipality or school district to the County Administrator.
- (b) By a letter being sent by the Purchasing Office to all St. Lawrence County Towns, Villages, School Districts, and the City of Ogdensburg. This letter would indicate that surplus equipment valued at less than \$250 is available at no cost to the municipalities or school districts. Instructions for viewing and picking up the Purchasing Office will provide the surplus equipment.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

MODIFYING THE 2025 BUDGET FOR THE ASSIGNED COUNSEL PROGRAM

By Mr. Hull, Chair, Finance Committee

WHEREAS, the cost for Assigned Counsel for Indigent Defense has exceeded the 2025 budgeted appropriations, and

WHEREAS, with eligibility standards changing, along with State-mandated rate increases, the cost of providing indigent defense continues to rise, with the State reimbursing up to fifty percent (50%) of these increased costs,

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

INCREASE APPROPRIATIONS:

IA011704 430AC	IA AC Appeals Cases	\$50,000
IA011704 430CC	IA AC Criminal Cases	200,000
IA011704 430FC	IA AC Family Court Cases	<u>100,000</u>
		\$350,000

INCREASE REVENUE:

IA030255 56000	IA AC SA Indigent Legal Services	\$350,000
----------------	----------------------------------	-----------

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE COUNTY ADMINISTRATOR'S OFFICE
FOR COSTS ASSOCIATED WITH COURT-ORDERED SERVICES AT NEW YORK
STATE OPERATED INPATIENT MENTAL HYGIENE FACILITIES**

By Mr. Hull, Chair, Finance Committee

WHEREAS, New York Mental Hygiene Law, Section 43.03 (c) mandates a county cost for persons receiving services, pursuant to a court order, at a state-operated inpatient facility for indefinite/extended periods of time, and

WHEREAS, counties are mandated to incur the cost of court-ordered chargebacks which are haphazard, disproportionate, and cannot be accurately budgeted, forecaster, or planned for, and

WHEREAS, the cost of an individual receiving inpatient services is currently \$1,151.61 per day,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the County Administrator's Office for costs associated with court-ordered services at New York State operated inpatient mental hygiene facilities, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$400,000
----------------	----------------------------	-----------

INCREASE APPROPRIATIONS:

BL010104 43007	B Other Fees & Services	\$400,000
----------------	-------------------------	-----------

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH SCHINDLER
ELEVATOR CORPORATION FOR ELEVATOR MAINTENANCE IN COUNTY
FACILITIES**

By Mr. Hull, Chair, Finance Committee

WHEREAS, the importance of preventative maintenance and adequate response time for repairs has required a review of the current status of contractual relationships the County has for elevator maintenance, and

WHEREAS, the county solicited proposals to provide elevator maintenance for county facilities and Schindler Elevator Corporation has provided the only bid which meets necessary specifications, and

WHEREAS, the term of the contract shall commence on January 1, 2026 and continue for five (5) years thereafter, for monthly elevator service at a cost of \$1,590 per month (BG016204 43007) or a lump sum payment of \$19,080 annually,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Schindler Elevator Corporation to provide elevator maintenance for County facilities, upon approval of the County Attorney.

January 2, 2026

Operations Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH HERMON-DEKALB
CENTRAL SCHOOL AND HEUVELTON CENTRAL SCHOOL FOR
PARTICIPATION IN THE SCHOOL RESOURCE DEPUTY PROGRAM**

By Mr. Hull, Chair, Finance Committee

WHEREAS, Resolution No. 8-2022 authorized the Chair to sign contracts establishing the School Resource Deputy (SRD) Program with St. Lawrence County School Districts, and

WHEREAS, Hermon-Dekalb Central School and Heuvelton Central School have each completed their initial contracts, along with subsequent extensions, and have expressed satisfaction with the services provided through the SRD Program, and

WHEREAS, both school districts would like to continue participation in the SRD Program and wish to enter into new contracts to ensure continued services for their students and staff, and

WHEREAS, Hermon-Dekalb Central School desires to enter a new two (2)-year contract, with the option for two (2) additional one (1)-year extensions, for a contract period commencing January 1, 2026 and concluding December 31, 2027, with optional extensions through December 31, 2029, and

WHEREAS, Heuvelton Central School desires to enter a new eighteen (18)-month contract to align with its academic calendar, commencing January 1, 2026 and concluding June 30, 2027, with the option for two (2) additional one (1)-year extensions, which, if exercised, would extend Heuvelton's agreement through June 30, 2029,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with Hermon-Dekalb Central School and Heuvelton Central School for participation in the School Resource Deputy Program, upon approval of the County Attorney.

January 2, 2026

Finance Committee: 12-22-2025

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A FACILITY RENTAL AGREEMENT WITH
THE VILLAGE OF CANTON FOR THE USE OF THE CANTON RECREATION
PAVILION ICE RINK AND THE RILEY COMMUNITY ROOM**

By Mr. Hull, Chair, Finance Committee

WHEREAS, St. Lawrence County will hold an employee appreciation event at the Canton Recreation Pavilion, owned by the Village of Canton, and

WHEREAS, employees will have the opportunity to ice skate and utilize the Riley Community Room for games and activities, and

WHEREAS, it is necessary to enter into an agreement with the Village of Canton for the use of their facilities, and

WHEREAS, the cost associated with the rental of the space is \$250 (09TG0050 - 50200),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a facility rental agreement with the Village of Canton for the use of the Canton Recreation Pavilion Ice Rink and the Riley Community Room, upon approval of the County Attorney.