

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, SEPTEMBER 19, 2022

*****BOARD ROOM AND VIA YOUTUBE*****

*****IMMEDIATELY FOLLOWING SERVICES COMMITTEE*****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – August 8**
- 3. COMMUNITY HUNGER: FOOD INSECURITIES NATIONALLY AND LOCALLY – Robert Santamoor**
- 4. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Contract with NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for a FY21/22 Statewide Interoperable Communications Formula Grant and Modifying the 2022 Budget for Emergency Services (Res)
 - B. Modifying the 2022 Budget for Emergency Services for an Account Change to a 2020 SHSP Grant Received from the NYS Division of Homeland Security and Emergency Services (Res)
 - C. Authorizing the Chair to Sign a Contract with New York State Office of Homeland Security for a FY21 PSAP Grant and Modifying the 2022 Budget for Emergency Services (Res)
 - D. Authorizing the Chair to Sign Contracts with Business Electronics (BEI Holdings) for a Recording System for Equipment and Maintenance (Res)
- 5. SHERIFF – BROOKS BIGWARFE**
 - A. Authorizing the Chair to Sign a Lease with St. Lawrence Valley Educational Television Council, Inc., for the Purpose of Maintaining a Radio Communications Antenna on the WNPI Channel 18 Tower in South Colton for the Sheriff's Office (Res)
 - B. Modifying the 2022 Budget for the Sheriff's Office for Account Expenses in the Civil and Correctional Divisions in the Sheriff's Office (Res)
 - C. Creating and Filling a School Resource Deputy Position at Hermon Dekalb Central School District and Modifying the 2022 Budget for the Sheriff's Office (Res)
 - D. Modifying the 2022 Budget for the Sheriff's Office Due to an Increase in Cost for a Vehicle for the Sheriff's Office (Res)
 - E. Authorizing Seaway Valley Prevention Council to offer Peer Services for Medication for Addiction Treatment (MAT) Program at the Correctional Facility (Res)

- F. Authorizing the Sheriff's Office to Enter into an Agreement with Community Services for the Medication for Addiction Treatment (MAT) Program (Res)
- G. Modifying the 2022 Budget for the Sheriff's Office for a 2023 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee (Res)

6. PROBATION – TIM LEPAGE

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

7. PLANNING – JASON PFOTENHAUER

- A. Modifying the 2022 Budget for the Planning Office for Public Transportation (Res)
- B. Bus Driver Program Partnership (Discussion)
- C. Authorizing the Chair to Sign a Contract Amendment with the New York State Environmental Facilities Corporation for Additional Funding for the Third Round of the Septic System Replacement Program and Modifying the 2022 Budget for the Planning Office (Res)

8. COUNTY CLERK – SANDY SANTAMOOR

- A. Authorizing the Chair to Sign a Contract with Info Quick Solutions, Inc. for the St. Lawrence County Clerk's Records Management System (Res)

9. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS

- A. Authorizing the Chair to Sign a Contract with New York Board of Elections for an Absentee Ballot Pre-Paid Postage Grant for the Board of Elections (Res)

10. DISTRICT ATTORNEY – GARY PASQUA

- A. Authorizing the Chair to Sign the 2022-2023 Criminal Justice Discovery Reform Grant for the District Attorney's Office (Res)

11. INFORMATION TECHNOLOGY – RICK JOHNSON

- A. Proclaiming October 2022 as Cybersecurity Awareness Month in St. Lawrence County (Res)
- B. Authorizing the Chair to Sign a Contract Addendum with Usherwood Office Technology for the Information Technology Department (Res)
- C. Authorizing the Chair to Sign a Service Plan Agreement Amendment with Bigleaf Networks for Internet Communication Services for the Information Technology Department (Res)

12. HUMAN RESOURCES – JONNIE DOROTHY

- A. Authorizing the Chair to Sign a Facilities Use Permit with the State University of New York College of Technology at Canton, New York (Res)
- B. Revising the Medicare Part B Premium Reimbursement Policy (Res)
- C. Establishing the St. Lawrence County Secondary Job Policy (Res)

13. VACANCY REVIEW COMMITTEE – RUTH DOYLE

A. County Clerk

1. Fill a Clerk in the DMV, Position No. 009100001

B. Sheriff

1. Fill a Deputy Sheriff, Position No. 605000020
2. Create and Fill a Deputy Sheriff, Position No. 605000054
3. Fill a Correction Corporal at the Jail, Position No. 603300001
4. Fill a Correction Officer at the Jail, Position No. 603000067
5. Fill a Registered Nurse at the Jail, Position No. 501000024
6. Fill a Registered Nurse at the Jail, Position No. 501000066
7. Create and Fill a Physician at the Jail, Position No. 502100002
8. Create and Fill a Correction Officer at the Jail, Position No. 603000081
9. Increase in Hours a Nurse Practitioner at the Jail, Position No. 501800003

14. 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)

15. OLD/NEW BUSINESS

16. EXECUTIVE SESSION

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

17. ADJOURNMENT – If there is no further business.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS FOR A FY21/22 STATEWIDE INTEROPERABLE COMMUNICATIONS FORMULA GRANT AND MODIFYING THE 2022 BUDGET FOR EMERGENCY SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, the NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications has awarded a grant of \$1,604,582 to the Office of Emergency Services which concentrates on improving interoperability and operability of communication systems in New York State with a contract period of January 1, 2022 to December 31, 2024, with the possibility of an extension, and

WHEREAS, this grant allows the State to provide aid to county, local, and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the US Department of Homeland Security Office of Emergency Communications,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with NYS Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for FY21/22 Statewide Interoperable Communications Formula Grant and any subsequent extension contracts for this grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for the Office of Emergency Services, as follows:

INCREASE APPROPRIATIONS:

X2Z36402 25000 21SI	X 21SI Technical Equipment	\$1,304,582
X2Z36404 43007 21SI	X 21SI Other Fees & Services	<u>300,000</u>
		\$1,604,582

INCREASE REVENUE:

X2Z33895 56000 SI	X SI State Aid	\$1,604,582
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BE IT FURTHER RESOLVED that any remaining funds be rolled over to future budgets until the grant is fully expended.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR EMERGENCY SERVICES
FOR AN ACCOUNT CHANGE TO A 2020 SHSP GRANT RECEIVED FROM THE NYS
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 267-2020 approved the acceptance of a FY20 SHSP grant in the amount of \$132,454 from New York State Division of Homeland Security and Emergency Services, and

WHEREAS, a budget modification is required as an account change has been made for the appropriation expenses of this grant, and these funds will be used for Spillman,

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for Emergency Service for an account change to a 2020 SHSP Grant received from the NYS Division of Homeland Security and Emergency Services, as follow:

DECREASE APPROPRIATIONS:

X2Z36402 25000 20HS	X 20HS Technical Equipment	\$13,347
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INCREASE APPROPRIATIONS:

X2Z36404 42004 20HS	X 20HS Computer Software	\$13,347
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BE IT FURTHER RESOLVED that any remaining funds be rolled over to future budgets until the grant is fully expended.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK STATE OFFICE OF HOMELAND SECURITY FOR A FY21 PSAP GRANT AND MODIFYING THE 2022 BUDGET FOR EMERGENCY SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Division of Homeland Security and the Office of Interoperable and Emergency Communications has awarded a grant of \$207,604 to the Office of Emergency Services to provide funds to purchase equipment to enhance PSAP 2021-2022 Operations with a contract period of January 1, 2022 to December 31, 2022, and

WHEREAS, this FY21 PSAP grant will facilitate the ability of St. Lawrence County to purchase and install PSAP equipment for the 911 Dispatch Center,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with New York State Office of Homeland Security for a FY21 PSAP grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for Emergency Services, as follows:

INCREASE APPROPRIATIONS:

X2Z36402 25000 PSAP	FY21 PSAP Technical Equipment	\$207,604
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INCREASE REVENUE:

X2Z33895 56000 PSAP	X SI State Aid	\$207,604
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October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH
BUSINESS ELECTRONICS (BEI HOLDINGS) FOR A RECORDING SYSTEM
FOR EQUIPMENT AND MAINTENANCE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Office of Emergency Services records all incoming and outgoing phone calls and radio transmissions at both the Primary Public Safety Answering Point (Canton) and the Backup Public Safety Answering Point (Massena), and

WHEREAS, Verint, the current recording system being utilized, distributed by Business Electronics, has end-of-life software and components that are in excess of ten (10) years old, and

WHEREAS, to continue to adequately record phone calls and radio transmissions to industry standards, the entire recording system at both the Primary Public Safety Answering Point (Canton) and the Backup Public Safety Answering Point (Massena) must be upgraded or replaced, and

WHEREAS, the New York State Public Safety Answering Point Grant was awarded on August 3rd, 2022, and allows for the purchase of dispatch recording equipment, however this grant expires on December 31st, 2022, and

WHEREAS, the NICE recording system seems to best suit the needs of the office by simplifying discovery, compiling data from multiple systems for ease-of-access and conformity, and by adding automation to provide incident reconstructions, and

WHEREAS, the purchase of the NICE software and components would cost \$93,688.75, with the entirety of this cost being covered by the New York State Public Safety Answering Point Grant, and

WHEREAS, the Verint Recording System will not transfer its previous data/recordings to the NICE recording system, therefore it would be required to maintain a legacy Verint system for a minimum of three (3) years to keep old phone and radio recordings in accordance with 21 CRR-NY 5203.2(E) and internal policy Sec. 01-09,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with Business Electronics (BEI Holdings) for a recording system for equipment and maintenance, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign maintenance contracts with BEI Holdings for first-year maintenance upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A LEASE WITH ST. LAWRENCE VALLEY EDUCATIONAL TELEVISION COUNCIL, INC., FOR THE PURPOSE OF MAINTAINING A RADIO COMMUNICATIONS ANTENNA ON THE WNPI CHANNEL 18 TOWER IN SOUTH COLTON FOR THE SHERIFF'S OFFICE

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office presently has their primary radio communications antenna on the WNPI Channel 18 Tower located in South Colton off the East Hill Road, and

WHEREAS, the St. Lawrence County Sheriff's Office has received a two year lease agreement with the option of two (2) one-year extensions from St. Lawrence Valley Educational Television Council, Inc., Watertown, New York, for an Antenna Agreement at the WPBS/WNPI Channel 18 Tower in South Colton, and

WHEREAS, the annual cost are \$15,555 (Year 2023) and \$16,333 (Year 2024) (S1031104 42102), and

WHEREAS, the new contract term will be from January 1, 2023 through December 31, 2024, with the option of two (2) one-year renewals extending it to December 31, 2026,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a lease with St. Lawrence Valley Educational Television Council, Inc., for the purpose of maintaining a radio communications antenna on the WNPI Channel 18 tower in South Colton for the Sheriff's Office, upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE FOR ACCOUNT
EXPENSES IN THE CIVIL AND CORRECTIONAL DIVISIONS
IN THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Finance Committee

WHEREAS, the Sheriff's Office Civil and Correctional Divisions have exceeded the budget in certain accounts for 2022, and

WHEREAS, there are remaining funds in other Sheriff's Office accounts to cover the expenses,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Sheriff's Office for account expenses in the Civil and Correctional Divisions in the Sheriff's Office, as follows:

DECREASE APPROPRIATIONS:

S4031501 11000	S JAIL Direct Service Workers	\$180,285
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INCREASE APPROPRIATIONS:

S2031104 42000	S CIVIL Office Supplies	\$1,000
S2031104 42101	S CIVIL I/D Copying	400
S2031104 42402	S CIVIL Postage	4,000
S2031104 44100	S CIVIL I/D Gas	5,400
S4031504 414MM	S JAIL Medical Malpractice	15,485
S4031504 45100	S JAIL Medical Supplies	120,000
S4031504 45200	S JAIL Food Supplies	<u>34,000</u>
		\$180,285

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**CREATING AND FILLING A SCHOOL RESOURCE DEPUTY POSITION
AT HERMON DEKALB CENTRAL SCHOOL DISTRICT AND MODIFYING
THE 2022 BUDGET FOR THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 8-2022 authorized the Chair to sign contract(s) and establish a School Resource Officer (SRO) Program with St. Lawrence County School Districts, and

WHEREAS, the Hermon-DeKalb Central School District has signed a contract for a School Resource Deputy (SRD) for a term of September 6, 2022 through June 30, 2023 with the option to continue through June 30, 2025, if renewed, and

WHEREAS, this SRD position requires a trained deputy for assignment with the expectation a vacancy will be authorized to backfill the position, and

WHEREAS, appropriation and revenue accounts will need to be modified for 2022, and a request in the 2023 Budget for the Sheriff's Office, and

WHEREAS, revenue from the Hermon-DeKalb Central School District will cover the costs of the salary and benefits with payments made to St. Lawrence County bi-annually on January 30th and June 30th of each applicable year, and not to exceed 2025, and

WHEREAS, Hermon-DeKalb Central School District will also be responsible for the cost of any overtime salary for the School Resource Deputy who performs SRD duties for the School District and/or SRD events or incidents which will be payable to St. Lawrence County as required in quarterly billings submitted by the Sheriff's Office to the Hermon-DeKalb School District,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Sheriff to create and fill a School Resource Deputy Position at Hermon Dekalb Central School District, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for the Sheriff's Office, as follows:

INCREASE APPROPRIATIONS:

S1031101 11000 SRD	S CRIM SRD Supervisory/Administration	\$16,258
S1031104 81000 SRD	S CRIM SRD Retirement	1,901
S1031108 83000 SRD	S CRIM SRD Social Security	1,091
S1031108 84000 SRD	S CRIM SRD Workmens Compensation	426
S1031108 84500 SRD	S CRIM SRD Life Insurance	67

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S1031108 86000 SRD	S CRIM SRD Health Insurance	9,192
S1031108 86500 SRD	S CRIM SRD Dental Insurance	<u>246</u>
		\$29,181

INCREASE REVENUE:

S1023895 57000 SRD	SCRIM SRD Misc Revenue, Other Govts	\$29,181
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October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE
DUE TO AN INCREASE IN COST FOR A VEHICLE FOR THE SHERIFF'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Sheriff's Office ordered a 2022 Ford Utility Police Interceptor vehicle in March of 2022 by Purchase Order No. 11570 with 2022 funds, and

WHEREAS, due to high demand and availability issues, the 2022 model is no longer available; however, the Sheriff's Office is able to change the order to a newer model of the same vehicle, a 2023 Ford Utility Police Interceptor, with an increase in the price, and

WHEREAS, the Purchasing Department completed a surplus auction in July 2022 and the Sheriff's Office received revenue for the sale of a used vehicle, and these funds could be utilized toward the cost increase for the new 2023 Ford Utility Police Interceptor,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Sheriff's Office due to an increase in cost for a vehicle for the Sheriff's Office, as follows:

INCREASE REVENUE:

T2026505 550SA	T LR Auction Proceeds For Sheriff	\$5,001
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DECREASE APPROPRIATIONS:

S1031104 44000	S CRIM I/D Automotive Expenses	\$3,471
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INCREASE APPROPRIATIONS:

S1031102 23000	S CRIM Automotive Equipment	\$8,472
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October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING SEAWAY VALLEY PREVENTION COUNCIL TO OFFER PEER SERVICES FOR THE MANDATED MEDICATION FOR ADDICTION TREATMENT (MAT) PROGRAM AT THE CORRECTIONAL FACILITY

By Ms. Curran, Chair, Operations Committee

WHEREAS, on October 7th, 2021, Governor Kathy Hochul signed into law Legislation S.1795/A.868 aimed toward reducing drug-related overdose deaths across New York State and encouraging those suffering from addiction to seek help in their recovery, and

WHEREAS, expanding Medication for Addiction Treatment (MAT) across state and local facilities will allow incarcerated individuals access to medications and therapies to provide them the opportunity to overcome substance use and lessen the likelihood that they may suffer drug-related overdoses upon their re-entry into society, and

WHEREAS, Mental Hygiene Chapter 27, Title D, Article 19, requires each county correctional facility to implement a jail-based substance use disorder treatment and transition services program that supports the initiation, operation, and enhancement of substance use disorder treatment and transition services for persons with substance use disorder who are incarcerated, and

WHEREAS, through a volunteer program the Correctional Facility has established services and programs with Seaway Valley Prevention Council in the past including basic needs and personal development; discussion groups; parenting groups; communication skills; recovery for addictions; anger management; and alcoholics anonymous,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Seaway Valley Prevention Council of offer peer services for the Medication for Addiction Treatment (MAT) Program at the Correctional Facility, upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**AUTHORIZING THE SHERIFF'S OFFICE TO ENTER INTO AN AGREEMENT
WITH COMMUNITY SERVICES FOR THE MEDICATION FOR
ADDICTION TREATMENT (MAT) PROGRAM**

By Ms. Curran, Chair, Operations Committee

WHEREAS, on October 7th, 2021, Governor Kathy Hochul signed into law Legislation S.1795/A.868 aimed toward reducing drug-related overdose deaths across New York State and encouraging those suffering from addiction to seek help in their recovery, and

WHEREAS, expanding Medication for Addiction Treatment (MAT) across state and local facilities will allow incarcerated individuals access to medications and therapies to provide them the opportunity to overcome substance use and lessen the likelihood that they may suffer drug-related overdoses upon their re-entry into society, and

WHEREAS, the Sheriff's Office will establish a MAT Program at the St. Lawrence County Correctional Facility under the direction of a specified doctor and nurse practitioner who will be program sponsors for the Sheriff's Office, and

WHEREAS, the Sheriff's Office would like Community Services to be the backup sponsor for the MAT Program, as well as provide medications available through the Opioid Treatment Program to incarcerated individuals, as prescribed (S4031504 45102),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Sheriff's Office to enter into an agreement with Community Services for the Medication for Addiction Treatment (MAT) Program, upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE SHERIFF'S OFFICE FOR A 2023
POLICE TRAFFIC SERVICES (PTS) GRANT FROM THE STATE OF NEW YORK
GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the St. Lawrence County Sheriff's Office has been awarded a Police Traffic Services (PTS) Grant in the amount of \$6,020 through the Governor's Traffic Safety Committee, with a contract period of October 1, 2022 to September 30, 2023, and

WHEREAS, this 2023 PTS Grant provides funding to cover overtime costs related to increasing seat belt usage and reducing dangerous driving behaviors,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Sheriff's Office for a 2023 Police Traffic Services (PTS) Grant from the State of New York Governor's Traffic Safety Committee, as follows:

INCREASE APPROPRIATIONS:

S1Z31101 18000 GTSC	S CRIM PTS Grant Overtime	\$6,020
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INCREASE REVENUE:

S1Z33895 56000 GTSC	S SA CRIM State Aid	\$6,020
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**DECLARING OCTOBER DOMESTIC VIOLENCE AWARENESS MONTH
IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, October has been designated as Domestic Violence Awareness Month, and the theme for this year is #Every1KnowsSome1, and

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

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

WHEREAS, as the lead agency of the task force, Renewal House has planned activities throughout the County to highlight Domestic Violence Awareness Month striving to show how common domestic violence is and that it is more than physical violence, supporting survivors, preventing domestic violence in the future, and requiring an understanding of what it is, who it impacts, and why everyone should care,

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

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

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE PLANNING OFFICE
FOR PUBLIC TRANSPORTATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Public Transit operations are budgeted in the Planning Office, and

WHEREAS, the cost for Public Transit services has increased due to the cost of fuel, price of repair parts, and staffing, and

WHEREAS, increases in expenses will be offset by increases received in revenue,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Planning Office for Public Transportation, as follows:

INCREASE APPROPRIATIONS:

N2B56304 43007	N Bus Other Fees and Services	\$981,984
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INCREASE REVENUE:

N2B45895 57003	N FA Bus Operations Ogdensburg/Potsdam	\$5,500
N2B35945 56003	N SA Operating Aid	<u>976,484</u>
		\$981,984

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT AMENDMENT WITH THE NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION FOR ADDITIONAL FUNDING FOR THE THIRD ROUND OF THE SEPTIC SYSTEM REPLACEMENT PROGRAM AND MODIFYING THE 2022 BUDGET FOR THE PLANNING OFFICE

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Environmental Facilities Corporation (NYSEFC) awarded a multi-year option for the County to engage in a septic system replacement program, and

WHEREAS, a successful program was administered in 2018 with the County receiving \$225,000 and subsequently spending the entire amount on the repair or replacement of forty (40) deficient septic systems along specified waterbodies throughout the County, and

WHEREAS, funding in the amount of \$340,000 was made available in 2021, and is currently being spent down through the second round of this program, and

WHEREAS, the NYSEFC has made available through December 31, 2026, an additional \$635,000 in funding for the third round of the Septic System Replacement Program, and

WHEREAS, St. Lawrence County Soil and Water Conservation District (SWCD) has previously offered to provide financial assistance for administrative costs associated with program implementation as this type of funding is absent from the grant in its current format, and

WHEREAS, the intent to move forward with grant implementation with funds provided by the SWCD will occur with efforts to locate additional sources of funds to support the administration of the grant, noting that it is possible that implementation may be impacted when administrative funding is exhausted,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract amendment with the New York State Environmental Facilities Corporation for additional funding for the third round of the septic replacement program, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget in the Planning Office, as follows:

INCREASE APPROPRIATIONS:

N1087904 460GP EFC N EFC Septic Round 3 \$635,000

INCREASE REVENUE:

N1039895 56000 EFC N EFC Septic Round 3 \$635,000

October 3, 2022

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

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH INFO QUICK SOLUTIONS, INC. FOR THE ST. LAWRENCE COUNTY CLERK'S RECORDS MANAGEMENT SYSTEM

By Ms. Curran, Chair, Operations Committee

WHEREAS, the St. Lawrence County Clerk's Office is the office of record for all real property, civil and criminal records, as well as pistol and rifle records, and

WHEREAS, the County Clerk's Office is required to reproduce these documents on a regular basis, and is currently using the Info Quick Solutions, Inc. (IQS) Turnkey Management Solution System, which allows these records to be digitized, and

WHEREAS, the current contract with IQS expired on August 31, 2022, and a review of services provided identified an annual savings of \$32,451, and

WHEREAS, the hardware and maintenance will now be provided by the County IT Department which will result in a savings of \$2,704 a month, and

WHEREAS, the software and maintenance will be provided by IQS at a cost of \$6,300 a month for a term of September 1, 2022 through August 31, 2027 (K1114104 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Info Quick Solutions, Inc., for the St. Lawrence County Clerk's Records Management System, upon the approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NEW YORK BOARD OF ELECTIONS FOR AN ABSENTEE BALLOT PRE-PAID POSTAGE GRANT FOR THE BOARD OF ELECTIONS

By Ms. Curran, Chair, Operations Committee

WHEREAS, funds have become available from the New York Board of Elections for the St. Lawrence County Board of Elections for the period beginning July 1, 2022 through December 31, 2022 in the amount of \$26,668, and

WHEREAS, the grant has program specific terms and conditions, and the grant revenue will offset the postage cost that was budgeted for 2022 (E1030895 56000),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with New York Board of Elections for an Absentee Ballot Pre-Paid Postage Grant for the Board of Elections, upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN THE 2022-2023 CRIMINAL JUSTICE
DISCOVERY REFORM GRANT FOR THE DISTRICT ATTORNEY'S OFFICE**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Division of Criminal Justice Services has awarded a one-year funding option for the 2022-2023 Criminal Justice Discovery Reform Grant in the amount of \$400,863 for the contract period of April 1, 2021 through March 31, 2023, and

WHEREAS, the grant will subsidize the partial cost of an Assistant District Attorney position with focus on the implementation of discovery and/or bail reform efforts in the amount of \$201,358; the partial cost of a Deputy Sheriff dedicated to the Discovery Demands as well as new bail reform obligations in the amount of \$174,938; the cost of PCMS Program Discovery Storage Fees used for discovery in the amount of \$8,742; the cost of software license, hardware and training for Cellebrite UFED Program in the amount of \$10,625; and the cost of two laptops in the amount of \$5,200, and

WHEREAS, the New York State Division of Criminal Justice Services and New York State Attorney recognize the value of assistance that the St. Lawrence County District Attorney's Office, St. Lawrence County Sheriff's Department, and the Prosecution Criminal Management System (PCMS) is to their agencies and other agencies throughout St. Lawrence County, and have generously offered this grant to assist with the implementation of discovery and/or bail reform efforts,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the 2022-2023 Criminal Justice Discovery Reform Grant, and any subsequent amendments with the New York State Department of Criminal Justice Services, for the District Attorney's Office, upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**PROCLAIMING OCTOBER 2022 AS CYBERSECURITY AWARENESS MONTH
IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

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

WHEREAS, the Cybersecurity and Infrastructure Security Agency (CISA) co-leads Cybersecurity Awareness Month, and

WHEREAS, the theme for 2022 is “See Yourself in Cyber”, helping to empower individuals and organizations to own their role in protecting their part of cyberspace, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims October 2022 as Cybersecurity Awareness Month in St. Lawrence County.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN AMENDED CONTRACT
WITH USHERWOOD OFFICE TECHNOLOGY FOR THE
INFORMATION TECHNOLOGY DEPARTMENT**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 257-2021, dated September 13, 2021, authorized the Chair to sign a contract with Usherwood Office Technology for the leasing, service, and supplies for a fleet of multifunction printing devices (CD016804 42102 MSPC), and

WHEREAS, in the agreement, the print management system called “Uniflow” was designed by the vendor to be entirely cloud-based (via internet only), and

WHEREAS, because of technical challenges, the Uniflow system is now functioning in a “hybrid” system with functionality both in the cloud and on premises (located in IT), and

WHEREAS, as this change represents a difference from the original agreement and the County wishes to officially acknowledge this contractually,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Contract Addendum with Usherwood Office Technology for the Information Technology Department, upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN AMENDED CONTRACT WITH BIGLEAF NETWORKS FOR INTERNET COMMUNICATION SERVICES FOR THE INFORMATION TECHNOLOGY DEPARTMENT

By Ms. Curran, Chair, Operations Committee

WHEREAS, the County has a current agreement in place with Bigleaf Networks for internet redundancy and consolidation services, and

WHEREAS, in the agreement, the data transmission rate covers up to 250 Megabits per second (Mbps), and

WHEREAS, because of recent additions to internet speed, the service to cover the revised transmission rate must be increased to the next highest service level of 500 Mbps at an increased cost of \$200/month (CD016804 42004),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Service Plan Agreement Amendment with Bigleaf Networks for internet communication services for the Information Technology Department, upon approval of the County Attorney.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A FACILITIES USE PERMIT
WITH THE STATE UNIVERSITY OF NEW YORK COLLEGE
OF TECHNOLOGY AT CANTON, NEW YORK**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the St. Lawrence County Human Resources Department has from time to time used space at the State University of New York College of Technology at Canton, and

WHEREAS, the State University of New York College of Technology at Canton has requested the County sign a facilities use permit in conjunction with that use, and

WHEREAS, due to space constraints it is necessary that St. Lawrence County authorizes this permit (CP014304 40700),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Facilities Use Permit with the State University of New York College of Technology at Canton, New York, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that if there are no changes in costs, successor permits for facility use with the State University of New York College of Technology at Canton, New York may be signed annually by the Chair, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that if there are changed proposed, the authorization will come back before the Board of Legislators for consideration and approval.

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

REVISING THE MEDICARE PART B PREMIUM REIMBURSEMENT POLICY

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 361-85 established a reimbursement policy for employees/retirees and their spouses for Medicare Part B Premiums to encourage selection of Medicare Part B as their primary insurance coverage, and

WHEREAS, the subsequent policy stipulated eligibility, reimbursement process, documentation requirements, etc., and

WHEREAS, policy changes related to eligibility and reimbursement levels were sought in 2012 resulting in Resolution No. 247-2012 being adopted, and

WHEREAS, St. Lawrence County would like to provide clarification on current provisions, and set definitive deadlines for required documentation to be provided to Human Resources, and

WHEREAS, St. Lawrence County Treasurer's Officer requires documentation for auditing purposes of public funds, and

WHEREAS, the Health Care Committee recommended changes to the policy as described, and the revisions will be made in accordance with union contracts,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes revising the Medicare Part B Premium Reimbursement Policy, and

BE IT FURTHER RESOLVED that St. Lawrence County will continue to provide the Medicare Part B Premium Reimbursement for County retirees and their spouses according to changes and clarifications as described in this adopted Resolution as well as the policy and the union contracts.



POLICY: Medicare B Premium Reimbursement	DATE LAST REVIEWED: 10/03/2022
SUBMITTED BY: Jonnie J. Dorothy, Human Resources Director	REVIEWED BY: Ruth Doyle, County Administrator and Board of Legislators
REGULATION(S): Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA)	

ELIGIBILITY:

St. Lawrence County will reimburse its retirees (and spouses) for Medicare B premiums if Medicare is their primary health insurance under the rules of TEFRA of 1982 and St. Lawrence County (SLC) health insurance is secondary. **The retiree must meet all of the following eligibility requirements:**

1. Hired by St. Lawrence County prior to October 1, 2012, and
2. Completed five (5) years of continuous service with the County, and
3. Enrolled in the health plan for five (5) years and must be enrolled at the time of retirement, and
4. Qualify for retirement benefits from one of the New York State administered retirement plans.

REQUIRED DOCUMENTATION:

Eligibility is also contingent upon verification of Medicare B coverage and premiums by providing the following documents to the SLC Human Resources Department:

1. Copy of retiree and their spouse's Medicare B enrollment cards.
2. Copy of retiree and spouse's current year's monthly premium verification letter from Social Security Administration.

REIMBURSEMENT:

- The County will reimburse eligible retirees twice each year (normally in June for the first six months of the calendar year and December for the second six months of the calendar year).
- Unless otherwise negotiated in relevant union contracts, the following reimbursement will apply:
 - Retirees hired prior to 10/01/2012 & retired prior to 10/01/2012 – 100%
 - Spouses – 100% (CSEA, Indigent Defense, Solid Waste Department and Non-Union)
 - Spouses – 75% (Council 82 Local 2390/2390S, Deputies Association and Sheriff's Supervisor Association)

October 3, 2022

- **Retirees hired prior to 10/01/2012 & retired on or after 10/01/2012 – up to \$104.90/month**
(**\$104.90/month = the reimbursement rate of Medicare Part B on 12/31/2014**)
(**SLC will reimburse the lesser of the Medicare Part B premiums or \$104.90/month**)
- **Retirees hired on or after 10/01/2012 – 0%**
- **If the required documents are not received on or before June 30th reimbursement will not be made for the first six months of that calendar year. If the required documents are not received on or before Dec 31st reimbursement will not be made for the second six months of that calendar year.**
- **If documents are received on or before June 30th the retiree does not need to provide it again for the second six months payment of that calendar year (payment will be automatic).**

(Social Security (SS) Administration sends out the Medicare premium notices around November for the following year.)

The County will not make retroactive reimbursements.

EMPLOYEE/RETIREE RESPONSIBILITIES:

- The employee/retiree must notify the SLC Human Resources Department when they or their spouse are receiving Medicare Benefits.
- The employee/retiree must provide a copy of the required documentation to the Human Resources Department **in the required time frames referenced in this policy.**
- The **employee/retirees** or their families **must** notify the County if their Medicare **Part B** coverage **ends.**
- **It is the retiree's responsibility to secure proof of receipt of required documents from HR.**

October 3, 2022

Operations Committee: 9-19-2022

RESOLUTION NO. _____

ESTABLISHING THE ST. LAWRENCE COUNTY SECONDARY JOB POLICY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Fair Labor Standards Act (FLSA) provides for local government employees, solely at their option, to work occasionally or sporadically on a part-time basis for the same public employer in a similar or different capacity from their regular employment, and

WHEREAS, there may be an occasional need for additional resources in the delivery of certain types of public services which at times is best met by the part-time employment of an individual who is already a St. Lawrence County employee, and

WHEREAS, St. Lawrence County from time to time will authorize and request employees, at their option, to work on a part-time basis in a similar or different capacity from their regular position, and

WHEREAS, it is important to establish a policy on how employees will be paid in accordance with FLSA when working a secondary job at St. Lawrence County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators establishes the St. Lawrence County Secondary Job Policy.



POLICY: Secondary Job	DATE LAST REVIEWED: 10/03/2022
SUBMITTED BY: Jonnie J. Dorothy, Human Resources Director	REVIEWED BY: Ruth Doyle, County Administrator and Board of Legislators
REGULATION(S): Title 29 CFR 553.3 Section 7(p)(2) - Fair Labor Standards Act (FLSA)	

Policy Requirements:

Section 7(p)(2) of the Fair Labor Standards Act (FLSA) provides that where local government employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public employer in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability under the Act (FLSA). St. Lawrence County will follow these regulations for employees that are allowed to work a second job at the County. The County maintains the right to disallow an employee to work a second job at the County at any time for any reason.

Occasional/Sporadic Work Procedure:

The term occasional or sporadic means infrequent, irregular, or occurring in scattered instances. There may be an occasional need for additional resources in the delivery of certain types of public services which is at times best met by the part-time employment of an individual who is already a St. Lawrence County employee. Where employees freely and solely at their own option enter into such activity, the total hours worked will not be combined for purposes of determining any overtime compensation due on the regular, primary job. However, in order to prevent overtime abuse, such hours worked are to be excluded from computing overtime compensation due only where the occasional or sporadic assignments are not within the same general occupational category as the employee's regular work.

In order for an employee's occasional or sporadic work on a part-time basis to qualify for exemption under section 7(p)(2), the employee's decision to work in a different capacity must be made freely and without coercion, implicit or explicit, by the employer. An employer may suggest that an employee undertake a second job at St. Lawrence County when the need for assistance arises, but the employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision.

Employment in such activity may be considered occasional or sporadic for regular employees of St. Lawrence County even where the need can be anticipated because it recurs (e.g., civil service exam monitoring). An activity does not fail to be occasional merely because it is recurring.

Different Capacity:

In order for employment in these occasional or sporadic activities not to be considered subject to the overtime requirements of section 7 of the FLSA, the regular employment of the individual performing them must also be in a different capacity, *i.e.*, it must not fall within the same general occupational category.

Similar/Related Capacity:

Should the second job fall within the same general occupational category of work as the employees primary job overtime requirements of section 7 of the FLSA will apply and all work done in the second job will be used in overtime calculations.

Overtime Pay:

St. Lawrence County will follow FLSA overtime pay regulations. FLSA overtime regulations apply to all hourly, non-exempt employees. The overtime calculation used for the second job will be time and a half the rate of the second job regardless of how overtime is calculated in a primary job.

I agree with the terms of this policy and I affirm that I work a second job at St. Lawrence County freely, without coercion, and at my sole option and discretion.

Print Name / Employee Number

Title of Second Job

Signature

Date

St. Lawrence County Vacancy Authorization Form

County Clerk/DMV



Type: Fill

Motor Vehicle Clerk

Subunit (If Applicable):

Date Submitted: 8/15/2022

Reason Vacated: Resignation

Position Number: 009100001

Date Vacated: 9/2/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/1/2008

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$46,575

Revenue Generating: Yes 100 %

Benefits: Yes (56.08%) \$26,119

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

Base Salary: \$48,375

Budget Mod Attached, If Required?

Grade: 18

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.

The DMV Clerk position is responsible for processing approximately 146,441 transactions a year between local and downstate dealer work submitted. They are further responsible for everyday reports due to the state and answering phone calls totaling on average 200 to 250 a day. The training time for this position is a minimum of 6 months to a year so I'd like to request an immediate fill. This position is necessary to keep up with the downstate dealer workload and still maintain timely service to the residents of St. Lawrence and surrounding Counties. Residents from other Counties drive to a St. Lawrence County DMV Offices due to the quick efficient service offered here. With Real ID's or Enhanced Licenses being required for domestic flights and gaining access to some federal buildings and military bases by May 3, 2023 it is imperative to have a new employee trained as soon as possible. These transactions need to be done in person at a DMV Office. On average each DMV Clerk generates approximately \$173,758. If this position is not filled we risk losing down state dealer business and having local business turn to online service.

Department Head: *Sandra W. Santoro*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill

Deputy Sheriff

Subunit (If Applicable): Road Patrol

Date Submitted: 8/16/2022

Reason Vacated: Resignation

Position Number: 605000020

Date Vacated: 08/12/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/21/2016

Hours Per Week: 40

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$54,226

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$30,410

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

Base Salary: \$45,989

Budget Mod Attached, If Required?

Grade: DEP

Net County Cost: \$84,636

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 open due to a member's resignation from the Road Patrol. If this position is not filled, the safety of the citizens of St. Lawrence County are at a greater risk and there is potential for increased overtime costs.

Department Head:

Brooks J. Biggs

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Create & Fill

Deputy Sheriff

Subunit (If Applicable): Road Patrol

Date Submitted: 9/7/2022

Reason Vacated: New Position

Position Number: 605000054

Date Vacated: 9/6/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

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

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$0

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$25,791

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

Base Salary: \$45,989

Budget Mod Attached, If Required?

Grade: DEP

Net County Cost: \$71,780

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 backfilling the Deputy reassigned to Hermon Dekalb as an School Resource Deputy. This reassignment leaves the road patrol short and it is imperative to refill this position for the safety of the public and the Deputies. Filled positions help reduce overtime.

Department Head:

Brooks J. Bjornson

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill

Correction Corporal

Subunit (If Applicable): Jail

Date Submitted: August 25, 2022

Reason Vacated: Resignation

Position Number: 603300001

Date Vacated: 9/08/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 07/12/17

Hours Per Week: 40

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$63,726

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$35,738

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

Base Salary: \$47,418

Budget Mod Attached, If Required?

Grade: CORP

Net County Cost: \$99,464

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 New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional Facility. Minimum staffing for Correction Officers as set forth by the NYS Commission of Corrections is fifty-six (56) - four (4) of which are Corporals. This position gives flexibility through scheduling for supervisory coverage in an effort to reduce overtime when a supervisor is needed. The Corporal position is unique as this person can be accounted for as an officer or supervisor when needed per NYS Commission of Correction. This will fulfill minimum staffing requirements for the facility.

Department Head:

Brooks J. Bjornson

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill

Correction Officer

Subunit (If Applicable): Jail

Date Submitted: 09/06/22

Reason Vacated: Resignation

Position Number: 603000067

Date Vacated: 09/10/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 01/09/2021

Hours Per Week: 40

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,611

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$27,261

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

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade: CORR

Net County Cost: \$75,872

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 New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional Facility. Minimum staffing for Corrections Officers as set forth by the NYS Commission of Corrections is fifty-six (56) This will fulfill minimum staffing requirements for the facility.

Department Head:

Brooks J. Bjornke

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill **Registered Professional Nurse**

Subunit (If Applicable): Jail Date Submitted: 09/06/22

Reason Vacated: Resignation Position Number: 501000024

Date Vacated: 09/27/2022 Position # Abolished:

Position Will Be: Fulltime Last Fill Date: 02/04/2012

Hours Per Week: 40 Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately Temporary Position? No

Salary of Person Leaving: \$72,856 Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$40,858 Reimbursed by Local, State or Federal Funds: No 0 %

Base Salary: \$59,632 Budget Mod Attached, If Required?

Grade: 26 **Net County Cost: \$113,714**

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 New York State Commission of Correction requires nursing coverage from 7 am - 7 pm daily. The number of Registered Nurses necessary to effectively and efficiently operate the medical department at the Correctional Facility is four (4). This will fulfill nursing coverage for the facility.

Department Head: *Brooks J. Bijwade*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Fill

Registered Professional Nurse

Subunit (If Applicable): Jail

Date Submitted: 09/06/22

Reason Vacated: Resignation

Position Number: 501000066

Date Vacated: 09/17/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 09/28/2019

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$61,999

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$34,769

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

Base Salary: \$59,632

Budget Mod Attached, If Required?

Grade: 26

Net County Cost: \$96,768

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 New York State Commission of Correction requires nursing coverage from 7 am - 7 pm daily. The number of Registered Nurses necessary to effectively and efficiently operate the medical department at the Correctional Facility is four (4). This will fulfill nursing coverage for the facility.

Department Head:

Brooks J. Bjanek

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Create & Fill

Physician

Subunit (If Applicable): Jail

Date Submitted: 09/09/22

Reason Vacated: New Position

Position Number: 502100002

Date Vacated:

Position # Abolished:

Position Will Be: Per-Diem

Last Fill Date:

Hours Per Week: Per Visit

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: No Insurance (22%) \$13,459

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

Base Salary: \$24,000

Budget Mod Attached, If Required?

Grade: FR

Net County Cost: \$37,459

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.

Section 19.18-c Corrections-based substance use disorder treatment and transition services, Mental Hygiene Chapter 27, Title D, Article 19 requires each County Correctional Facility to implement a jail-based substance use disorder treatment and transition services program that supports the initiation, operation and enhancement of substance use disorder treatment and transition services for persons with substance use disorder who are incarcerated in jail. In order to effectively and efficiently operate the MAT program the facility must appoint a qualified prescriber. Compensation for these services is \$100.00 per in person visit or \$75.00 per tel-med visit AND \$2000.00 per month for services rendered.

Department Head:

Brooks J. Bjornson

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Create & Fill

Correction Officer

Subunit (If Applicable): Jail

Date Submitted: 09/09/22

Reason Vacated: New Position

Position Number: 603000081

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%) \$26,454

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

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade: CORR

Net County Cost: \$73,626

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.

Section 19.18-c Corrections-based substance use disorder treatment and transition services, Mental Hygiene Chapter 27, Title D, Article 19 requires each County Correctional Facility to implement a jail-based substance use disorder treatment and transition services program that supports the initiation, operation and enhancement of substance use disorder treatment and transition services for persons with substance use disorder who are incarcerated in jail. In order to effectively and efficiently operate the MAT program staffing level required is sixty (60); this will fulfill that requirement.

Department Head:

Brooks J. Benjamin

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff



Type: Increase in Hours

Nurse Practitioner

Subunit (If Applicable): Jail

Date Submitted: 09/09/22

Reason Vacated: Not Applicable

Position Number: 501800003

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 20

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$33,175

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

Base Salary: \$59,157

Budget Mod Attached, If Required?

Grade: FR

Net County Cost: \$92,332

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.

Section 19.18-c Corrections-based substance use disorder treatment and transition services, Mental Hygiene Chapter 27, Title D, Article 19 requires each County Correctional Facility to implement a jail-based substance use disorder treatment and transition services program that supports the initiation, operation and enhancement of substance use disorder treatment and transition services for persons with substance use disorder who are incarcerated in jail. In order to effectively and efficiently operate the MAT program the facility must appoint a qualified clinician to evaluate and prescribe. The necessary provider time is .5 FTE. Budget and Hours provided in vacancy represent the increase in salary and hours.

Department Head:

Brooks J. Benjamin

Approved?

Yes No

County Administrator:

Resolution #: