

St. Lawrence County
BOARD OF LEGISLATORS
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RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, OCTOBER 17, 2022
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – September 19**
- 3. PROBATION – TIM LEPAGE**
 - A. Authorizing the Chair to Sign a Contract with Karole L. Houle-Marolf for Cleaning Services at the District Offices of Probation, Department of Motor Vehicles, Emergency Services and Community Services Located at Harrowgate Commons in Massena, New York (Res)
 - B. Authorizing the Chair to Sign a Contract with Julie L. Lawless, LCSW, for Counseling Services for the Probation Department (Res)
- 4. PLANNING – JASON PFOTENHAUER**
 - A. Authorizing the Chair to Sign the Section 5311 Funding Application to Continue Providing Public Mass Transportation for St. Lawrence County (Res)
- 5. HUMAN RESOURCES – JONNIE DOROTHY**
 - A. Authorizing the Extension of the Contract with Excellus Blue Cross Blue Shield to Act as Third Party Administrator for the St. Lawrence County Health Benefits Plan (Res)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
 - B. Public Defender
 1. Fill a Chief Assistant Public Defender, Position No. 021700002
 - C. Sheriff
 1. Create and Fill a Deputy Sheriff-Detective, Position No. 605500007
 - D. Emergency Services
 1. Fill a Senior Dispatcher, Position No. 612400004

7. COMMITTEE REPORTS

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

8. OLD/NEW BUSINESS

- A. Pistol Permit Applications Status – County Clerk Sandy Santamoor

9. EXECUTIVE SESSION

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

10. ADJOURNMENT – If there is no further business.

November 7, 2022

Operations Committee: 10-17-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
KAROLE L. HOULE-MAROLF FOR CLEANING SERVICES AT THE DISTRICT
OFFICES OF PROBATION, DEPARTMENT OF MOTOR VEHICLES, EMERGENCY
SERVICES AND COMMUNITY SERVICES LOCATED AT
HARROWGATE COMMONS IN MASSENA, NEW YORK**

By Ms. Curran, Chair, Operations Committee

WHEREAS, since 2010 St. Lawrence County has leased property at Harrowgate Commons, Massena, New York, for district offices of Probation, Department of Motor Vehicles, Community Services, and the backup location for the Secondary Public Safety Answering Point (PSAP) for Emergency Services (A1342504 43007, K1314104 43007, Q1M31404 43007, and XPT36404 43007), and

WHEREAS, the contact period is January 1, 2023 through December 31, 2023, and

WHEREAS, the lease specifies that “Lessee shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances therein, and shall, in the use and occupancy of the premises, conform to all laws, orders, and regulations of the federal, state, and municipal governments or any of their departments,” and “Lessee shall not unreasonably permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building,” and

WHEREAS, Karole L. Houle-Marolf has provided cleaning services at the Harrowgate Commons, in Massena since 2016, and will continue at a rate of \$25 per hour,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Karole L. Houle-Marolf for cleaning services at the district offices of Probation, Department of Motor Vehicles, Emergency Services, and Community Services located at Harrowgate Commons, Massena, New York, upon approval of the County Attorney.

November 7, 2022

Operations Committee: 10-17-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH JULIE L. LAWLESS,
LCSW, FOR COUNSELING SERVICES FOR THE PROBATION DEPARTMENT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Probation Department has determined that the purchase of rehabilitative and supportive services can be an effective and efficient means to fulfill its statutory responsibilities, and

WHEREAS, Julie L. Lawless, LCSW, is a Licensed Clinic Social Worker 2 Counselor with the experience and capacity to provide counseling to juveniles and adults identified as sexual offenders, and

WHEREAS, the Probation Department is required as part of the enhanced services for the Sex Offenders Block Grant under the New York State Division of Criminal Justice Services Office of Probation and Correctional Alternatives to ensure that all sex offenders are assessed by a trained treatment provider using a sex offender specific assessment instrument, and

WHEREAS, the Probation Department is seeking to continue the services for individual and group counseling sessions, as well as assessments (Q1031404 43000 SOM), with the terms of the contract being January 1, 2023 through December 31, 2024, and

WHEREAS, the rates are \$25 per client for group sessions, \$35 per client for individual therapy, and \$250 for each sex offender assessment,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Chair to sign a contract with Julie L. Lawless, LCSW, for counseling services for the Probation Department, upon approval of the County Attorney.

November 7, 2022

Operations Committee: 10-17-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN THE SECTION 5311 FUNDING
APPLICATION TO CONTINUE PROVIDING PUBLIC MASS TRANSPORTATION
FOR ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County is submitting a request for grant funds to the New York State Department of Transportation, pursuant to Section 5311, Title 49 United States Code, for projects to provide public mass transportation service for St. Lawrence County for the 2021, 2022, and 2023 fiscal years, and

WHEREAS, the County has secured resources to satisfy the local share, and

WHEREAS, New York State and St. Lawrence County have entered into continuing agreements, or will enter into successor continuing agreements, which authorizes the undertaking of projects and the reimbursement of the Federal and applicable State shares, and

WHEREAS, the County is contracting with third-party subcontractors to complete the projects for public mass transportation services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the Section 5311 funding application to continue providing public mass transportation for St. Lawrence County, upon approval by the County Attorney.

November 7, 2022

Operations Committee: 10-17-2022

RESOLUTION NO. _____

**AUTHORIZING THE EXTENSION OF THE CONTRACT WITH EXCELLUS BLUE
CROSS BLUE SHIELD TO ACT AS THIRD PARTY ADMINISTRATOR
FOR THE ST. LAWRENCE COUNTY HEALTH BENEFITS PLAN**

By Ms. Curran, Chair, Operations Committee

WHEREAS, on April 1, 2017, St. Lawrence County contracted with Excellus Blue Cross/Blue Shield for third party administrator (TPA) services, after a full review of health insurance benefit changes by the County, St. Lawrence County Health Care Consultants, and the seven Unions associated with St. Lawrence County, and

WHEREAS, Excellus Blue Cross Blue Shield provided a savings of approximately fifty-percent (50%) the first year and continues to provide high discount rates with an expanded network of providers to enrollees, as well as no reduction in benefits from enrollees, and

WHEREAS, there has been no change to the contract provisions, and

WHEREAS, Excellus Blue Cross Blue Shield also provides St. Lawrence County stop loss insurance for the St. Lawrence County health insurance plan at the most competitive rate per quotes secured in December of 2021, and

WHEREAS, Excellus Blue Cross Blue Shield has guaranteed administrative fees for services as provided: \$42.83 per contact per month for 2023; \$44.99 per contact per month for 2024; and \$46.11 per contact per month for 2025,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the extension of the contract with Excellus Blue Cross/Blue Shield to act as Third Party Administrator for the St. Lawrence County Health Benefits Plan from January 1, 2023 through December 31, 2025, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to execute an additional one-year extension of this agreement with the authorization of the St. Lawrence County Healthcare Committee and upon approval of the County Attorney.

VACANCY REVIEW SUMMARY

Via Zoom

October 4, 2022

Legislators Attending: Joe Lightfoot and Rick Perkins

Committee Members: Ruth Doyle, Dylan Soper, Jonnie Dorothy, Heather Hebert
2:30 P.M.

Positions reviewed:

Summary: January 4th – October 4th

Requests: 130

Approved: 124

Denied: 0

Request/Hold: 6

Withdrawn: 0

Summary: October 4th

Requests: 8

Approved: 8

Denied: 0

Request/Hold: 0

Withdrawn: 0

Community Services:

Request: 1

Request: Create and Fill, Keyboard Specialist
Position No. 003100101, Immediately

Recommendation: Fill, Immediately

Office for the Aging:

Request: 2

Request: Fill, Program Coordinator
Position No. 803000006, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Account Clerk
Position No. 100200016, 90 Days

Recommendation: Fill, 90 Days

Social Services:

Request: 1

Request: Fill, Employment and Training Counselor – Unit/Employment
Position No. 701000018, Immediately

Recommendation: Fill, Immediately

Public Defender's Office

Request: 1

Request: Fill, Chief Assistant Public Defender
Position No. 021700002, Immediately

Recommendation: Fill, Immediately

Sheriff's Office:

Request: 1

Request: Create and Fill, Deputy Sheriff – Detective
Position No. 605500007, Immediately

Recommendation: Fill, Immediately

Emergency Services:

Request: 1

Request: Fill, Senior Dispatcher
Position No. 612400004, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 1

Request: Fill, Motor Equipment Mechanic
Position No. 308100007, Immediately

Recommendation: Fill, Immediately

Committee Members:

- 1.4 John Burke and Margaret Haggard
- 2.8 Larry Denesha and Dan Fay
- 3.8 Joe Lightfoot and Rita Curran
- 4.5 Kevin Acres and Tony Arquiatt
- 5.3 Rick Perkins and Bill Sheridan
- 6.7 Harry Smithers and Dave Forsythe
- 7.12 Margaret Haggard and Nicole Terminelli
- 8.2 Suzanne Fiacco and Dan Fay
- 9.13 Larry Denesha and John Burke

St. Lawrence County Vacancy Authorization Form

Public Defender's Office



Type: Fill

Chief Assistant Public Defender

Subunit (If Applicable):

Date Submitted: September 26, 2022

Reason Vacated: Resignation

Position Number: 021700002

Date Vacated: September 30, 2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: August 12, 2019

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

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$90,327

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$50,655

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

Base Salary: \$76,716

Budget Mod Attached, If Required?

Grade: v

Net County Cost: \$140,982

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.

In 2017, the New York State Office of Indigent Legal Services established case load standards to take effect gradually beginning in 2018 and must be fully implemented by 2023. At present, the St. Lawrence County Public Defender's Office is currently operated severely understaffed based on these caseload standards, therefore the filling of the Assistant Public Defender position is essential in continuing to provide constitutionally mandated services to indigent clients. The goal of this position will be to provide necessary legal services with the overarching goal of balancing out the caseloads among attorneys in the office, in order to begin to comply with the NYS ILS caseload standards. In addition, the job of the Chief Assistant Public Defender is to work along side the Public Defender and help with the administrative responsibilities and to help out with decision making.

Department Head:

James M. Gregoire

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Create & Fill

Deputy Sheriff - Detective

Subunit (If Applicable): Criminal

Date Submitted: August 16, 2022

Reason Vacated: New Position

Position Number: 605500007

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$28,124

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

Base Salary: \$50,149

Budget Mod Attached, If Required?

Grade: DET

Net County Cost: \$0

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.

This position is a new Detective Position that will join the New York State Labor Trafficking Task Force as well as the Department of Homeland Security Task Force. This Detective will be conducting victim centered proactive labor trafficking investigations as well as providing comprehensive case management. This Detective will be conducting other criminal investigation work when required. This position will be fully funded by the Howard Buffet Grant.(Human Trafficking) and there is no net cost to the County. The person being assigned will be coming in at Step 9 on the appropriate pay scale and not at base.

Department Head: *Brooks J. Bjornke*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Emergency Services



Type: Fill

Senior Dispatcher

Subunit (If Applicable):

Date Submitted: 09/20/2022

Reason Vacated: Resignation



Position Number: 612400004

Date Vacated: 10/17/22

Position # Abolished:

Position Will Be: Fulltime



Last Fill Date: 6/13/2020

Hrs Per Week: 40 Shift Length: 8



FTE: 1.00

Appointee Will Be: Permanent



Budget

Fill Request Timeline: Immediately



Temporary Position? No

Salary of Person Leaving: \$50,241

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$28,175

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

Base Salary: \$46,575

Budget Mod Attached, If Required?



Grade: 23

Net County Cost: \$78,416

Detailed Justification

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

The supervisory position within the Emergency Services Office is vital due to the new discovery laws that were enacted January 1, 2020. This Supervising Emergency Services Dispatcher will be responsible, not only for supervising dispatch personnel, but forward information, recordings, and other requested documents to law enforcement to be compliant with the discovery laws.

If this position is not filled, the office may not be able to forward requested information to law enforcement within the time limit required.

Department Head: *Matt Danil*

Approved?

Yes No

County Administrator:

Resolution #: