

GENERAL SERVICES COMMITTEE
June 15, 2021

Present: Legislators Jerry King, Richard Chartrand, Ian Gilbert, Ron Burns and Lisa Virkler.

Others present: Legislators Larry Dolhof, Greg Kulzer, Phil Hathway, Andrea Moroughan, and Tom Osborne; County Manager Ryan Piche; Treasurer Eric Virkler; County Attorney Joan McNichol; Human Resources Director Caitlyn Smith; and Information Technology Director Conner Biolsi.

Committee Chair, Legislator King, called the meeting to order at 1:04 p.m.

Legislator Burns made a motion to approve the May 18, 2021 committee meeting minutes, seconded by Legislator Virkler and carried.

School Resource Officer discussion

Legislator Virkler questioned if the school superintendents ever responded back with an additional amount, they would be willing to pay towards this service, County Attorney Joan McNichol stated that they had not. Legislator King asked Sheriff Carpinelli if he had any questions or input, Sheriff Carpinelli responded that he wasn't sure where it was left. Legislator King explained that the resolution clearly states that the Deputy who is assigned as an SRO will have to be utilized for recreation patrol when not scheduled in the school as an SRO. Sheriff Carpinelli stated that they have been doing that all along, Legislator King disagreed. Sheriff Carpinelli went on to state that County manager Ryan Piche had the data to support his statement and in 2020 both SRO's contracted covid-19 and had to be on isolation for a period of time. He then confirmed that he was happy with the way the resolution was stated.

Legislator Gilbert asked that there be a section added to the resolution that clearly states that in an emergency situation an SRO could be pulled off recreation patrol to help out as long as notice is given to the County Manager or Chairman of the Board by either the Sheriff or Undersheriff so there is a record. The Sheriff responded to Legislator Virkler that this is a realistic request, and he has no issues with it. Legislator Dolhof questioned how to define an emergency situation. Legislator Virkler asked the Sheriff what normally pulls the SRO off recreation patrol to be used on road patrol, Sheriff Carpinelli responded that it might be inadequate manpower for an investigation, if someone is out sick, someone gets hurt, someone retires, or someone quits. Legislator Gilbert defined emergency as something where there is a clear and present danger to the public in the judgement of the Sheriff or Undersheriff, not when someone is out sick or to backfill a position.

County Manager Ryan Piche reported to the committee the analysis of the SRO time spent on recreation patrol. In 2020, although it was during a pandemic, 14% of their time was spent on recreation patrol compared to 66% and 68% in 2019 and 2018 respectively. The expectation from the board is closer to 100% of their time that they are not being utilized as an SRO is to have them out on Recreation patrol. Legislator King explained the important of this is to help with safety on the expanding trail system in the county, it makes landowners feel more at ease if

there is a patrol presence out there. Sheriff Carpinelli asked how much the school reimbursed the county currently, County Attorney Joan McNichol stated it was 55%. Ryan stated that the total cost to the taxpayers of both SRO positions was \$327,587.00. Sheriff asked for just the salary amounts of both SROs excluding benefits, which Ryan cautioned would not give a true picture of the cost of an employee, but the Sheriff insisted on just the salary amounts and what the school reimburses the county, which Ryan stated were \$60,032.00 and \$64,504.00 for the respective salary amounts and \$58,673.00 and \$60,680.00 for reimbursement from schools. Legislator Dolhof cautioned that this is very misleading to the taxpayers making them think they are only funding the salary when in fact they are funding benefits as well. Ryan stated the full costs of the SROs to the taxpayers is \$108,883.00 and \$109,820.00 respectively.

Legislator Moroughan questioned how many hours they would be able to work recreation patrol per week when they are not at school. Joan McNichol stated that they would be able to work 40 hours per week and Legislator King stated that it would be for roughly 11 weeks. Legislator Dolhof stated it would equate to 440 hours total, estimating some time for vacation & sick time. There was further discussion on Legislator Gilberts suggestion about adding language to the resolution to clarify that if there is an emergency situation an SRO can be used for road patrol with notification to the Chairman and County Manager. The Sheriff stated that he has the final say of what his deputies' duties are and that authority can't be taken away from him. Legislator Gilbert stated a section of the resolution that if the SRO isn't used for recreation patrol the Legislators can terminate the agreement with the school, Sheriff Carpinelli responded that you aren't hurting him at all only the schools and he children in them.

Sheriff Carpinelli pointed out that the marine patrol hours of his deputies are reimbursed by the state and there is some reimbursement for snowmobile patrol too. Legislator Kulzer voiced his concern that the state reimbursement wasn't factored into the SRO costs and they should have been to create a true cost analysis. It was stated that marine patrol reimbursement isn't limited but snowmobile patrol is by the state. There was further discussion on reimbursement.

Legislator Chartrand questioned what Copenhagen Central School District requested, Ryan stated that they requested a full-time SRO to start in September with the same terms as Harrisville. Legislator Virkler questioned if the Sheriff had someone in mind for that position, he stated he did. Legislator Virkler questioned if the SRO could be someone from the Sheriff's department but with a lower title, Human Resource Director Caitlyn Smith responded that it would have to be discussed with the Union but there are options available. Ryan responded to the Sheriff stating that it had to be a Deputy Sheriff, that they could create a new position in his department with a different title and then hire someone to fill that position, not a Deputy Sheriff. There was discussion on using a School Safety Officer who could be a retired Deputy Sheriff. Other counties use a Special School Officer, who doesn't need to be a member of law enforcement.

The Sheriff clarified that an active Deputy Sheriff is through the Sheriff Office, however a retired Deputy could be used but it wouldn't be through his office. Any other title outside of a Deputy Sheriff wouldn't be under his office either, he wouldn't agree with that situation. The other option is for the school to hire someone directly without having them be a County Employee. Legislator Chartrand asked what would happen if the SRO program no longer

existed, what would be done with those positions, Legislator King stated that the Sheriff would have two extra road patrol deputies. Legislator Kulzer voiced his concern of not being fair to Copenhagen when the county already offers this to Harrisville and South Lewis. There was discussion on the abilities of a Sheriff Deputy versus a Safety Officer.

Legislator Gilbert voiced that Beaver River Central School wasn't interested in having this position in their school, and as taxpayers they aren't keen on supporting this across the county. Legislator Kulzer took exception to that stating the only ones with that opinion are the school board members not the community at large. Legislator Virkler felt that any school district that wants an SRO should have one but feels that the title and salary needs to be addressed as this is costly to the taxpayers. Legislator Dolhof voiced his concern that it makes more sense to hire a retired deputy sheriff at a lower salary cost for the SRO position than having a current road patrol deputy do it.

Legislator King asked for Human Resource Director Caitlyn Smith to compile information on what the options are, and costs associated with them. Legislator Gilbert agreed and would like to know who can wear a uniform and who can carry a weapon, etc. Legislator Moroughan spoke to her experience as a bus driver handling 72 kids alone with no assistance from any officers. The Sheriff spoke up that a Security Guard could be used but the Sheriff's Officer can't be used for Parks & Recreation patrol. Legislator Virkler asked if there were enough personnel to cover that without the SROs, Sheriff Carpinelli was adamant that he does not have enough help. He went on to explain that in 2007 there was 17 people for road patrol but in 2021 now there are only 16. There was further discussion on road patrol.

Legislator Dolhof voiced his concern that he has heard from several Towns that are worried about the lack of recreation patrol on ATV trails, Sheriff Carpinelli felt that this was an exaggeration. The Committee agreed to table the Copenhagen SRO issue until further information is brought forward by Human Resources. Legislator Burns thought it might be best if those that are concerned about the lack of recreation patrol put it in writing to the full board. Legislator Virkler asked the Sheriff why he was laughing about the part time patrol positions, Sheriff responded that he had three part time officers but now one is vacant.

Legislator King made a motion to authorize Sheriff Carpinelli to hire as many part-time recreation patrol officers as allowed within the 2021 budget, seconded by Legislator Gilbert and carried.

Sheriff Carpinelli stated that they would have to be police officers from another law enforcement agency that would have to travel here. Legislator Dolhof stated they could also be retired. Sheriff Carpinelli clarified that once an officer retires, they have up to one year to continue their certification after that it becomes invalid, and they cannot get it reinstated.

Legislator Osborne asked how a road patrol deputy is selected for the SRO position, Sheriff responded that it is done by a process based on qualifications not seniority.

Special Event Permit Local Law discussion

County Attorney Joan McNichol stated that she, Highway Superintendent Tim Hunt and Recreation Forestry and Parks Director Jackie Mahoney had met with some of the Towns to look at the Special Event Permit law to see if there could be changes made to address some concerns. The first item would be to rename the local law to include any town roads or other town property for towns who opt into the law. In order for Towns to opt in they will have to sign an IMA in which they will open their roads to ATV users who obtain a Lewis County ATV permit.

The 250-participant threshold to apply for a permit, which was an issue earlier this year, will be changed to two categories, “motorized” events which would be 50 or more participants to apply for a permit and “non-motorized” events which would be 150 or more participants to apply for a permit. The county would still keep the discretion to waive the permit fee, especially for small non-motorized events. The Insurance requirement would depend upon the type of event and the language would change that the county has the discretion as to whether or not there is a need for insurance. Legislator Dolhof stated that parades would be exempt from the permit fee.

The fines would be increased and there would be multiple categories. For not applying for an event permit as a non-motorized event the fine would be between \$50 up to \$500; for a motorized event the fine would be \$500 up to \$1,000 (depending on the size, locations, agencies & municipalities involved) plus an additional \$5 for each registered participant (this fee will go into a fund that will be distributed amongst the participating Towns); for violation of riding outside the designated travel part of the road/trail/property there would be a \$1,000 fine, which will also be included in the ATV local law.

This is just some draft language for review and any feedback would be appreciated. There will be another meeting with Towns to get additional feedback from them and bring forward and amended law for review. The Sheriff questioned on non-holiday weekends when there are up to 1,000 people riding around, parking at establishments, shouldn't they not be fined, County Attorney stated it is a Special Event Permit specifically for events. The point of this law is so there is open communication on what is going on for safety purposes. The permit fee is only \$20.00, and only required for a sponsored event. The more the county and Towns know about scheduled events the more they can be prepared so everyone stays safe. County Manager Ryan Piche stated that in the past there have been issued when an event occurs that no one is aware of. If enough landowners get upset the ATV trail system could be shut down, so this is a way to make sure everyone knows what is going on and that the ATV trail system can thrive.

Emergency Management Director Robert Mackenzie explained how moe.down was handled using a mass gathering permit and that he feels this special event permit is a good idea. Sheriff Carpinelli questioned if this would apply to snowmobilers, Legislator Virkler clarified again that this would only apply to events. Legislator Chartrand questioned how this would affect the Cream Cheese Festival, Joan McNichol responded that it wouldn't be affected because those are not county roads, they are state roads and village streets.

The following dockets were reviewed:

1. Resolution authorizing a modification to the agreement between the County of Lewis and Fourth Coast Inc – St. Lawrence Engineering DPC, to provide additional professional services on the PSB boiler replacement and upgrades to the HVAC system for an extended

period through October 31, 2021, not to exceed 10% of final project costs with the additional services to be paid based upon hourly rates set forth in the agreement, with monthly invoices containing detailed descriptions of the time and nature of the professional services provided. *Ryan stated the total project cost was budgeted at \$800,000, so roughly a maximum of \$80,000.*

AYE 5 NAY 0

2. Resolution authorizing work order with TK Elevator Corporation to replace and install a new elevator door in the Courthouse at a cost of \$29,358.60. *Ryan explained that this was estimated in the budget at \$20,000 but the actual costs came in higher. Matt O'Connor stated that this elevator is antiquated, and the controls can no longer be maintained which is why this needs to be replaced.*

AYE 5 NAY 0

3. Resolution to rescind Resolution No. 284-2020 and appoint Timothy Hunt of Lowville, New York as Lewis County Highway Superintendent with a corrected 4-year term expiration date of November 16, 2024. *Legislator King explained that this appointment can't fill out the prior term, but has to be a new 4 year term.*

AYE 5 NAY 0

4. Resolution to appropriate funds in the County Machinery accounts for additional revenue received from surplus equipment sales in the amount of \$204,500.00.

AYE 5 NAY 0

5. Resolution to appropriate funds in the County Road accounts for annual CHIPS program additional revenue in the amount of \$474,299.00.

AYE 5 NAY 0

6. Resolution to accept NYS grant awards for \$50,000.00 in a countywide Housing Needs Assessment and Market Analysis under 2020 CDBG Community Planning and \$85,000.00 from NYS EFC to reimburse qualified property owners up to 50% of eligible costs of septic system projects and approve the budget appropriations in the Planning Department accounts for these two separate programs.

AYE 5 NAY 0

7. Resolution authorizing agreement with Camoin 310 Ltd (Camoin Associates) of Saratoga Springs, NY to provide economic development consulting services to the County in analyzing the data and information obtained from the JCC survey results on UTV/ATV activity in Lewis County and the neighboring region, culminating in a report on the economic and fiscal impacts of UTV/ATV activity as set forth in its proposal and scope of work dated May 12, 2021 at a cost of \$10,000.00 with funds to be taken from the Planning Department's Community Development Fund account line.

AYE 5 NAY 0

8. Resolution to authorize agreement with SNORAC LLC d/b/a Commute with Enterprise to provide vehicles for the County's public vanpool pilot program, in accordance with the

specifications and requirements set forth in the RFP, for the period on or about July 7, 2021 through December 31, 2022, for the monthly costs submitted on the bid matrix based on vehicle need.

AYE 5 NAY 0

9. Resolution authorizing renewal of the software maintenance agreement between the Lewis County Probation Department and AutoMon, LLC for the technical support services for the probation case management software for the term commencing August 14, 2021 for twelve (12) consecutive months and may be extended by mutual written agreement of the parties at a cost of \$6,217.79, with a 2021 Covid discount of \$296.05 applied to the Licensor for Caseload Explorer Software.

AYE 5 NAY 0

10. Resolution authorizing NYS Consolidated Funding Grant application by Department of Recreation, Forestry & Parks to purchase a 70hp tractor with implements for development of seven (7) new additional miles to the ATV Trail System in the Town of Greig.

AYE 5 NAY 0

11. Resolution to approve a one-year agreement between the Lewis County Sheriff's Department and the Harrisville Central School District to provide a Deputy Sheriff to serve as the School Resource Officer (SRO) for the period commencing on or about September 7, 2021 through June 30, 2022.

AYE 5 NAY 0

12. Resolution to approve a one-year agreement between the Lewis County Sheriff's Department and the South Lewis Central School District to provide a Deputy Sheriff to serve as the School Resource Officer (SRO) for the period commencing on or about September 7, 2021 through June 30, 2022.

AYE 5 NAY 0

13. Resolution determining CDBG Housing Needs Assessment and Market Analysis (Project No. 636CP77-20) constitutes a Type II action as defined by the regulations promulgated under the State Environmental Quality Review Act (SEQRA) of the State of New York, that the project will not have a significant impact upon the environment, and that there is no further procedure required under SEQRA.

AYE 5 NAY 0

The following motions were made:

1. Legislator King made a motion to authorize Building & Grounds Supervisor Matt O'Connor to put out an RFP for driveway repair on the Osceola Tower Site, seconded by Legislator Burns and carried.
2. Legislator King made a motion to authorize Highway Superintendent Timothy Hunt to put out an RFP for snowplowing services on all County owned parking lots, seconded by Legislator Virkler and carried. There was discussion. This is just a way for the county to see if it would be more costs effective to contract this out or continue to utilize county employees

and overtime. Legislator Kulzer pointed out that the DSS parking lot can't be sanded and to include that in the RFP.

3. Legislator King made a motion to authorize Planning Director Casandra Buell to put out an RFP for Housing Needs Assessment, seconded by Legislator Virkler and carried.
4. Legislator King made a motion to waive the \$20.00/ton surcharge fee on waste sludge for the Village of Lowville with respect to the Phase II upgrades of their sewer plant, seconded by Legislator Chartrand and carried.

Ryan pointed out that he had handed out a change order for the Solid Waste project from the Electrical Contractor due to price increase. They offered to change the wiring from copper to aluminum to negate the increased costs but Legislators King and Chartrand both didn't feel that was an adequate substitution. When the bid came in the cost of copper wiring was \$7.50 and now it is over \$12.00. Legislator Dolhof stated that costs on commodities are now slowly decreasing so by the time they order the wiring it might be less. Legislator King suggested putting language in the change order that states they need to show us the actual costs of the copper wiring and that is what we will pay. Legislator Gilbert clarified that the original quote was for \$10.20 per foot and now it is \$17.00 per foot.

Ryan reported that there has been interested from the legislators to tighten up our Junkyard and Property Cleanup laws. The debris and trash issues are under statewide property maintenance code; however, junkyard is under our control. Ryan suggested that the board could stiffen up the penalty which is now \$250. There are three vacancies on the Junkyard Review Board, maybe this would be an opportunity to address that. Legislator King would like to bring the Junkyard Review Board back in house and have one of the committees essentially operate as that board. Ryan suggested that there be more discussion at next month's committee meeting to lay out what the current practice/procedure is and what should be changed. Legislator King questioned what the status of the Rouscher property, Code Officer Ward Dailey stated that clean-up effort was halted due to security concerns. Legislator King just wants to see things followed through on and properties cleaned up.

At 2:46 p.m. Legislator made a motion to enter executive session to discuss a specific personnel matter and asked District Attorney Leanne Moser to join, seconded by Legislator and carried.

At 3:46 p.m. Legislator Burns made a motion to enter regular session and with no other business before the committee to adjourn the meeting, seconded by Legislator Virkler and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board