



**ST. LAWRENCE COUNTY
FINANCE COMMITTEE AGENDA
MR. JOHN GENNETT, CHAIR
MONDAY, SEPTEMBER 30, 2024
BOARD ROOM AND LIVE 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 26, 2024

3. COUNTY ATTORNEY – STEVE BUTTON

- A. Adopting Regulations Entitled "Public Access to Records of St. Lawrence County" and Repealing All Previous Regulations in St. Lawrence County Regarding the Freedom of Information Law (Res)

4. REAL PROPERTY –BRUCE GREEN

- A. Authorizing Collection of Omitted Taxes (Res)
- B. Adoption of the Equalization Rates for 2025 County Taxes (Res) (Info)

5. HIGHWAY – DON CHAMBERS

- A. Authorizing the Chair to Sign an Annual Service Agreement with TRANE U.S. Inc. for Heating, Venting and Air Conditioning (HVAC) Services for the Department of Highways (Res)
- B. Modifying the 2024 Budget for the Department of Highways for Fuel, Equipment Repair, and Machinery Rental (Res)
- C. Modifying the 2024 Budget for the Department of Highways for Brown's Falls Road Bridge Over Little River, BIN 3340920 (Res)
- D. Authorizing the Chair to Sign a Four-Year Contract Extension with the New York State Department of Transportation for the Snow and Ice Control Agreement on State Highways (Res)
- E. Authorizing the Chair to Sign a Contract Renewal with J. J. Keller & Associates, Inc. for the Entry-Level Driver Training (ELDT) Trainer Certification Program (Res)
- F. Modifying the 2024 Budget for the Department Of Highways For Tropical Storm Debby (Res)
- G. Authorizing the Chair to Sign Contracts for the 2024 Bridge NY Project Funded by the Bridge Formula Program for County Route 49 Bridge Over East Branch of St. Regis River, BIN 3341940, PIN 775432 (Res)

- H. Authorizing the Chair to Sign Contracts for the 2024 Bridge NY Project Funded by the Bridge Formula Program (BFP) Off-System for County Route 36 Bridge Over Grasse River, BIN 3342040, PIN 775433 (Res)

6. LEGISLATOR HAGGARD

- A. In Support of Efforts to Salvage Potsdam Sandstone from the Demolition of the Buildings at the St. Lawrence Psychiatric Center in Ogdensburg to be used for Future Restoration Projects to Preserve Architectural History in the Village of Potsdam (Res)

7. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Highway
 - a. Abolish Assistant Civil Engineer, and Create and Fill Heavy Equipment Operator, Position No. 310100001
 - b. Fill Motor Equipment Operator, Position No. 310000003
- B. Solid Waste
 - a. Abolish Site Crew Leader, and Create and Fill Heavy Equipment Operator, Position No. 309800022

8. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE

9. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

- A. Proclaiming October as St. Lawrence County History Month and Recognizing the County Historian and all Local Historians for their Contributions in Preserving St. Lawrence County History (Res)

10. 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/Haggard)

11. OLD/NEW BUSINESS

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

12. EXECUTIVE SESSION

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

13. ADJOURNMENT – If there is no further business.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

ADOPTING REGULATIONS ENTITLED "PUBLIC ACCESS TO RECORDS OF ST. LAWRENCE COUNTY" AND REPEALING ALL PREVIOUS REGULATIONS IN ST. LAWRENCE COUNTY REGARDING THE FREEDOM OF INFORMATION LAW

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Board of Legislators adopted Resolution No. 165-74 establishing regulations controlling access to records of St. Lawrence County, and

WHEREAS, the Board of Legislators repealed and adopted a new policy regulating and controlling access to records of St. Lawrence County by Resolution No. 101-2010, and

WHEREAS, the current regulations are now out of date and not in compliance with the Public Officer's Law, Article 6, as amended by the New York State Legislature effective September 4, 2024, and

WHEREAS, the Board of Legislature is desirous of adopting regulations which conform to the current requirement of Public Officer's Law, Article 6, entitled the "Freedom of Information Law,"

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby adopts and promulgates the following regulations entitled "Public Access to Records of St. Lawrence County," and hereby repeals and prior regulations to the Freedom of Information Law.

PUBLIC ACCESS TO RECORDS OF ST. LAWRENCE COUNTY

Pursuant to Article 6 of the New York Public Officer's Law

SECTION 1 - PURPOSE AND SCOPE:

1. St. Lawrence County finds that a free society is maintained when government is responsive and responsible to the public, and when the public is aware of governmental actions. The more open a government is with its citizenry, the greater the understanding and participation of the public in government.
2. The People's right to know the process of government decision-making along with the documents and statistics leading to determinations is basic to our society.
3. This policy will govern and illustrate the procedures by which records may be obtained within St. Lawrence County government in compliance with New York State law.
4. To this end, County personnel shall furnish to the public the information and records as required by the Freedom of Information Law, as well as records otherwise available by law.
5. Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

SECTION 2 - DESIGNATION OF RECORDS ACCESS OFFICER:

1. The County Administrator is responsible for insuring compliance with the regulations herein, and designates each department head as the records access officer for the department over which he or she presides. The following person(s) as records access officer(s):
2. In the absence of a department head, the responsibilities of the records access officers default to the deputy of that department. In the absence of a deputy and the unavailability of a department head, the responsibilities of the records access officer fall upon the County Administrator or his or her designee.
3. The records access officer is responsible for insuring appropriate agency response to public requests for access to records.
4. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.
5. The records access officers shall insure that County personnel:
 - A. Maintain an up-to-date subject matter list;
 - B. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records;
 - C. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that County personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested;
 - D. Upon locating the records, take one of the following actions:
 - a. Make records available for inspection; or
 - b. Deny access to the records in whole or in part and explain in writing the reasons therefor.

- E. Upon a request for copies of records, take one of the following actions:
 - a. Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 7; or
 - b. Permit the requestor to copy those records.
- F. Upon request, certify that a record is a true copy;
- G. Upon failure to locate records, certify that;
 - a. St. Lawrence County is not the custodian for such records, or
 - b. The records of which St. Lawrence County is a custodian cannot be found after diligent search.

SECTION 3 – LOCATION & HOURS FOR PUBLIC INSPECTION:

1. Records shall be available for public inspection and copying at St. Lawrence County Board of Legislators Office, unless another location has been agreed upon between the requesting party and the Records Officer.
2. Requests for public access to records shall be accepted and records produced during all hours regularly open for business.
3. These hours are: Monday through Friday 8:00 a.m. - 5:00 p.m.

SECTION 4 – RECORD REQUESTS:

1. Requests for records may be made either in writing or orally and in compliance with the requirements of the Americans with Disabilities Act (commonly referred to as the A.D.A.)
2. Upon receipt of a request for records, the records access officer shall, within five (5) business days of request for a record, reasonably described:
 - A. Make such record available to the person requesting it;
 - B. Deny such request in writing with the basis for the denial; or
 - C. Provide a written acknowledgement of the receipt of such request and a statement of the approximate date (within twenty (20) business days) of when such request will be granted or denied.
 - D. If circumstances prevent disclosure to the party requesting the record or records within twenty (20) business days from the date of the acknowledgement of the receipt of the request, the records access officer shall state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part.
 - E. Provide the County Attorney's Office with a copy of the request within five (5) days of receipt.
 - F. Provide the County Attorney's Office a copy of the record access officer's written determination when such determination is provided to the requesting party.
3. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
4. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

5. Failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
 - A. Fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five (5) business days of the receipt of a request;
 - B. Acknowledges the receipt of a request within five (5) business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
 - C. Furnishes an acknowledgment of the receipt of a request within five (5) business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
 - D. Fails to respond to a request within a reasonable time after the approximate date given or within twenty (20) business days after the date of the acknowledgment of the receipt of a request;
 - E. Determines to grant a request in whole or in part within twenty (20) business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
 - F. Does not grant a request in whole or in part within twenty (20) business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
 - G. Responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

SECTION 5 - SUBJECT MATTER LIST:

1. The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to Public Officer's Law § 87(2).
2. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
3. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

SECTION 6 - DENIAL OF ACCESS TO RECORDS:

1. A denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.
2. If requested records are not provided promptly, as required in Section 4 of these regulations, such failure shall also be deemed a denial of access.
3. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

County Attorney
Office of the County Attorney
48 Court Street
Canton, NY 13617
Tel. (315) 379-2269
Email: sbutton@stlawco.gov

4. Any party denied access to records may appeal within thirty (30) days of a denial.

5. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
 - A. The date and location of requests for records;
 - B. A description, to the extent possible, of the records that were denied; and
 - C. The name and return address of the person denied access.
6. A failure to determine an appeal within ten (10) business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
7. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

8. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten (10) business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (g) of this section.

SECTION 7 - FEES:

1. There shall be no fee charged for:
 - A. Inspection of records;
 - B. Search for records; or
 - C. Any certification pursuant to this part.
2. Copies may be provided without charging a fee.
3. Fees for copies may be charged, provided that:
 - A. The fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
 - B. The fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
 - C. A record access officer has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
4. The fee an agency may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:
 - A. An amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
 - B. The actual cost of the storage devices or media provided to the person making the request in complying with such request; or
 - C. The actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

5. When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the agency shall be required to retrieve or extract such record or data electronically. In such case, the agency may charge a fee in accordance with this section.
6. An agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two (2) hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
7. A records access officer may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
8. A records access officer may waive a fee in whole or in part when making copies of records available.

SECTION 8 - PUBLIC NOTICE:

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

SECTION 9 - SEVERABILITY:

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

SECTION 10 – DISCLOSURE TO COUNTY EMPLOYEES:

In accordance with Public Officer's Law § 87(2)(6), when the personnel records of a current employee of the County become subject to disclosure pursuant to the Freedom of Information Law, the records access officer shall:

1. Notify the employee whose personnel records become subject to disclosure as the result of a public records request within twenty-four (24) business hours of the receipt of the records request;
2. Provide the employee whose records are being sought with a copy of the records request within twenty-four (24) business hours of the receipt of the records request
3. Provide the employee whose records are being sought an opportunity to review the final record that is to be released. Such opportunity to review the records does confer upon the employee the authority to prohibit the release of the record if the records access officer has determined that disclosure is required.

PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

St. Lawrence County has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

- A. St. Lawrence County Courthouse – 48 Court Street, Canton, New York 13617
- B. St. Lawrence County Safety Complex – 49 ½ Court Street, Canton, New York 13617
- C. St. Lawrence County Department of Social Services – 6 Judson Street, Canton, NY 13617 St. Lawrence County Human Services Building – 80 SH 310, Canton, New York 13617
- D. St. Lawrence County Highway Department and Solid Waste Department, 44 Park Street, Canton, New York 13617

Agency officials who have in the past been authorized to make records available

If you are denied access to a record, you may appeal to the following person(s) or body:

County Attorney
Office of the County Attorney
48 Court Street
Canton, NY 13617
Tel. (315) 379-2269
Email: sbutton@stlawco.gov

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

AUTHORIZING COLLECTION OF OMITTED TAXES

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Sections 520 and 551 of the Real Property Tax Law make provisions for the taxation of exempt property upon transfer of title and addition of omitted parcels from the roll of the previous year, and

WHEREAS, Section 520 states that the property shall be taxed pro rata for the unexpired portion of any fiscal year during which said transfer of title occurred, and

WHEREAS, for purposes of any fiscal year or years during which title to such property is transferred, such property shall be deemed to have been omitted,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the collection of omitted taxes.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

ADOPTION OF THE EQUALIZATION RATES FOR 2025 COUNTY TAXES

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Section 900 of the New York State Real Property Tax Law requires that county taxes be levied upon the basis of the full valuation of taxable real property determined in accordance with Article 8 of that law, and

WHEREAS, Article 8 requires the apportionment of county taxes upon the aggregate full value of taxable real property in each city and town determined by dividing the assessed valuation thereof by the county equalization rate established for each city and town by the county equalization agency, and

WHEREAS, Section 804 of the New York State Real Property Tax Law requires the adoption of the county equalization rates by the county legislature,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators adopts the equalization rates for 2025 County Taxes, as follows:

<u>MUNICIPALITY:</u>	<u>EQUALIZATION RATE:</u>
Ogdensburg	100
Brasher	81
Canton	72
Clare	1.99
Clifton	70
Colton	87
DeKalb	75
Depeyster	99
Edwards	69
Fine	89
Fowler	8
Gouverneur	76
Hammond	77
Hermon	85
Hopkinton	70
Lawrence	78
Lisbon	60
Louisville	60
Macomb	40
Madrid	72

Massena	80
Morristown	82
Norfolk	68
Oswegatchie	79
Parishville	5.10
Piercefield	81
Pierrepoint	68
Pitcairn	100
Potsdam	69
Rossie	84
Russell	52
Stockholm	67
Waddington	63

Municipal Code	Municipal Name	(A) 2023 State Equalization Rate	(B) 2024 State Equalization Rate and Status	(C) Percentage Change in Estimate of Full Value
401200	City of Ogdensburg	100.00	100.00 Final	0.00%
402000	Town of Brasher	85.00	81.00 Final	4.94%
402200	Town of Canton	74.00	72.00 Final	2.78%
402400	Town of Clare	2.07	1.99 Final	4.02%
402600	Town of Clifton	78.00	70.00 Final	11.43%
402800	Town of Colton	90.00	87.00 Final	3.45%
403000	Town of Dekalb	78.00	75.00 Final	4.00%
403200	Town of De Peyster	100.00	99.00 Final	1.01%
403400	Town of Edwards	70.00	69.00 Final	1.45%
403600	Town of Fine	93.00	89.00 Final	4.49%
403800	Town of Fowler	8.80	8.00 Final	10.00%
404000	Town of Gouverneur	81.00	76.00 Final	6.58%
404200	Town of Hammond	80.00	77.00 Final	3.90%
404400	Town of Hermon	88.00	85.00 Final	3.53%
404600	Town of Hopkinton	85.00	70.00 Final	21.43%
404800	Town of Lawrence	83.00	78.00 Final	6.41%
405000	Town of Lisbon	65.00	60.00 Final	8.33%
405200	Town of Louisville	65.00	60.00 Final	8.33%
405400	Town of Macomb	42.00	40.00 Final	5.00%
405600	Town of Madrid	75.50	72.00 Final	4.86%
405800	Town of Massena	82.00	80.00 Final	2.50%
406000	Town of Morristown	86.00	82.00 Final	4.88%
406200	Town of Norfolk	69.00	68.00 Final	1.47%
406400	Town of Oswegatchie	92.00	79.00 Final	16.46%
406600	Town of Parishville	5.30	5.10 Final	3.92%
406800	Town of Piercefield	83.00	81.00 Final	2.47%
407000	Town of Pierrepont	75.00	68.00 Final	10.29%
407200	Town of Pitcairn	100.00	100.00 Final	0.00%
407400	Town of Potsdam	74.00	69.00 Final	7.25%
407600	Town of Rossie	88.00	84.00 Final	4.76%
407800	Town of Russell	62.00	52.00 Final	19.23%
408000	Town of Stockholm	72.00	67.00 Final	7.46%
408200	Town of Waddington	70.00	63.00 Final	11.11%

Column C is the percentage change in the estimate of full value between the 2023 State equalization rate and the 2024 State equalization rate due to the change in full value standard.

This percentage change is important because county and school taxes are apportioned according to a municipality's share of the full value of the county or the school. A municipality will be apportioned a larger share of the tax levy if its full value increases by a larger percentage than others, or if its full value decreases less than the decrease for other municipalities in the county or school.

The information shown in columns B and C is subject to change as other rates are established in the county. You will be sent a complete report when we have established 2024 State equalization rates for all municipalities in your county.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN ANNUAL SERVICE AGREEMENT WITH
TRANE U.S. INC. FOR HEATING, VENTING AND AIR CONDITIONING (HVAC)
SERVICES FOR THE DEPARTMENT OF HIGHWAYS**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Department of Highways has specialized HVAC units throughout its buildings, including the new outposts in Lisbon, Potsdam and Russell, and

WHEREAS, the County has contracted with TRANE US, Inc. (“TRANE”) for the maintenance of these units for the past several years, and

WHEREAS, TRANE has updated the renewal documents for the period of October 1, 2024 to December 31, 2025 to include the new Highway outposts at a total cost of \$32,693 (HR051304 42202),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an annual service agreement with TRANE US, Inc. for heating, venting, and air conditioning (HVAC) services the Department of Highways, upon approval of the County Attorney.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE DEPARTMENT OF HIGHWAYS FOR
FUEL, EQUIPMENT REPAIR, AND MACHINERY RENTAL**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Department of Highways budgets appropriation and revenue accounts to reflect current and projected operations, and

WHEREAS, along with the overall price increases of equipment parts, there have been several costly inter-departmental repair jobs this year, resulting in increased expenses, and

WHEREAS, multiple storms have caused extensive damage to infrastructure, leading to additional repair costs and increased equipment and fuel usage, and

WHEREAS, while the damages have increased equipment and fuel usage, they have also resulted in an increase in revenue from emergency repairs and other related services, and

WHEREAS, the continued fuel cost increases can be partially offset by increases in revenue from emergency repairs, but additional measures may be necessary to balance the budget,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Department of Highways for Fuel, Equipment Repair, and Machinery Rental, as follows:

INCREASE APPROPRIATIONS:

HD051304 42200	H ER I/D Equip Repair & Main	\$116,500
HR051304 42200	H RM I/D Equip Repair & Main	103,000
HR051304 44100	H RM I/D Fuel Charges	73,000
HR051304 454SS	H RM Shop Supplies	7,000
HR051304 441FI	H RM Fuel Island Diesel Purch	<u>15,000</u>
		\$314,500

INCREASE REVENUE:

HD012895 55000	H Equip Repairs - Other Depts	\$116,500
HR028015 55000	H Rental of Equip – Other Fund	165,000
HR024015 55001 NYC	RM NYCLASS Investment Earnings	20,000
HR027705 550GR	H LR Department Gasoline Reimb	<u>13,000</u>
		\$314,500

INCREASE APPROPRIATIONS:

HG051484 40600	H HSOG Machinery Rental	\$75,000
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INCREASE REVENUE:

HG027705 55000

H HSOG Services Other Government

\$75,000

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE DEPARTMENT OF HIGHWAYS FOR
BROWN’S FALLS ROAD BRIDGE OVER LITTLE RIVER, BIN 3340920**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County is responsible for maintaining its infrastructure for the safety of the traveling public, and

WHEREAS, the Brown’s Falls Road Bridge over Little River in the Town of Fine is in need of replacement, and

WHEREAS, this project is not eligible for CHIPS reimbursement due to the cost exceeding the maximum allowable limits for in-house projects,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Department of Highways for Brown’s Falls Road Bridge Over Little River, BIN 3340920, as follows:

INCREASE APPROPRIATIONS:

HM551104 454BS B27	H B27 Miscellaneous Bridge Sup	\$200,000
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DECREASE APPROPRIATIONS:

HM551124 454BS B1	H B1 Miscellaneous Bridge Sup	\$200,000
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October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A FOUR-YEAR CONTRACT EXTENSION
WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR THE
SNOW AND ICE CONTROL AGREEMENT ON STATE HIGHWAYS**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Resolution No. 133-82 authorized the Chair of the St. Lawrence County Board of Legislators to sign an Agreement (Contract No. D210577) (HS023025-55000) with New York State Department of Transportation entitled “Snow and Ice Agreement” and with certain municipalities as subcontractors (HS051444-465CO), and

WHEREAS, the term of the original Agreement was for a period of three (3) years commencing July 1, 1982, and the said Agreement provides that the parties may, at the end of each year of the term of the Agreement, extend such term for an additional year, and

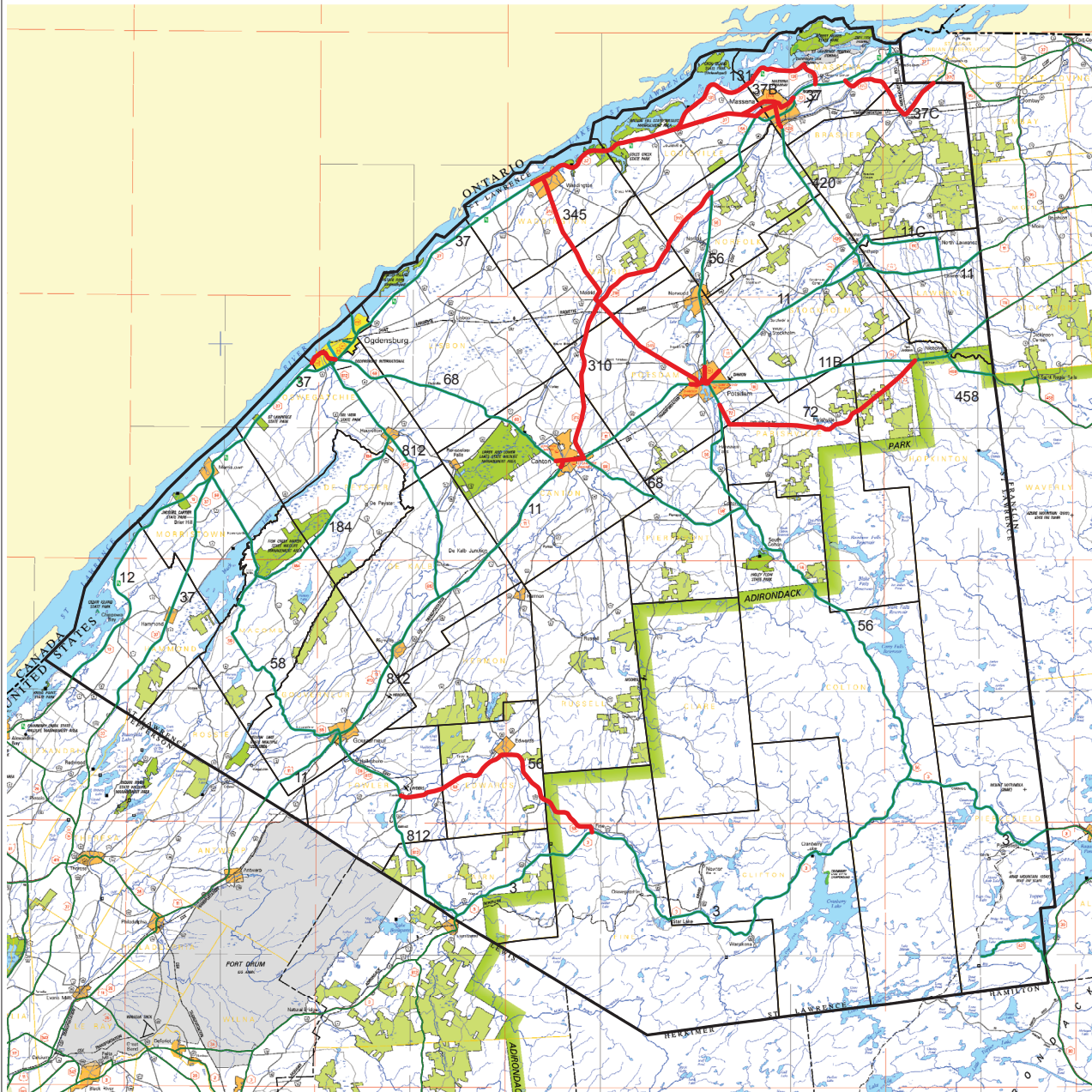
WHEREAS, the present term of the Agreement, as extended, expired on June 30, 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a four-year contract extension with the New York State Department of Transportation for the Snow and Ice Control Agreement on State Highways, upon approval of the County Attorney, and

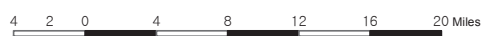
BE IT FURTHER RESOLVED that the Board of Legislators authorizes the approval of the municipalities that perform the work of control of snow and ice as subcontractors of St. Lawrence County.



St. Lawrence County



MILES-CONTRACT		SNOW & ICE CONTROL		SIGNED	
C.L.	LANE			REGIONAL HIGHWAY MAINTENANCE ENGINEER	DATE
124.45	257.71				
		PLOWING ONLY		FOR MUNICIPALITY	DATE



BASE MAP
COPYRIGHTED BY THE
NEW YORK STATE
DEPARTMENT OF
TRANSPORTATION

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT RENEWAL WITH J. J. KELLER & ASSOCIATES, INC. FOR THE ENTRY-LEVEL DRIVER TRAINING (ELDT) TRAINER CERTIFICATION PROGRAM

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Department of Highways utilizes various pieces of motor equipment in its daily operations, and

WHEREAS, a New York State commercial driver's license, Class A and Class B, is required to operate this equipment, and

WHEREAS, the current labor market has made it increasingly difficult to hire and retain qualified licensed individuals, and

WHEREAS, the Department of Highways entered into a one-year contract with J. J. Keller & Associates, Inc. (J. J. Keller) in 2022 to provide St. Lawrence County with an Entry-Level Driver Training (ELDT) Trainer Certification Program for entry-level driver training for Commercial Drivers License (CDL) A & B, and

WHEREAS, since that time, the Department of Highways has had twenty-eight (28) employees successfully complete the course and obtain CDLs, and

WHEREAS, with the success of this program, the Department wishes to renew the contract with J.J. Keller & Associates, Inc., and

WHEREAS, the cost for Driver Training Services will be \$359.66 a month (HM351104-41102),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract renewal with J. J. Keller & Associates, Inc. for the Entry-Level Driver Training (ELDT) Trainer Certification Program, upon approval of the County Attorney.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE DEPARTMENT OF HIGHWAYS FOR
TROPICAL STORM DEBBY**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Tropical Storm Debby has caused substantial damage to numerous roads throughout the County, and

WHEREAS, the Department of Highways has reduced its surface treatment program for 2024, and

WHEREAS, the increased need for road repairs can be partially offset by a decrease in surface treatment,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Department of Highways for Tropical Storm Debby, as follows:

DECREASE APPROPRIATIONS:

HM351104 454ST	Surface Treating	\$125,000
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INCREASE APPROPRIATIONS:

HM299509 90600	CR Transfers to Capital Fund	\$125,000
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INCREASE APPROPRIATIONS:

HM651104 454HS TSD	H TSD Highway Supplies	\$125,000
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INCREASE REVENUE:

06TG5031 90300	CP Transfers from CR	\$125,000
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October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR THE 2024 BRIDGE NY PROJECT FUNDED BY THE BRIDGE FORMULA PROGRAM FOR COUNTY ROUTE 49 BRIDGE OVER EAST BRANCH OF ST. REGIS RIVER, BIN 3341940, PIN 775432

By Mr. Gennett, Chair, Finance Committee

Authorizing the Implementation and Funding of the Costs of a Transportation Project, which may be eligible for Federal Aid and/or State Aid, or reimbursement from Bridge NY Funds.

WHEREAS, a project for the Preliminary Design Phase and Right-of-Way for the County Route 49 Bridge over East Branch St. Regis River, BIN 3341940, PIN 775432 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, 23CFR as amended and PUB.L. 117-58 also known as the “Bipartisan Infrastructure Law” (BIL), and

WHEREAS, the Board of Legislators wants to advance the above project by making a commitment of one-hundred percent (100%) of the costs for the Preliminary Design and Right-of Way for the Project or portions thereof,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts for the 2024 Bridge NY Project funded by the Bridge Formula Program for the County Route 49 Bridge over East Branch St. Regis River, BIN 3341940, PIN 775432, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes St. Lawrence County to pay one-hundred percent (100%) of the cost of Preliminary Design Phase and Right-of-Way work for the Project or portions thereof, with the understanding that qualified costs may be eligible for Federal Aid, State Aid, or reimbursement from Bridge NY funds, and

BE IT FURTHER RESOLVED that the Board of Legislators agrees that St. Lawrence County shall be responsible for all costs of the Project which exceed the amount of Federal Aid, State Aid or Bridge NY funding awarded to the Department of Highways, and

BE IT FURTHER RESOLVED that in the event the Project costs not covered by Federal Aid, State Aid or Bridge NY funding exceed the amount appropriated above, the St. Lawrence County Board of Legislators shall convene as soon as possible to appropriate said excess amount immediately upon notification of the Department of Highways thereof, and

BE IT FURTHER RESOLVED that the Board of Legislators agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign all necessary agreements, certifications or reimbursement requests for Federal Aid and/or

State Aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and funding of Project costs of St. Lawrence County and permanent funding of the local share of Federal Aid and State Aid eligible Project costs within appropriations therefore that are not so eligible, and

BE IT FURTHER RESOLVED that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR THE 2024 BRIDGE NY PROJECT FUNDED BY THE BRIDGE FORMULA PROGRAM (BFP) OFF-SYSTEM FOR COUNTY ROUTE 36 BRIDGE OVER GRASSE RIVER, BIN 3342040, PIN 775433

By Mr. Gennett, Chair, Finance Committee

Authorizing the Implementation and Funding of the Costs of a Transportation Project, which may be eligible for Federal Aid and/or State Aid, or reimbursement from Bridge NY Funds.

WHEREAS, a project for the Preliminary Design Phase for the County Route 36 Bridge over Grasse River, BIN 3342040, PIN 775433 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, 23CFR as amended and PUB.L. 117- 58 also known as the “Bipartisan Infrastructure Law” (BIL), and

WHEREAS, the Board of Legislators wants to advance the above project by making a commitment of one-hundred percent (100%) of the costs for the Preliminary Design for the Project or portions thereof,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts for the 2024 Bridge NY Project funded by the Bridge Formula Program (BFP) Off-System for the County Route 36 Bridge over Grasse River, BIN 3342040, PIN 775433, and

BE IT FURTHER RESOLVED that the Board of Legislators hereby authorizes St. Lawrence County to pay one-hundred percent (100%) of the cost of Preliminary Design work for the Project or portions thereof, with the understanding that qualified costs may be eligible for Federal Aid, State Aid, or reimbursement from Bridge NY funds, and

BE IT FURTHER RESOLVED that the Board of Legislators agrees that St. Lawrence County shall be responsible for all costs of the Project which exceed the amount of Federal Aid, State Aid or Bridge NY funding awarded to the Department of Highways, and

BE IT FURTHER RESOLVED that in the event the Project costs not covered by Federal Aid, State Aid or Bridge NY funding exceed the amount appropriated above, the Board of Legislators shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Department of Highways thereof, and

BE IT FURTHER RESOLVED that the Board of Legislators hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign all necessary agreements, certifications or reimbursement requests for Federal Aid and/or State Aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and

funding of Project costs of St. Lawrence County and permanent funding of the local share of Federal Aid and State Aid eligible Project costs within appropriations therefore that are not so eligible, and

BE IT FURTHER RESOLVED that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

**IN SUPPORT OF EFFORTS TO SALVAGE POTSDAM SANDSTONE FROM THE
DEMOLITION OF THE BUILDINGS AT THE ST. LAWRENCE PSYCHIATRIC
CENTER IN OGDENSBURG TO BE USED FOR FUTURE RESTORATION
PROJECTS TO PRESERVE ARCHITECTURAL HISTORY IN THE VILLAGE OF
POTSDAM**

By Mr. Gennett, Chair, Finance Committee
Co-Sponsored by Ms. Haggard, District 10

WHEREAS, Potsdam Sandstone is a well-cemented sandstone of nearly pure quartz, renowned for its reddish hues, ranging from salmon pink to orange-red, and its strength in construction, and

WHEREAS, Potsdam Sandstone is named for its type locality in Potsdam, New York, where it was noted in outcrops along the Raquette River, and was extensively quarried in the 19th century, beginning in 1809, notably at the Clarkson Quarry, and

WHEREAS, Potsdam Sandstone was used for many buildings and projects throughout the Village of Potsdam, including numerous iconic structures, as well as sidewalks, foundations, and gravestones, and

WHEREAS, of the seventy (70) buildings in St. Lawrence County that are listed on the National Register of Historic Places, twenty-eight (28) are located in or near the Village of Potsdam and made of Potsdam Sandstone, including the Civic Center and Potsdam Public Museum, and

WHEREAS, prominent buildings elsewhere have also utilized Potsdam Sandstone, including the Canadian Parliament in Ottawa and the Cathedral of All Saints in Albany, and

WHEREAS, the reddish-hued historic Potsdam Sandstone structures and history of quarrying have led the community to name the Potsdam Central School mascot as the Sandstoners, and the Village beach and recreational fields as Sandstoner Park, and

WHEREAS, the Potsdam Sandstone quarries on the Raquette River ceased operation a century ago, and

WHEREAS, unoccupied buildings located at the St. Lawrence Psychiatric Center in Ogdensburg, that were constructed with exterior Potsdam Sandstone masonry, are now set to be demolished,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators supports efforts to salvage Potsdam Sandstone from the demolition of the buildings at the St. Lawrence Psychiatric Center in Ogdensburg to be used for future restoration projects to preserve architectural history in the Village of Potsdam.

St. Lawrence County Vacancy Authorization Form



Type:

Subunit (If Applicable):

Date Submitted:

Reason Vacated:

Position Number:

Date Vacated:

Position # Abolished:

Position Status:

Last Fill Date:

Jurisdictional Class:

Appointee Will Be:

Hrs Per Week: Shift Length: FTE:

Budget

Salary of Person Leaving:

Fill Request Timeline:

Benefits:

Revenue Generating: %

Base Salary:

Reimbursed by Local,
State or Federal Funds: %

Base Hourly:

Grade:

Net County Cost:

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

Detailed Justification

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

Department Head Initials (type):

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

St. Lawrence County Vacancy Authorization Form



Type:

Subunit (If Applicable):

Date Submitted:

Reason Vacated:

Position Number:

Date Vacated:

Position # Abolished:

Position Status:

Last Fill Date:

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Appointee Will Be:

Hrs Per Week: Shift Length: FTE:

Budget

Salary of Person Leaving:

Fill Request Timeline:

Benefits:

Revenue Generating: %

Base Salary:

Reimbursed by Local,
State or Federal Funds: %

Base Hourly:

Grade:

Net County Cost:

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

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Department Head Initials (type):

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

St. Lawrence County Vacancy Authorization Form



Type:

Subunit (If Applicable):

Date Submitted:

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Hrs Per Week: Shift Length: FTE:

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Fill Request Timeline:

Benefits:

Revenue Generating: %

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State or Federal Funds: %

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Detailed Justification

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

Department Head Initials (type):

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

**PROCLAIMING OCTOBER AS ST. LAWRENCE COUNTY HISTORY MONTH AND
RECOGNIZING THE COUNTY HISTORIAN AND ALL LOCAL HISTORIANS FOR
THEIR CONTRIBUTIONS IN PRESERVING ST. LAWRENCE COUNTY HISTORY**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Resolution No. 345-2020 was adopted in December of 2020 declaring October as St. Lawrence County History Month, and

WHEREAS, a Petition to form St. Lawrence County was received in the New York State Assembly on February 8, 1802, was read and sent to committee, then the bill passed the Assembly on February 18, 1802 called "The Act to erect part of this state into a county, by the name of the County of St. Lawrence" and was passed March 3, 1802, and

WHEREAS, when the County was organized formally on March 3, 1802, it included four towns: Lisbon, Madrid, Massena, and Oswegatchie, and

WHEREAS, all contributions of the founding officials in the early days of St. Lawrence County are recognized, appreciated, and supported by those who follow in their footsteps and preserve the good work of the County today, and

WHEREAS, the first Board of Supervisors included Nathan Ford in Oswegatchie, Alexander J. Turner in Lisbon, Joseph Edsell in Madrid, and Matthew Perkins in Massena, and

WHEREAS, the first County Clerk was Louis Hasbrouck who was responsible for the first fire-proof Clerk's Office and the first record in the office was recorded on May 29, 1802, and

WHEREAS, the first Sheriff was Elisha Tibbetts, the first St. Lawrence County Judge was Nathan Ford, and the first Court of Common Pleas was held "on the first Tuesday in June 1802" at the old barracks in Oswegatchie, and

WHEREAS, the first term of the General Sessions of the Peace was held June 1, 1802 at the old barracks in Oswegatchie and the Surrogate Court first convened April 27, 1805 by Matthew Perkins to hear the last will and testament of Ezekiel Colburn, and

WHEREAS, the first newspaper published in the County was "The Palladium" by John C. Kipp and Timothy Strong of Vermont with money given to them to purchase a building and a press in 1810 by David Parish and Daniel Church, and

WHEREAS, the first St. Lawrence County Historian, J. Otto Hamel of Wanakena, took office on January 1, 1945, and

WHEREAS, St. Lawrence County has a County Historian along with a number of local historians governing thirty-five (35) towns, five (5) villages, and one (1) city, and

WHEREAS, the County and local historians in St. Lawrence County are responsible for research, writing, teaching, public presentations, historic preservation, and coordinating civic and patriotic commemorations that highlight the rich history of this great County, and

WHEREAS, throughout the month of October, the County Historian will partner with the local town and village historians to share information about the County and plan events that will feature portions of St. Lawrence County history,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims October as St. Lawrence County History Month, and recognizes the County Historian and all Local Historians for their contributions in preserving St. Lawrence County History, and

BE IT FURTHER RESOLVED that the importance of commemorating the anniversary and declaring a month specific to St. Lawrence County history is intended to cultivate an opportunity for information sharing and to reach new audiences that will preserve the rich history in every area of the County.

October 7, 2024

Finance Committee: 9-30-2024

RESOLUTION NO.

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

By Mr. Gennett, Chair, Finance Committee

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

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

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

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