



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, SEPTEMBER 16, 2024
BOARD ROOM AND VIA YOUTUBE
5:30 PM**



RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – August 12

3. EMERGENCY SERVICES – MATT DENNER

- A. Authorizing the Chair to Sign a Contract with APCO International for the IntelliComm and Guidecard System for Emergency Services (Res)

4. INFORMATION TECHNOLOGY – RICK JOHNSON

- A. Authorizing the Chair to Sign an Agreement with RelComm Inc. for the Implementation and Maintenance of a New Phone System including the Mitel Revolution Emergency Notification System and Modifying the 2024 Budget for Information Technology (Res)
- B. Proclaiming October 2024 as Cybersecurity Awareness Month in St. Lawrence County (Res)
- C. Modifying the 2024 Budget for Information Technology Infrastructure Equipment and Software (Res)

5. PROBATION - TIM LEPAGE

- A. Declaring October Domestic Violence Awareness Month (Res)

6. PUBLIC DEFENDER – JAMES MCGAHAN

- A. Authorizing the Chair to Sign a Contract with the New York State Defenders' Association for the Public Defender Case Management System (Res)
- B. Authorizing the Chair to Sign a Contract with the New York State Office of Indigent Legal Services for the Fourth (4th) Counsel at First Appearance Grant for 2023 - 2025 (Res)
- C. Authorizing the Chair to Sign a Contract with New York State Indigent Legal Services for Second Statewide Expansion of Hurrell Harring Reforms (Res)
- D. Authorizing the Chair to Sign a Contract with the New York State Office of Indigent Legal Services to accept the Fourth Upstate Quality Improvement and Caseload Reduction Grant for 2023 through 2026 (Res)
- E. Authorizing the Acceptance of Funding from the New York State Department of

Criminal Justice Services for Aid to Defense Supplemental Grant for Public Defender, Conflict Defender, and the Assigned Counsel Program (Res)

- F. Accepting the New York State Department of Criminal Justice Services Grant Award Aid to Defense for Discovery Reform for Public Defender, Conflict Defender, and the Assigned Counsel Program (Res)

7. SHERIFF – PATRICK ENGLE

- A. Authorizing the Chair to Sign a Contract Extension for the FY21 Operation Stonegarden Grant (FY21 OPSG) with New York State Division of Homeland Security and Office of Emergency Services (Res)
- B. Modifying the 2024 Budget for the Sheriff's Office for Overtime Expenses in the Criminal and Correctional Divisions (Res)

8. VACANCY REVIEW COMMITTEE - RUTH DOYLE

- A. Vacancy Review Summary (Info)
- B. Conflict Defender
 - a. Fill Assistant Conflict Defender, Position No. 021500008
- C. County Clerk's Office
 - a. Fill Index Clerk, Position No. 002500001
- D. Emergency Services
 - a. Fill Dispatcher, Position No. 612100004
- E. Probation
 - a. Fill Account Clerk, Position No. 100100038
- F. Sheriff's Office
 - a. Fill Correction Officer, Position No. 603000042

9. COUNTY ADMINISTRATOR'S REPORT - RUTH DOYLE

10. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Haggard)
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Jury Board (Sheridan)
- H. Planning Board (Fay)

11. OLD/NEW BUSINESS

12. EXECUTIVE SESSION

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

13. ADJOURNMENT – If there is no further business.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH APCO
INTERNATIONAL FOR THE INTELLICOMM AND GUIDECARD SYSTEM FOR
EMERGENCY SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Emergency Services staff have reviewed multiple options and determined that APCO International would best benefit the residents of the County as the best option when considering public safety and emergency communications, and

WHEREAS, IntelliComm expands the current EMD System to include not only medical guidecards but also law enforcement and fire guidecards, offering the most consistent, efficient, and safest dispatching options with each discipline always available on-screen for immediate access as well as portable accessibility from mobile phone devices to help ensure continuity of operations, and

WHEREAS, APCO International offers online training and required recertifications for Public Safety Communications, Law Enforcement, Fire Service, EMD managers, and supervisors, and

WHEREAS, the cost for APCO International implementation is \$59,413 (XP036404 42004) with an added \$2,891 (X1C34104 41102) estimated cost for training, products, and manuals, and an estimated annual maintenance cost of \$7,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with APCO International for the IntelliComm and Guidecard System for Emergency Services, upon approval of the County Attorney.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH RELCOMM INC.
FOR THE IMPLEMENTATION AND MAINTENANCE OF A NEW PHONE SYSTEM
INCLUDING THE MITEL REVOLUTION EMERGENCY NOTIFICATION SYSTEM
AND MODIFYING THE 2024 BUDGET FOR INFORMATION TECHNOLOGY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the existing Mitel-based telephone infrastructure of the County was installed in 2008 and in dire need of updating from both a hardware/equipment and software perspective, and

WHEREAS, the County has expressed an interest in improving its ability to communicate effectively in emergency situations and as a part of this project will be implementing an enterprise-wide internal notification system for emergencies, and

WHEREAS, RelComm, the current Mitel support vendor for the County, has provided a detailed thorough plan to effectuate this upgrade, and

WHEREAS, RelComm is also a premier Mitel partner for the expert implementation of the Revolution Emergency Alert system, enabling messages and alerts to be sent to any and all county telephones, and

WHEREAS, the new telephone system will displace nine (9) physical controllers with two (2) virtual controllers, reducing maintenance costs and potential points of failure, and

WHEREAS, all remaining old telephone handsets (678) will be replaced, resulting in all phones having screens which can receive messages, and

WHEREAS, the resulting telephone infrastructure will be improved and service to lines and will have increased redundancy, resulting in reducing the potential service failures,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with RelComm, Inc. for the Implementation of a New Phone System and the Mitel Revolution Emergency Notification System, upon approval of the County Attorney, and

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

DECREASE UNAPPROPRIATED FUND BALANCE:

01TG0911 50300	Fund Balance, Unreserved Unappropriated	\$423,500
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INCREASE APPROPRIATED FUND BALANCE:

01TG0910 50300	Fund Balance, Unreserved Appropriated	\$423,500
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INCREASE APPROPRIATIONS:

CDS16802 25000	C Technical Equipment	\$125,000
CDS16804 42004	C Software	53,500
CDS16804 43007	C Other Fees and Services	<u>245,000</u>
		\$423,500

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**PROCLAIMING OCTOBER 2024 AS CYBERSECURITY AWARENESS MONTH IN
ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Cybersecurity Awareness Month was launched in October 2004 by the National Cyber Security Alliance and the U.S. Department of Homeland Security and is observed nationally, and

WHEREAS, the 2024 theme is "Secure Our World", and

WHEREAS, according to the National Cyber Security Alliance 2023 report, eighty-four percent (84%) of people consider online safety a priority, and

WHEREAS, ninety-five percent (95%) of data breaches are due to human error, and forty-six percent (46%) of all cyber breaches occur on companies with fewer than 1,000 employees according to Mastercard, and

WHEREAS, Cybersecurity Awareness Month continues to raise awareness about the importance of cybersecurity across our nation, personally and professionally, ensuring that all Americans have the resources they need to be safer and more secure online,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims October 2024 as Cybersecurity Awareness Month in St. Lawrence County.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR INFORMATION TECHNOLOGY
INFRASTRUCTURE EQUIPMENT AND SOFTWARE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, older displaced network switches have been used to meet a number of unplanned needs which now have become permanent, and

WHEREAS, these older switches are now no longer supported, posing both a support and security risk, and

WHEREAS, additional wireless access points are needed to complete wireless network coverage to County office spaces, and

WHEREAS, the need for additional monitoring and alerting of network and server equipment trouble has become greater, and will enable the IT Department to respond in a more proactive manner,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Information Technology Infrastructure and Equipment, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$40,000
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INCREASE APPROPRIATIONS:

CDS16802 22001	C IT Computer Hardware	\$28,000
CDS16804 42004	C IT Computer Software	<u>12,000</u>
		\$40,000

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

DECLARING OCTOBER DOMESTIC VIOLENCE AWARENESS MONTH

By Ms. Curran, Chair, Operations Committee

WHEREAS, October has been designated as Domestic Violence Awareness Month, and the 2024 theme is Heal, Hold & Center, and

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

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

WHEREAS, as the lead agency of the task force, Renewal House has planned activities throughout the County highlighting Domestic Violence Awareness Month to encourage people to work together, to embrace the many cultural ways to heal from violence, to commit to holding space for survivors and to center those most marginalized in an effort to end domestic violence, to strive to highlight how common domestic violence is and to understand that it is more than physical violence,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators declares October Domestic Violence Awareness Month, and

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

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE DEFENDERS' ASSOCIATION FOR THE PUBLIC DEFENDER CASE
MANAGEMENT SYSTEM**

By Ms. Curran, Chair, Operations Committee

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

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

WHEREAS, Resolution No. 281-2022 authorized a contract for the licenses, maintenance, and support associated with the use of the PDCMS for the period of August 22, 2022 through August 21, 2023, and

WHEREAS, the Indigent Defense Providers and NYSDA would like to extend the contract through August 21, 2024 with anticipation of an additional resolution coming forward to prepare for 2024-2025, and

WHEREAS, the \$9,000 cost associated with the licenses, maintenance, and support has been, and should continue to be funded by State grant funds received through reimbursement of the Indigent Legal Services Fund (IA011704 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Defenders' Association for the Public Defender Case Management System, upon approval of the County Attorney.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE FOURTH (4TH)
COUNSEL AT FIRST APPEARANCE GRANT FOR 2023 - 2025**

By Ms. Curran, Chair, Operations Committee

WHEREAS, a settlement of a longstanding legal dispute between several counties, several named plaintiffs, and the State of New York resulted in a new mandate recognized as the Counsel at First Appearance, or Hurrell-Harring, and this service required that Counties operating an indigent defense program provide counsel for indigent defendants at all critical stages of representation, including arraignment, and

WHEREAS, in 2014, St. Lawrence County was one of the first counties to apply for and receive funding for the creation of one of the first Counsel at First Appearance (CAFA) Programs, and

WHEREAS, the New York State Office of Indigent Legal Services recognizes the challenges this creates for many counties, particularly those with a number of rural courts, and

WHEREAS, the availability of a grant to subsidize efforts toward implementation of a system to provide an attorney at first appearance for the indigent population that will assist the Office of the Public Defender, the Office of the Conflict Defender, and the Office of Indigent Defense, and

WHEREAS, this contract grants the indigent defender providers a total of \$712,395.74 dollars in funding for this program, and

WHEREAS, funds will be utilized to assist the support functions of the offices that provide indigent defense by providing a Legal Secretary for the Office of the Public Defender, a Keyboard Specialist in the Office of the Conflict Defender, as well as assistance to the anticipated cost of the Assigned Counsel Program for the provision of counsel at first appearances for clients,

WHEREAS, Resolution Nos. 248-2013, 18-2020, and 195-2023 authorized accepting the first, second, and third CAFA Grants for 2013-2015, 2017-2019, and 2020-2023 respectively,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to Sign a Contract with the New York State Office of Indigent Legal Services for the Fourth (4th) Counsel at First Appearance Grant for 2023 - 2025, upon approval of the County Attorney.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE
INDIGENT LEGAL SERVICES FOR SECOND STATEWIDE EXPANSION OF
HURRELL HARRING REFORMS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 342-2018 authorized a contract with New York State Indigent Legal Services for the acceptance of funding associated with the implementation of Senate Bill S.8114 and Assembly Bill A.10706, "An Act to Amend the County Law, the Executive Law, and the State Finance Law in relation to Indigent Defense Services", and

WHEREAS, St. Lawrence County has been awarded the Second Statewide Expansion of Hurrell Harring (HH) reforms through the New York State Indigent Legal Services, and

WHEREAS, service providers for indigent defense include; the Office of the Public Defender, the Office of the Conflict Defender, and the Assigned Counsel Program (18-b), are entitled to receive reimbursement of expenditures related to indigent criminal defense representation of a combined \$5,825,102 from April 1, 2024, through March 31, 2027, and

WHEREAS, St. Lawrence County service providers for Indigent Defense are eligible to receive funding, as follows:

- April 1, 2024 through March 31, 2025: \$1,804,191.21
- April 1, 2025 through March 31, 2026: \$1,988,939.90
- April 1, 2026 through March 31, 2027: \$2,031,971.68

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with New York State Indigent Legal Services for the Second Statewide Expansion of Hurrell Harring (HH) Reforms, upon approval of the County Attorney.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE OFFICE OF INDIGENT LEGAL SERVICES TO ACCEPT THE FOURTH
UPSTATE QUALITY IMPROVEMENT AND CASELOAD REDUCTION GRANT FOR
2023 THROUGH 2026**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Indigent Legal Services has made a practice of providing competitive grant opportunities associated with the Fourth Upstate Quality Improvement and Caseload Reduction, and

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

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

WHEREAS, in 2023, the New York State Office of Indigent Legal Services announced its intention to request proposals for a fourth round of funding associated with the Upstate Quality Improvement and Caseload Reduction, and

WHEREAS, the Office of the Public Defender applied for and was awarded a total of \$300,000 over three years (July 1, 2023 through June 30, 2026) to provide continued funding for one Assistant Public Defender Position in the Office of the Public Defender to support the caseload,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Office of Indigent Legal Services to accept the Fourth Upstate Quality Improvement and Caseload Reduction Grant for 2023 through 2026, upon approval of the County Attorney.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**AUTHORIZING THE ACCEPTANCE OF FUNDING FROM THE NEW YORK STATE
DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR AID TO DEFENSE
SUPPLEMENTAL GRANT FOR PUBLIC DEFENDER, CONFLICT DEFENDER, AND
THE ASSIGNED COUNSEL PROGRAM**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Department of Criminal Justice Services has distributed funds to the Office of the Public Defender, and

WHEREAS, this award is intended to support indigent defense services and expenses incurred by the government and not-for-profit entities, and

WHEREAS, this funding is to be proportionally distributed by the county among indigent defense service providers based upon the share of criminal defense cases assigned, and

WHEREAS, that New York State Department of Criminal Justice Services has awarded \$229,750 to St. Lawrence County for April 1, 2023 to March 31, 2025,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the acceptance of funds from New York State Department of Criminal Justice Services for Aid to Defense-Supplemental Grant for Public Defender, Conflict Defender, and the Assigned Counsel Program.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

ACCEPTING THE NEW YORK STATE DEPARTMENT OF CRIMINAL JUSTICE SERVICES GRANT AWARD AID TO DEFENSE FOR DISCOVERY REFORM FOR PUBLIC DEFENDER, CONFLICT DEFENDER, AND THE ASSIGNED COUNSEL PROGRAM

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Department of Criminal Justice Services has distributed funds to the Office of the Public Defender, and

WHEREAS, this award is intended to support indigent defense services and expenses related to discovery reform implementation, including but not limited to digital evidence transmission and technology, administrative support, computers, hardware, and operating software, data connectivity, development of training materials, staff training additional personnel or increased compensation to reflect additional responsibilities related to discovery, overtime costs and litigation readiness, and

WHEREAS, this funding is to be proportionally distributed by the county among indigent defense service providers based upon the share of criminal defense cases assigned.

WHEREAS, that New York State Department of Criminal Justice Services has awarded \$229,750 to St. Lawrence County for April 1, 2023 to March 31, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators accepts the New York State Department of Criminal Justice Services Grant Award Aid to Defense for Discovery Reform for Public Defender, Conflict Defender, and the Assigned Counsel Program.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

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

By Ms. Curran, Chair, Operations Committee

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

WHEREAS, staffing shortages at the Ogdensburg Police Department have resulted in unspent funds for overtime salary and fringe (S1Z31104 43007 SG1), prompting a request for an extension of this grant, and

WHEREAS, it is anticipated that New York State Division of Homeland Security and Emergency Services would authorize a one-year extension with a new contract end date of August 31, 2025,

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

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budget years until the grant is fully expended.

October 7, 2024

Operations Committee: 9-16-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE FOR OVERTIME
EXPENSES IN THE CRIMINAL AND CORRECTIONAL DIVISIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, a long standing budgetary practice identifies twenty-five (25%) percent of appropriations for departments with overtime expenses and sets those aside in contingency on an annual basis, and

WHEREAS, the Criminal and Correctional Divisions of the Sheriff's Office have exceeded the budgeted amounts in the department budget for overtime this year and are requesting the targeted contingency, and

WHEREAS, there are additional funds requested to complete the projection and can be moved from salary accounts to cover the overtime expenses since the overtime is directly related to staffing shortages,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office for overtime in the Criminal and Correctional Divisions, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$84,000
S1031101 11000	S CRIM Direct Service Workers	110,750
S4031501 11000	S JAIL Direct Service Workers	<u>97,250</u>
		\$292,000

INCREASE APPROPRIATIONS:

S1031101 18000	S CRIM Overtime	\$147,000
S4031501 18000	S JAIL Overtime	<u>145,000</u>
		\$292,000

VACANCY REVIEW SUMMARY

Via Zoom

September 10, 2024

Legislators Attending: Rita Curran, Dan Fay, Rick Perkins

Committee Members: Ruth Doyle, Heather Hebert

3 P.M.

<u>Summary: January-September</u>		<u>Summary: September, 2024</u>		<u>Reason Vacated:</u>
Request:	109	Request:	9	Retirement: 1
Approved:	107	Approved:	9	Resignation: 6
Denied:	0	Denied:	0	Promotion: 1
Request/Hold:	2	Request/Hold:	0	Internal Transfer: 0
Withdrawn:	0	Withdrawn:	0	New Position: 2
				Abolished: 2
				Terminated: 1
				Other: 0

POSITIONS REVIEWED:

Conflict Defender:

Request: 1

Request: Fill, Assistant Conflict Defender
Position No. 021500008, Immediate

Recommendation: Fill, Immediately

County Clerk's Office:

Request: 1

Request: Fill, Index Clerk
Position No. 002500001, Immediate

Recommendation: Fill, Immediately

Emergency Services:

Request: 1

Request: Fill, Dispatcher
Position No. 612100004, Immediate

Recommendation: Fill, Immediately

Probation:

Request: 1

Request: Fill, Account Clerk
Position No. 100100038, Immediate

Recommendation: Fill, Immediately

Sheriff's Office:

Request: 1

Request: Fill, Correction Officer, in the Correctional Facility
Position No. 603000042, Immediate

Recommendation: Fill, Immediately

Community Services:

Request: 1

Request: Fill, Account Clerk
Position No. 100100035, Immediate

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Abolish Assistant Civil Engineer, and Create and Fill Heavy Equipment Operator
Position No. 310100001, Immediate

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Operator
Position No. 310000003, Immediate

Recommendation: Fill, Immediately

Solid Waste:

Request: 1

Request: Abolish Site Crew Leader, and Create and Fill Heavy Equipment Operator
Position No. 309800022, Immediate

Recommendation: Fill, Immediately

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

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Conflict Defender



? Type: Fill

Assistant Conflict Defender

Subunit (If Applicable):

Date Submitted: 8/9/2024

? Reason Vacated: Resignation

? Position Number: 021500008

Date Vacated: 9/13/2024

Position # Abolished: N/A

? Position Status: Fulltime ☐

? Last Fill Date: 10/18/2022

? Jurisdictional Class: Exempt ☐

? Appointee Will Be: Permanent ☐

Hrs Per Week: 35 Shift Length: 7 ☐ FTE: 1.00

Budget

? Salary of Person Leaving: \$82,358

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$43,601

Revenue Generating: Yes 0 %

? Base Salary: \$75,073

Reimbursed by Local,
State or Federal Funds: Yes 100 %

? Base Hourly: \$41.25

? Grade: FR

? Net County Cost: \$0

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

Detailed Justification

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

Our office is assigned to represent clients in cases throughout St. Lawrence County criminal courts, County Court, Family Court, IDV, Support Court, Judicial Diversion Program (Felony Drug Court), Ogdensburg City Court and Drug Treatment Court, and on Parole Violations. In addition to regular local criminal court dockets, our attorneys appear on compliance conferences, settlement conferences, warrants, off hour arraignments, hearings, motions, CAFA and DAT requests, and trials. While most criminal matters are in person and require travel, other appearances may be held virtually such as new Family Court custody proceedings. In order to provide quality and effective representation, sufficient attorney staffing is needed for both in person and virtual court; and attorneys need time outside court hours to meet with their clients, review discovery, draft motions and pleadings, research, investigate defenses, speak with witnesses, and generally be prepared in advance of those appearances. Commencing 2025 the county will have two full time Family Court judges in addition to Court Attorney Referee appearances. Without sufficient staffing, we cannot provide the required representation.

The county is mandated to provide criminal clients with counsel at first appearances (CAFA) and on Desk Appearance Tickets (DAT) and our office currently lacks sufficient attorney staff to provide coverage for all requests. The NYS Office of Indigent Legal Services established standards and guidelines in 2018 and full implementation under the Statewide Expansion of Hurrell-Harring contract was anticipated by 2023. St. Lawrence County is the recipient of approximately \$5.3 million dollars under the initial contract. The Second Statewide Expansion of HH Reforms contract was recently awarded to the county (\$5,825,102.79) as well as the 4th CAFA contract. This full time attorney position will be fully reimbursed under this second and future HH contracts. Without filling this position, this office will not have a specified attorney to handle the requisite cases under H-H and CAFA. The Conflict Defender's Office is seeking approval from the County Administrator to fill this vacancy immediately.

Department Head:

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Assistant Conflict Defender

MINIMUM QUALIFICATIONS: Must be duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

County Clerk



? Type: Fill ☐

Index Clerk

Subunit (If Applicable):

Date Submitted: 8/19/2024

? Reason Vacated: Resignation ☐

? Position Number: 002500001

Date Vacated: 8/16/2024

Position # Abolished: N/A

? Position Status: Fulltime ☐

? Last Fill Date: 8/31/2015

? Jurisdictional Class: Competitive ☐

? Appointee Will Be: Permanent ☐

Hrs Per Week: 35 Shift Length: 7 ☐ FTE: 1.00

Budget

? Salary of Person Leaving: \$45,706

Fill Request Timeline: Immediately ☐

Benefits: Yes (52.94%) \$24,197

Revenue Generating: Yes ☐ 0 %

? Base Salary: \$39,714

Reimbursed by Local,
State or Federal Funds: No ☐ 0 %

? Base Hourly: \$21.82

? Grade: 17

? Net County Cost: \$69,902

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

Detailed Justification

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

The revenue that is generated by the County Clerk's Office depends on having sufficient staff to process the work. All records filed at the Clerk's Office are very time sensitive. The person in this position will process real property documents, serve the public with processing pistol permits, veteran cards, passports, filing DBA's, autopsy reports and so on. They will also process and file civil and criminal records as needed. Of the over \$4.5 million receipted last year in the Clerk's Office alone, St. Law. Co. retained over \$1.1 million. We process over 13 thousand pistol permit transactions a year, almost 34 thousand criminal and civil cases with more than 247 thousand pages to scan. This office processes more than 19 thousand real property documents with almost 100 thousand pages of scanning. Once these are on record our office indexes and verifies each page of each document as a double and triple check for any errors. On top of these duties Index Clerk's answer the phones and help customers search for information in the records room. The Clerk's Office only has 7 Index Clerk's so with scheduled time off and call-ins as well as getting through lunch hours (often one of our busiest times) having that 7th position filled is imperative to be able to process time sensitive documents as required by law.

Department Head:

Sandra W. Santamos

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Index Clerk

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and one (1) year of clerical experience where keyboarding was a major function of the position.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)[Employee Centrals Link](#)

Emergency Services



Type: Fill

Dispatcher

Subunit (If Applicable):

Date Submitted: 08/28/24

Reason Vacated: Resignation

Position Number: 612100004

Date Vacated: 09/14/24

Position # Abolished:

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$48,157

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$25,495

Revenue Generating: Yes 0 %

Base Salary: \$41,065

Reimbursed by Local,
State or Federal Funds: Yes 0 %

Base Hourly: \$19.74

Grade: 18

Net County Cost: \$73,652*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

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

Staffing needs require the filling of this position immediately. Dispatchers are responsible for manning one of four positions in the 24/7 Emergency Services Dispatch Center. We currently have 3 senior dispatchers, 15 full time, and 3 part time. We currently have 5 still in training. These positions serve all of the County residents who require emergency services and law response.

Department Head Initials (type): MRD

[Submit to Human Resources](#)**Approved?**Yes ☒ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma.

SPECIAL REQUIREMENT:

- 1) Persons appointed to this position must successfully complete the Emergency Medical Dispatch Course, certified by the National Academy of Emergency Medical Dispatch within six (6) months of appointment and must maintain certification throughout employment.
- 2) Appointment to this position requires an employee to access the New York State Criminal Database. Candidates with a felony conviction are barred from appointment. A misdemeanor conviction may bar appointment.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Probation



Type: Fill

Account Clerk

Subunit (If Applicable):

Date Submitted: 8/29/2024

Reason Vacated: Resignation

Position Number: 100100038

Date Vacated: 08/29/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 11/19/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$41,065

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$21,740

Revenue Generating: No 0 %

Base Salary: \$38,499

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$21.15

Grade: 16

Net County Cost: \$62,805

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

Detailed Justification

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

The typical work activities of this position includes processing and keeping track of all restitution and fee payments collected and owed, receiving payments, check disbursements, bank deposits, account reconciliations, maintaining client account records, preparation of monthly state reports as well as typing and proofreading correspondence, documents and records for accuracy. The needs of this Department can best be met by immediately filling this position.

Department Head Initials (type): TPL

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Account Clerk

MINIMUM QUALIFICATIONS: Either:

A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience which shall have included billing, payroll or bookkeeping/accounting; OR

B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma, including or supplemented by coursework in accounting or bookkeeping.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Sheriff's Office



Type: Fill

Correction Officer

Subunit (If Applicable): Correctional Facility

Date Submitted: 9/4/2024

Reason Vacated: Retirement

Position Number: 603000042

Date Vacated: 10/11/2024

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 1/17/2004

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$65,287

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$34,563

Revenue Generating: No 0 %

Base Salary: \$49,802

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$23.94

Grade: CORR

Net County Cost: \$99,850

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

Detailed Justification

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

The Correctional Facility shall employ the number of Correctional officers necessary to provide care, custody and control for all inmates and to perform all other necessary facility functions. The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the New York State Commission of Corrections is fifty-six (56). In 2022, the Board of Legislators authorized the addition of four additional officers via Resolution Nos. 277-2022 & 362-2022 due to persistent overtime and staffing issues. It has been determined that sixty (60) full time Officers are necessary to assist in performing facility functions 24 hours per day, 365 days per year. This will fulfill the staffing requirements and allocations for the facility by New York State Commission of Corrections and the St. Lawrence County Board of Legislators.

Department Head Initials (type): PE

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Employees in this class are required to possess a valid New York State Motor Vehicle Operator's license or otherwise demonstrate a capacity to meet the transportation needs of the position.