



RUTH A. DOYLE
County Administrator

**ST. LAWRENCE COUNTY
FINANCE COMMITTEE AGENDA
MR. JOHN GENNETT, CHAIR
MONDAY, DECEMBER 23, 2024
BOARD ROOM AND LIVE VIA YOUTUBE
5:30 PM**



DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – November 25, 2024

3. 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)

4. TREASURER – RENEE COLE

- A. Authorizing Blanket Bond in Lieu of Individual Sureties for County Officials and Employees (Res)
- B. Authorizing Petty Cash Accounts and Departmental Cash Drawers (Res)
- C. Bank Depositories and Investment of County Funds (Res)

5. REAL PROPERTY – BRUCE GREEN

- A. Authorizing the Chair to Sign a Contract with Schneider Geospatial, LLC for Licensing, Hosting, and Software Support for Image Mate Online for the Real Property Office (Res)
- B. Real Property Tax Exemptions: Changes to the Senior Exemption and the Disability & Limited Income Exemptions (Discussion)
- C. Correction of Errors Annual Statistics (Info)

6. HIGHWAY – DON CHAMBERS

- A. Modifying the 2025 Budget for the Highway Department for Replacement of Tooley Pond Road Bridge, BIN 3340750, with the 2025 Northern Border Regional Commission Catalyst Program Grant Award (Res)
- B. Use of County-Owned Machinery (Res)
- C. Modifying the 2025 Budget for the Department of Highways for Equipment (Res)(Info)
- D. Modifying the 2024 Budget for the Department of Highways for Machinery Rental, Equipment Repair and Maintenance, and Overtime (Res)

7. WIOA – PAMELA LEWIS

- A. Establishing the Budget for the New York State Department of Labor (NYS DOL) Office of Just Energy Transition (OJET) Renewable Energy Training Initiative (RETI) Program Year 2024 (Res)

8. AMERICAN RESCUE PLAN ACT (ARPA) UPDATE

9. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

- A. Authorizing the Chair to Sign Contracts (Res)
- B. Adoption of the Rules of Procedure (Res)
- C. Newspaper Designation (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. Proclaiming the Year 2025 as the Centennial Year of the New York State Association of Counties and extending congratulations and gratitude to NYSAC for 100 years of exemplary service and leadership (Res)
- B. Modifying the 2024 Budget for Social Services for SNAP, Temporary Assistance/Safety Net, Emergency Assistance for Adults, Foster Care/Adoption and Training (Res)
- C. Authorizing the Treasurer to Modify the 2024 Budget for the Planning Office for Public Transportation (Res)
- D. Authorizing the Chair to Sign a Contract with ProAct to Provide Administrative Services for SLC EGWP Prescription Benefits (Res)

12. EXECUTIVE SESSION

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

13. ADJOURNMENT – If there is no further business.

January 2, 2025

Finance Committee: 12-23-2024

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. Gennett, Chair, Finance Committee

WHEREAS, the St. Lawrence County Self-Insurance Plan has previously contracted with the St. Lawrence County Fire Training Facility, Inc., for priority access to the facility and training of the participants of the St. Lawrence County Self-Insurance Plan, and that agreement expires December 31, 2024, and

WHEREAS, the St. Lawrence County Self-Insurance Plan would like to sign a new contract for one (1) year beginning January 1, 2025, and expiring on December 31, 2025, and

WHEREAS, an annual payment of \$35,000 (LI017104 46000) will be made in quarterly payments 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 training facility by the participants of the St. Lawrence County Self-Insurance Plan, upon approval of the County Attorney.

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

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

By Mr. Gennett, 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, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

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

By Mr. Gennett, 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>	
Public Health	\$250	Sheriff Civil Department	\$100
Probation	400	Mental Health	100
Sheriff	1,500	Chemical Dependency, Canton	100
Social Services	1500	Treasurer	250
Highway	150	County Clerk	1,000
Community Services	<u>250</u>	County Clerk DMV, Canton	600
Total	\$4,050	County Clerk DMV, Massena	400
		County Clerk DMV, Ogdensburg	300
		County Clerk DMV, Gouverneur	300
		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	\$5,350

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, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

BANK DEPOSITORIES AND INVESTMENT OF COUNTY FUNDS

By Mr. Gennett, 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, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH SCHNEIDER
GEOSPATIAL, LLC FOR LICENSING, HOSTING, AND SOFTWARE SUPPORT FOR
IMAGE MATE ONLINE FOR THE REAL PROPERTY OFFICE**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, in August 2001, Resolution No. 227-2001 was adopted providing access to real property information through the Image Mate Online Program provided by Systems Development Group, Inc. (SDG), and

WHEREAS, the Image Mate Online Program allows for review of property information for parcels within St. Lawrence County, and

WHEREAS, in 2023, SDG began offering two (2) new feature enhancements for the Image Mate Online Program: the first item provided two-tiered access to the Image Mate Online Program, and the second item lists all county, town, school, and village bills for each parcel by year, and

WHEREAS, in August 2024, SDG was purchased by Schneider Geospatial, LLC and will provide St. Lawrence County with a publicly accessible web-based property information portal featuring land assessment, taxation, Computer Assisted Mass Appraisal (CAMA), and digital map data utilizing existing real estate and GIS datasets, and

WHEREAS, the existing Image Mate Online Portal for St. Lawrence County will be migrated to Schneider Geospatial Beacon Portal, and the term of the contract will be January 1, 2025, to December 31, 2025, in the amount of \$8,600 (R1013554 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Schneider Geospatial, LLC for licensing, hosting, and software support for Image Mate Online for the Real Property Office, upon approval of the County Attorney.

Correction of Errors Report

12/20/2024

The Real Property Department receives and processes Corrections of Errors (COE's) for Village Tax Bills, School Tax Bills and Town and County Tax Bills.

The description below shows the corrections per year by the 3 municipal groups Town, Village and School. Corrections that effect the town portion of a tax bill may also affect the county portion of the Town and County Tax Bill, both are accounted for in the Town column below.

COE types:

- Chargebacks – an amount is corrected and invoiced to the property owner
- Omitted Taxes – an amount is billed to the property owner on the next tax bill
- Refunds – owner has paid the tax bill – a certain amount needs to be refunded

<u>Year</u>	<u>Town</u>	<u>Village</u>	<u>School</u>	<u>Total</u>
2021	21	6	18	45
2022	21	1	19	41
2023	13	16	15	44
2024	56	6	39	101

Provided by the Real Property Department - 315-379-2272

Ref: Correction of Errors Report 2024

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE HIGHWAY DEPARTMENT FOR
REPLACEMENT OF TOOLEY POND ROAD BRIDGE, BIN 3340750, WITH THE 2025
NORTHERN BORDER REGIONAL COMMISSION CATALYST PROGRAM GRANT
AWARD**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, Resolution No. 132-2024 authorized the Chair to sign all Northern Border Regional Commission (NBRC) Catalyst Program documents and endorsed funding for the Tooley Pond Road Bridge replacement, and

WHEREAS, NBRC Catalyst Program has awarded St. Lawrence County \$750,000 requiring a twenty-percent (20%) local match, and

WHEREAS, the Department of Highways will utilize County machinery and labor for the local portion, and

WHEREAS, the Board of Legislators wants to advance the project by making a commitment of one-hundred percent (100%) of the cost of the project, and

WHEREAS, the Department of Highways will be submitting reimbursement requests to NBRC with administration by the Development Authority of the North Country (DANC),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Department of Highways for replacement of Tooley Pond Road Bridge, BIN 3340750, with the 2025 Northern Border Regional Commission Catalyst Program Grant Award, as follows:

INCREASE APPROPRIATIONS:

HM551104 454BS B2	Miscellaneous Bridge Supp	\$750,000
-------------------	---------------------------	-----------

INCREASE REVENUE:

HM040895 57000	Highway Other Federal Aid	\$750,000
----------------	---------------------------	-----------

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

USE OF COUNTY-OWNED MACHINERY

By Mr. Gennett, 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 the public interest,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves the use County-owned machinery, and

BE IT FURTHER RESOLVED use of County-owned machinery, tools or equipment by New York State or any municipal corporation, political subdivision, district, district corporation or school district located within the State is authorized, when recommended by the County Superintendent of Highways.

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

**MODIFYING THE 2025 BUDGET FOR THE DEPARTMENT OF HIGHWAYS FOR
EQUIPMENT**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, with an aging fleet, which continues to need repairs, the Department of Highways is in need of new highway machinery and equipment, and

WHEREAS, the continued investment in equipment and machinery helps to ensure a timely response to road safety issues, and

WHEREAS, the Superintendent of Highways submitted an equipment purchase plan in conjunction with the 2025 Budget, and

WHEREAS, Section 133, Article 6 of the New York State Highway Law allows for the transfer of funds, to allow the Superintendent of Highways to manage resources that best serve the department,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2025 Budget for the Department of Highways for equipment, as follows:

DECREASE CAPITAL EQUIPMENT RESERVE:

01TG0878 50300 EQUIP	Capital Reserve Equipment	\$3,600,000
----------------------	---------------------------	-------------

INCREASE APPROPRIATED FUND BALANCE:

01TG0911 50300	Fund Bal, Unreserved Unappr	\$3,600,000
----------------	-----------------------------	-------------

INCREASE APPROPRIATIONS:

T6199019 90400	T IFT GF Transfer To RM	\$3,600,000
----------------	-------------------------	-------------

INCREASE APPROPRIATIONS:

HR051302 24000	H RM Highway & Street Equipment	\$3,600,000
----------------	---------------------------------	-------------

INCREASE REVENUE:

T6450319 90100	T IFT RM Transfer From GF	\$3,600,000
----------------	---------------------------	-------------

Fleet Name	Year	Make	Model	Vin/Serial	Cost	Equipment Description
H260009	2009	Sweepster	21197 MH4	0919013	\$ 2,400	CAT Broom for Skidsteer
H004089	2010	Navistar	Work Star 7400	1HTWDAAR8BJ338358	\$ 25,000	Plow & Sander for Leased Truck
H260008	2005	Caterpillar	BP25	AEH00663	\$ 31,247	CAT 62" Fusion Broom
H006127	2015	International	7600 SFA	1HTGRSNT9FH603285	\$ 311,129	International Plow Truck & Harder Spreader
H020010	2018	Felling	XF-110-3HDG00092	5FTSL5335J1000029	\$ 97,750	Kaufman FRD 55 Low Boy
H171601	2016	Caterpillar	AP1000F	AC400219	\$ 554,880	CAT AP 1000 Paver
H250181	2014	Kubota	M100GXDTC	50640	\$ 160,778	CAT 309 Excavator with Tools
H020002	2013	Hudson	Flat Bed	10HHSL169D1000019	\$ 15,000	Utility Trailer
H006128	2015	International	7600 SFA	1HTGRSNT0FH603286	\$ 297,512	International Plow Truck
H006132	2015	International	7600 SFA	1HTGRSNT8FH718668	\$ 297,512	International Plow Truck
H161601	2016	Caterpillar	246D4F	CAT0246DVBYP02899	\$ 76,769	CAT 246D3 Skid Steer & Tools
H010086	2018	International	HX615	3HSDSSNT0JN494757	\$ 179,438	International Truck with Wet Line (Tractor)
H140007	2016	Caterpillar	326F	CATO326FVWGL00866	\$ 192,101	CAT 315 with Hydraulic Thumb
H140008	2016	Caterpillar	326F	CATO326FHWGL00869	\$ 262,005	CAT 326 with Hydraulic Thumb
H160003	2016	John Deere	624K	1DW624KZCFF673094	\$ 200,125	CAT 930M Loader
H160178	2014	John Deere	544K	1DW544KZLEE660643	\$ 200,125	CAT 930M Loader
H160179	2014	John Deere	544K	1DW544KZAEE660687	\$ 200,125	CAT 930M Loader
H160180	2014	John Deere	544K	1DW544KZHEE660773	\$ 200,125	CAT 930M Loader
H161606	2016	Caterpillar	930M	CATO930MAKTGO1784	\$ 200,125	CAT 930M Loader
H161607	2016	Caterpillar	930M	CATO930MTKTGO1873	\$ 200,125	CAT 930M Loader
H161605	2016	Caterpillar	930M	CAT930MVKTGO1783	\$ 200,125	CAT 930M Loader
H161604	2016	Caterpillar	930M	CAT0930MJKTGO1781	\$ 200,125	CAT 930M Loader
		Shop Manlift			\$ 25,000	Shop Manlift
					\$ 40,000	2025 Highway Enterprise upfit costs
					\$ (765,000)	CAT Trades
					\$ 195,479	Contingency

Total \$ 3,600,000.00

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

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

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the Department of Highways budgets appropriation and revenue accounts to align with current and projected operational needs, and

WHEREAS, recent flood-related highway repairs have necessitated increased utilization of County-owned machinery, and

WHEREAS, additional highway projects and repairs have led to increased overtime costs, and

WHEREAS, these increased expenses are offset by reductions in other appropriation lines, and

WHEREAS, the Department seeks to amend the budget to more accurately reflect actual 2024 operations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Department of Highways for machinery rental, equipment repair and maintenance, and overtime, as follows:

DECREASE APPROPRIATIONS:

HM551124 454BS B1	Miscellaneous Bridge Supplies	\$100,000
-------------------	-------------------------------	-----------

INCREASE APPROPRIATIONS:

T6399019 90400	T IFT CR Transfer to RM	\$100,000
----------------	-------------------------	-----------

INCREASE REVENUE:

T6450319 90300	T IFT RM Transfer from CR	\$100,000
----------------	---------------------------	-----------

INCREASE APPROPRIATIONS:

HD051304 42200	H ER I/D Equip Repair & Main	\$100,000
----------------	------------------------------	-----------

DECREASE APPROPRIATIONS:

HM551124 40600 B1	Machinery Rental	\$15,000
HC051424 40600	H CSR Machinery Rental	125,000

HC051424 454WM	H CSR Winter Maintenance Mater	151,000
HS051444 465CO	H Snow 50-59 Sub-Contracts	<u>100,000</u>
		\$391,000

INCREASE APPROPRIATIONS:

HA050104 42202	H ADM Equip Repair & Maint	\$10,000
HM151104 40600 H1	Machinery Rental	10,000
HM351104 40600	Machinery Rental	290,000
HM433104 40600	Machinery Rental	35,000
HM551104 40600	Machinery Rental	40,000
HG051484 40600	H HSOB Machinery Rental	<u>6,000</u>
		\$391,000

DECREASE APPROPRIATIONS:

HM351101 13000	Technical	\$110,000
----------------	-----------	-----------

INCREASE APPROPRIATIONS:

HM351101 18000	Overtime	\$110,000
----------------	----------	-----------

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

**ESTABLISHING THE BUDGET FOR THE NEW YORK STATE DEPARTMENT OF
LABOR (NYS DOL) OFFICE OF JUST ENERGY TRANSITION (OJET) RENEWABLE
ENERGY TRAINING INITIATIVE (RETI) PROGRAM YEAR 2024**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, New York State Department of Labor (NYS DOL) Program Guidance Letter #24-03 states that interested Local Workforce Development Areas (LWDAs) may receive New York Power Authority (NYPA) State funding, and

WHEREAS, St. Lawrence County is eligible to receive up to \$175,000 based on the percentage of census tracts designated as Disadvantaged Communities (DACs) within the Local Workforce Development Area (LWDA), and

WHEREAS, the Workforce Development Board has been awarded \$175,000 to administer the initiative known as the Renewable Energy Training Initiative (RETI), and

WHEREAS, Resolution 24-L06-15 authorized the execution of the agreement to accept the funding for the OJET RETI initiative, and was approved at the St. Lawrence County Workforce Development Board Executive Committee meeting on December 6, 2024, and

WHEREAS, the funds are available to be used from December 1, 2024 to November 30, 2025, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to establish the Budget for the New York State Department of Labor (NYS DOL) Office of Just Energy Transition (OJET) Renewable Energy Training Initiative (RETI) Program Year 2024, as follows:

INCREASE APPROPRIATIONS:

UI462901 12000	Suprvisory/Admin	\$7,827
UI462901 14000	Clerical	2,773
UI462904 40700	Bldg & Property Rent	250
UI462904 41400	Liability & Other Insurance	30
UI462904 41901	Central Printing	25
UI462904 42000	Office Supplies & Expense	25
UI462904 42002	Copying Expense	25
UI462904 42300	Telephone	25
UI462904 42400	Postage	25
UI462904 42700	Memberships & Dues	100
UI462904 430WI	WIB Expenses	1,510
UI462904 44300	Mileage Reimbursement	100
UI462904 47800	DP Charges	345

UI462904 49900	Miscellaneous Expenses	500
UI462908 81000	Retirement	936
UI462908 83000	Social Security	567
UI462908 84000	Workers Compensation	214
UI462908 84500	Group Life Insurance	13
UI462908 86000	Hospital & Medical Insurance	2,080
UI462908 86500	Dental Insurance	100
UI462908 89000	Vision Insurance	30
UI462911 11000	Direct Service Worker	16,820
UI462911 12000	Supervisory/Administration	6,270
UI462911 14000	Clerical	4,100
UI462911 19550	Health Insurance Buyback	630
UI462914 40700	Bldg & Property Rent	3,010
UI462914 41100	Professional Education	230
UI462914 41400	Liability & Other Insurance	335
UI462914 41901	Central Printing	100
UI462914 42000	Office Supplies & Expense	200
UI462914 42002	Copying Expense	100
UI462914 42300	Telephone	200
UI462914 42400	Postage	150
UI462914 42600	Books & Periodicals	45
UI462914 42700	Memberships & Dues	400
UI462914 43005	Advertising	250
UI462914 430WI	WIB Expenses	6,000
UI462914 44300	Mileage Reimbursement	100
UI462914 44500	Other Travel Reimbursement	100
UI462914 47800	DP Charges	1,800
UI462914 49900	Miscellaneous Expense	100
UI462918 81000	Retirement	1,910
UI462918 83000	Social Security	1,160
UI462918 84000	Workers Compensation	440
UI462918 84500	Group Life Insurance	40
UI462918 86000	Hospital & Medical Insurance	5,100
UI462918 86500	Dental Insurance	300
UI462918 89000	Vision Insurance	110
UI462924 461DC	Day Care Adult	3,500
UI462924 461FE	Fees for Services	3,000
UI462924 461HP	Participant Medical Fees	2,000
UI462924 461OJ	OJT Employer Reimbursement	20,000
UI462924 461PM	Participant Travel Adult	1,500
UI462924 461TU	Tuition/Books/Fees	<u>77,500</u>
		\$175,000

INCREASE REVENUE:

UI43895 56000	SA NY RETI	\$175,000
---------------	------------	-----------

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN CONTRACTS

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the following organizations have appropriations in the 2025 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	CD016804 43007	\$5,000
Access KI	CD016804 43007	\$5,000
Adoption STAR, Inc.	Various Accounts	Rate Schedule
Alzheimer's Disease & Related Disorders Assoc.	OA067724 43007	Rate Schedule
Adobe	CD016804 42004	\$15,000
Bigleaf Networks	CD016804 43007	\$12,000
Catholic Charities (DSS)	DAS60104 430CA	\$42,000
Catholic Charities (CSS)	A4143224 465CC	\$256,716
Catholic Charities (CRV)	A4243224 465CC	\$135,527
Childcare Coordinating Council of North Country	Various Accounts	Rate Schedule
Children's Home of Jefferson County	A4443224 465CH	\$22,829
Citizen Advocates	A4143224 465CA	\$21,185
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
Discover eGov	CD016804 42004	\$7,000
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
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
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
Juniper	CD016804 42004	\$20,000
Karole Houle-Marolf	DAA60104 43007	\$4,680

KnowBe4	CD016804 42004	\$10,000
LabCorp	DAC60104 43004	\$51 per unit
Linda Buchanan	ON067724 43007	Rate Schedule
Legal Aid Society of Northeastern NY, Inc.	ON067724 43002	\$10,000
Massena Meals on Wheels	ON067724 430CA	\$43,000
Mental Health Counseling Services of NNY	Various Accounts	Rate Schedule
Mimecast	CD016804 42004	\$31,000
Morristown Fire District	ON067724 40700	\$6,600
NCC Systems	CD016804 43007	\$3,000
Network Experts of NY	CD016804 43007	\$3,000
Neurodevelopmental Health Services	Various Accounts	Rate Schedule
North Country Freedom Homes	A2342504 46500	\$661,612
Northern Border Counseling Services	Various Accounts	Rate Schedule
Northern Border Counseling Services (employee)	Various Accounts	Rate Schedule
Northern Lights Home Health Care	OA067724 43007	Rate Schedule
Northern Regional Center (OFS)	A4443224 465NR	\$193,066
NYS DOCCS Office	ON067724 45200	\$2,000
NYSTEC	CD016804 43007	\$40,000
NYSID, Inc.	DAA60104 43006	up to \$199,354
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
Rel Comm	CD016804 42306	\$70,000
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
Rubenzahl, Knudsen & Assoc. (Psych Services)	Various Accounts	Rate Schedule
S&L Electric	CD016804 43007	\$3,000
SADA	CD016804 42004	\$6,000
Safe Harbour	Various Accounts	\$44,217
School Districts	Various Accounts	Rate Schedule
Saint Lawrence Pathology, PLLC	PC011854 43016	Rate Schedule
SL Child Care Council (Registration)	DSD60554 46500 CCBG	\$116,487
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
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
Seaway Valley Prevention Council	A4143224 465SV	\$47,242
Seniors Helping Seniors	OA067724 43007	Rate Schedule
St. Joseph's Rehabilitation Center	A2142304 46500	\$184,011

St. Lawrence Health System	PC011854 451000 / 407MF	Rate Schedule
STEP-BY-STEP (CSS)	A4143224 465SS	\$109,846
STEP-BY-STEP (CRV)	A4243224 465SS	\$110,528
STEP-BY-STEP (CPP)	A4343224 465SS	\$212,564
STEP-BY-STEP (DSS Warming Cntr)	Various Accounts	up to \$172,000
THRIVE Wellness and Recovery, Inc.	A4243224 465TL	\$115,366
THRIVE Wellness and Recovery, Inc.	A4443224 465TL	\$171,319
Tiffany Nelson-Fuse (Parenting Assessment)	Various Accounts	Rate Schedule
Transitional Emp. Advancement Program (TEAP)	Various Accounts	Rate Schedule
The Arc Jefferson-St. Lawrence NY (CSS)	A4143224 465AR	\$239,235
The Arc Jefferson-St. Lawrence NY (CRV)	A4243224 465AR	\$66,118
The Arc Jefferson-St. Lawrence NY (OFS)	A4443224 465AR	\$278,689
The Mental Health Assoc of Jefferson County	A4443224 465JD	\$106,952
Town of Fine	ON067724 40700	\$4,200
Twin Pier Pathology	PC011854 451000 / 407MF	Rate Schedule
United Helpers (OFS)	A4443224 465UH	\$880,858
Usherwood Office Technologies	CD016804 43007	\$1,000
Venesky & Company	PA040104 43003	\$35,150
Volunteer Transportation Center	OA067724 443VT	\$75,000
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

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

ADOPTION OF THE RULES OF PROCEDURE

By Mr. Gennett, 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, 2025, 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.

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, 2025

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 2025 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.

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 reference 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, 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 minutes, or the timeframe to be announced. The total Citizen Participation time period shall not exceed thirty (30) minutes, unless extended at the discretion of the Chair.
- 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 minutes shall contain the time and place and persons present at the meeting; 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. Written Committee minutes and agendas will be posted to a digital repository 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 2025 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 Committee consideration with the Clerk of the Board by the submission deadline in accordance with the 2025 Meeting Schedule.

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

a. If the resolution is to be in the committee 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.

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 reference 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
St. Lawrence County Board of Legislators 2025 Meetings Schedule
January – December

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

Please Note: The deadline for submission is close of business on the submission date. (See CivicClerk for deadlines)
Pre-Committee Review will tentatively begin at 9:15 a.m. for Operations, Services and Finance Committees with times being confirmed after Chairs are appointed.

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

NEWSPAPER DESIGNATION

By Mr. Gennett, 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 2025:

LOCAL LAWS AND OTHER MATTERS REQUIRED BY LAW TO BE PUBLISHED

Johnson Newspapers

North Country This Week

Gouverneur Tribune Press

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

**PROCLAIMING THE YEAR 2025 AS THE CENTENNIAL YEAR OF THE NEW
YORK STATE ASSOCIATION OF COUNTIES AND EXTENDING
CONGRATULATIONS AND GRATITUDE TO NYSAC FOR 100 YEARS OF
EXEMPLARY SERVICE AND LEADERSHIP**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the New York State Association of Counties (NYSAC) was founded 100 years ago to serve as a unified voice and advocate for the 57 counties of New York State, including the five boroughs of New York City, and

WHEREAS, NYSAC has consistently worked to enhance the effectiveness of county governments through robust advocacy, comprehensive education, and meticulous research, all aimed at addressing the unique challenges faced by county officials and their constituents, and

WHEREAS, over the past century, NYSAC has played an instrumental role in promoting the interests of county governments at the state and federal levels, ensuring that the voices of local governments are heard, and their needs addressed, and

WHEREAS, NYSAC has provided invaluable resources and training to county officials, empowering them with the knowledge and tools necessary to deliver efficient and effective services to the residents of New York State, and

WHEREAS, through its commitment to research, NYSAC has fostered innovative solutions and best practices that have strengthened county operations and improved the quality of life for millions of New Yorkers, and

WHEREAS, NYSAC has built a legacy of collaboration and partnership among county governments, fostering a spirit of unity and mutual support that has been crucial to addressing common challenges and advancing shared goals, and

WHEREAS, The centennial anniversary of NYSAC is a momentous occasion to celebrate the enduring dedication of the association to public service and its profound impact on the governance and well-being of New York State's counties,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims the Year 2025 as the centennial year of the New York State Association of Counties and extending congratulations and gratitude for 100 years of exemplary service and leadership.

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR SOCIAL SERVICES FOR SNAP,
TEMPORARY ASSISTANCE/SAFETY NET, EMERGENCY ASSISTANCE FOR
ADULTS, FOSTER CARE/ADOPTION AND TRAINING**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, due to higher than expected costs in SNAP, Temporary Assistance/Safety Net, Emergency Assistance for Adults, Foster Care/Adoption and Training a budget modification is necessary, and

WHEREAS, there were decreased costs in State Training School and Child Support,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Social Services Budget for SNAP, Temporary Assistance/Safety Net, Emergency Assistance for Adults, Foster Care/Adoption and Training as follows:

INCREASE APPROPRIATIONS:

DAA60104 43007	D ADM Other Fees	\$50,000
DAF60104 40800	D FS Maintenance Building	500
DAP60104 499CN	D TA Client Notices	50,000
DAT60104 499TF	D Trng Local Share Training FE	5,000
DPA61424 46100	D EAA Directs	4,000
DSC61194 46500 ADAD	D ADCFC Adoption Subsidies-I	1,139,169
DSC61194 465IB CC	D CC Institution Board	1,139,169
DSJ61234 465BC EAJD	D EAF JD/PINS Board & Care	130,000
DPS61404 46100	D HR Directs	<u>150,000</u>
		\$2,667,838

INCREASE REVENUE:

DA036105 56000	D SA General Administration	\$6,992
DA046105 57000	D FA General Administration	11,004
DAC27705 55000	D SCU Interest Earned	6,962
DAF46115 57000	D FA Food Stamps Administration	4,223
DAS36105 560CW	D SA Child Welfare Funding	2,769
DPA36425 56000	D SA Emergency Aid for Adults	2,000
DPB18405 55000 BURY	D LR Safety Net Burials	24,356
DPF27015 55000 EAF	D LR EAF Directs Prior Year RE	1,305
DPS36405 56000	D SA Safety Net	39,533
DPS46405 57000	D FA Safety Net	1,200
DSC36195 56000	D SA Child Care	353,142
DSC46195 57000	D FA Child Care	569,585
DSJ27015 55000	D LR JD Prior Year Refunds	1,012

DSS27015 55000	D LR ST Prior Year Refunds	<u>44,068</u>
		\$1,368,151

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$785,693
DSS61294 46500	D STS Other Payments	500,000
DAC60104 49900	D SCU Miscellaneous Expense	<u>25,000</u>
		\$1,310,693

DECREASE REVENUE:

DA036105 56000	D SA General Administration	\$1,905
DA046105 57000	D FA General Administration	1,905
DAF46115 57000	D FA Food Stamps Adminstration	<u>7,196</u>
		\$11,006

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

**AUTHORIZING THE TREASURER TO MODIFY THE 2024 BUDGET FOR THE
PLANNING OFFICE FOR PUBLIC TRANSPORTATION**

By Mr. Gennett, Chair, Finance Committee

WHEREAS, the New York State Department of Transportation announced increased 2024 funding allocations of 5311 Supportive Employment Services and Core Operating Aid for St. Lawrence County, and

WHEREAS, these funds pay for expenses related to the delivery of public transportation services, and

WHEREAS, these increases require a budget modification,

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

INCREASE APPROPRIATIONS:

N2B56304 43007	N BUS Other Fees and Services	\$106,654
----------------	-------------------------------	-----------

INCREASE REVENUE:

N2B45895 57003	N FA BUS Operations Ogds/Potsd	\$106,654
----------------	--------------------------------	-----------

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

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

January 2, 2025

Finance Committee: 12-23-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH PROACT TO PROVIDE ADMINISTRATIVE SERVICES FOR SLC EGWP PRESCRIPTION BENEFITS

By Mr. Gennett, Chair, Finance Committee

WHEREAS, St. Lawrence County (SLC) currently has an agreement with “Pro-Act” and Envision Insurance Company (EIC) whereby EIC arranges the CMS-approved Employer Group Waiver Plan (EGWP) for SLC Medicare Part D benefit plan and Pro-Act provides benefit program administration services related to EGWP to SLC, and

WHEREAS, EGWP is a Centers for Medicare and Medicaid Services (CMS) approved Medicare Part D (prescription) benefits plan that is offered by SLC to SLC Medicare eligible retirees through a CMS waiver which can result in lower healthcare costs, and

WHEREAS, the SLC EGWP is arranged by a Medicare plan sponsor (private insurance company) through an administrative services contract with Pro-Act, and

WHEREAS, EIC has been dissolved and SLC will contract with Pro-Act directly to provide administrative services and a Medicare Plan Sponsor, and

WHEREAS, MG Insurance Company (MGIC) is licensed and authorized by CMS to arrange Medicare Part D plans/services for and on behalf of Employer Group Waiver Plans through direct/indirect contractual relationships with prescription benefit plan administrators, and

WHEREAS, Pro-Act and SLC mutually desire to enter into an agreement whereby Pro-Act shall provide EGWP program administration services and the CMS-approved EGWP for SLC Medicare Part D benefit plan to SLC through a contract with MGIC as the plan sponsor, and

WHEREAS, this agreement shall replace any prior agreement between the SLC and Pro-Act for services pursuant to this agreement, and

WHEREAS, SLC Benefit Consultants reviewed the pricing and terms of the agreement and confirmed it matches the prior agreement guarantees, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Pro-Act to provide administrative services for the SLC EGWP prescription benefit plan and a CMS-approved EGWP plan sponsor, upon approval of the County Attorney.