

County of Jefferson
Office of the County Administrator

Historic Courthouse
195 Arsenal Street, 2nd Floor
Watertown, NY 13601-2567
Phone: (315) 785-3075 Fax: (315) 785-5070



February 8, 2018

TO: Members of General Services Committee
FROM: Robert F. Hagemann, County Administrator
SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on **Tuesday, February 13, 2018 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Authorizing Lease Agreement with Air Methods Corporation for the Use of Airport Hangar Space and Land Adjacent Thereto
2. Authorizing Appointment and Re-Appointments to Fire Advisory Board & EMS Advisory Board
3. Amending the 2017 County Budget in Relation to the County Road Fund
4. Authorizing the Acquisition of Real Property Obtained by the State of New York Relative to County Road 156 over Sandy Creek in the Town of Rodman
5. Amending the 2017 County Budget in Relation to Recycling & Waste Management
6. Accepting Donation for Sheriff's Department K-9 Unit and Amending the 2018 County Budget in Relation Thereto
7. Recognizing NYS Governor's Traffic Safety Committee Police Traffic Services Program Grant and Amending the 2018 County Budget in Relation Thereto
8. Reappropriating Funds from Various Unspent Grants Relative to the Sheriff's Department and Amending the 2018 County Budget in Relation Thereto

9. Authorizing Inter-Municipal Agreement with the City of Watertown Regarding FY 2017 Edward Byrne Memorial Justice Assistance Program and Amending the 2018 County Budget in Relation Thereto

Informational Items:

Monthly Reports:

- Planning Department
- Weights & Measures
- Planning Board Newsletter
- 2017 Airport Passenger Report

If any Committee Member has inquiries regarding agenda items, or would like to add an item(s) please do not hesitate to contact me.

RFH:tlr

cc:	Airport	Fire & Emerg. Mgmt. Serv.	Sheriff
	Buildings & Grounds	Highway/Recycling & Waste Mgt.	Weights & Measures
	Code Enforcement	Planning	County Attorney
	District Attorney	Probation	County Treasurer
	Dog Control	Public Defender	
	E-911		

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Lease Agreement with Air Methods Corporation
for the Use of Airport Hangar Space and Land Adjacent Thereto

By Legislator: _____

Whereas, The County of Jefferson owns and operates the Watertown International Airport, and

Whereas, Air Methods Corporation provides commercial air ambulance services, and

Whereas, Air Methods Corporation would like to renew a lease agreement with Jefferson County for the use of both the portion of the Airport's South Hangar building and the use of land adjacent thereto.

Now, Therefore, Be it Resolved, That Jefferson County enter into a lease agreement with Air Methods Corporation for the amount of \$1,975 per month for the period of June 1, 2017 through May 31, 2018, and \$2,400 per month for the period of June 1, 2018 through May 31, 2019, providing for the use of a portion of the Airport's South Hangar building, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute such agreement on behalf of Jefferson County, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Appointment and Re-Appointments to
Fire Advisory Board & EMS Advisory Board

By Legislator: _____

Resolved, That, pursuant to Section 225-a of the County Law and Resolution No. 158 of 2014, the following individuals are hereby appointed or reappointed to the Fire Advisory Board and the EMS Advisory Board for terms to expire on 12/31/2017:

Anthony Doldo	Legislator
William Johnson	Legislator
Philip Reed	Legislator
Lawrence Girard	EMS
James McLane	EMS
David Sherman	EMS
Debbie Singleton	EMS
Thomas Zecher	EMS
Gerald Kostyk	Fire Service
Steven Mott	Fire Service
Robert Simpson	Fire Service
Justin Taylor	Fire Service
Barry Waite	Fire Service
William Griffith	General Public
Kathleen LaClair	General Public
Matthew Maynard	General Public
Anne Smith	General Public
Mathew Woodward	General Public

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2017 County Budget in Relation to the County Road Fund

By Legislator: _____

Whereas, The Superintendent of Highways has requested transfers between accounts to provide adequate funding through the calendar year, and

Whereas The 2017 Budget must be amended to do so.

Now, Therefore, Be It Resolved, That the 2017 Budget is amended as follows:

Increase:

Revenue		
05900300 92300	Transportation Services	\$ 21,095.59
05900300 92306	Road and Bridge Charges	27,877.00
05900300 92401	Interest and Earnings	13,215.40
05900300 92590	Permit Fees	4,995.00
05900300 92651	Sale of Refuse	192.56
05900300 92680	Insurance Recoveries	887.17

Expenditure		
05511000 04686	Hired Machines	\$ 68,262.72

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing the Acquisition of Real Property Obtained by the State of New York
Relative to County Road 156 over Sandy Creek in the Town of Rodman

By Legislator: _____

Whereas, Jefferson County had a project for County Road 156 over Sandy Creek in the Town of Rodman, and

Whereas. This project required acquisition of real property and Jefferson County requested New York State Department of Transportation acquire fees and permanent easements for the necessary lands as shown on attached Map 1 (Parcels 1, 2 & 3); Map 2 (Parcels 4 & 5); Map 4 (Parcels 7 & 8); Map 6 (Parcels 10 & 11); Map 8 (Parcel 13), and

Whereas, Jefferson County owns and maintains the affected portion of County Road 156, and

Whereas, The State of New York has requested that the County agree to accept the real property.

Now, Therefore, Be it Resolved, That upon completion of the County Road 156 over Sandy Creek project, Jefferson County is hereby authorized to accept the real property acquired by the State of New York for the project, as described herein, and agrees to accept all responsibility, maintenance and jurisdiction of said property, and be it further

Resolved, That the Chairman of the Board and County Attorney are hereby authorized to execute all necessary documents to effectuate the transfers of ownership as above described.

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. _____ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the _____ day of _____, 20____ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2017 County Budget in Relation to Recycling & Waste Management

By Legislator: _____

Whereas, The 2017 County Budget must be amended to provide for anticipated shortfalls in some Recycling and Waste Management Fund accounts, and

Whereas, Said funds are available in an existing revenue account.

Now, Therefore, Be It Resolved, That the 2017 Budget is amended as follows:

Increase:

Revenue

15910100 92131	Tipping Fees	\$ 154,157.95
15910100 93912	State Aid	24,995.65

Expenditure

15816000 04487	Tipping Fees	\$ 146,096.91
15816000 043101	Internal Fleet Expense	33,056.69

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Accepting Donation for Sheriff's Department K-9 Unit
and Amending the 2018 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Sheriff's Department has received a donation from the Woodville Congregational Church.

Now, Therefore, Be It Resolved, That this Board of Legislators does hereby gratefully accept said donation, and be it further

Resolved, That the 2018 County Budget is hereby amended as follows:

Increase:

Revenue:		
01311000 92705	Gifts and Donations	\$ 200

Expenditures:		
01311000 04518	Canine Supplies/Expenses	\$ 200

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Recognizing NYS Governor's Traffic Safety Committee Police Traffic Services Program Grant and Amending the 2018 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Jefferson County Sheriff's Department has been awarded a NYS Governor's Traffic Safety Committee Police Traffic Services Program grant in the amount of \$9,400, and

Whereas, The goal of the grant is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic accidents.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby accepts said grant award for the project period October 1, 2017 through September 30, 2018, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to fulfill the requirements of this grant award, subject to approval by the County Attorney as to form, and be it further

Resolved, That the 2018 County Budget is hereby amended as follows:

Increase:

Revenue:		
01311000 94389	Federal Aid Other Public Safety	\$ 9,400

Expenditure:		
01311000 01300	Overtime	\$ 9,400

Seconded by Legislator: _____

State of New York)
) ss.:
County of Jefferson)

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20 ____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Reappropriating Funds from Various Unspent Grants Relative to the Sheriff's Department and Amending the 2018 County Budget in Relation Thereto

By Legislator: _____

Whereas, Jefferson County, through its Sheriff's Department, has received and recognized various grants in 2015, 2016 and 2017 which have not been fully expended, and

Whereas, Said Grants and their remaining unspent amounts include the FY17 LETPP grant, FY16 LETPP grant, FY16 Operation Stonegarden Program grant, FY15 Operation Stonegarden grant and NYS Governor's Traffic Safety Committee Child Passenger Safety Program, and

Whereas, Said funds must be reappropriated and placed in the appropriate expenditure lines.

Now, Therefore, Be It Resolved, That the 2018 County Budget is amended as follows:

Increase:

Expenditures

01311000 04112	Membership and Dues	\$ 200.00
01311000 04585	Operating Supplies	2,400.00
01311000 04613	Training	400.00
01311400 01300	Overtime	23,000.00
01311400 02300	Technical Equipment	72,067.87
01311400 043101	Internal Fleet Expense	2,747.13
01311400 04311	Gasoline and Oil	1,373.35
01311400 04416	Professional Fees	5,181.46
01311400 08010	State Retirement	3,894.18
01311400 08030	Social Security	3,260.32
01311400 08040	Workers Compensation	1,045.50
01311400 04514	Uniforms and Clothing	32,491.00
01311400 04585	Operating Supplies	2,175.42

Appropriated Fund Balance

01000000 30599	Appropriated Fund Balance	\$ 150,236.23
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Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Inter-Municipal Agreement with the City of Watertown
Regarding FY 2017 Edward Byrne Memorial Justice Assistance
Program and Amending the 2018 County Budget in Relation Thereto

By Legislator: _____

Whereas, The City of Watertown has been awarded \$10,985 in funds under the Federal Edward Byrne Memorial Justice Assistance Grant Program for law enforcement purposes, and

Whereas, The County will receive \$4,394 of these funds to be used for the purchase of weapons for the Sheriff's Department, and,

Whereas, Grant regulations may require an agreement between the County and the City, and

Whereas, Jefferson County wishes to approve the use of the funds for the program and amend the 2018 County Budget to accept and allocate said grant funds.

Now, Therefore, Be It Resolved, That if necessary, Jefferson County enter into an agreement with the City of Watertown as required by the Edward Byrne Memorial Justice Assistance Program for the purposes detailed above, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review of the County Attorney as to form and content, and be it further

Resolved, That the 2018 County Budget is hereby amended as follows:

Increase:

Revenue		
01311000 94389	Federal Aid Public Safety	\$ 4,394
Expenditures		
01311000 04585	Operating Supplies	\$ 4,394

Seconded by Legislator: _____



2017 Planning Department Report November and December

The overall service objective of the Department of Planning is to provide quality technical assistance to the County and its local municipalities within the Department's four established workplan areas: County Planning and Economic Development, Community Planning and Development, Resource and Environmental Management, and Information, Demographic, and data Services.

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Program

2015 Award Year. During November and December \$219,336 was drawn down in support of twelve projects and program development. The Annual Performance Report was submitted to NYSHCR.

2016 Award year. During November and December \$19,880 was drawn down in support of seven projects.

North Country HOME Consortium. The County continues to serve as the lead entity to administer the multi-county (Jefferson, Lewis, and St. Lawrence) Consortium, which acts as a direct entitlement community for Federal HOME housing funds. During November and December \$147,818 in Federal HOME funds were expended; representing activity on seven housing assistance projects.

County Planning Board

Staff prepared materials and presented projects for the **November** Planning Board meeting: A site plan review for a vacant building to be converted to a physician's office in the Town of LeRay. Also, a draft Airport Compatibility powerpoint was presented to the Board. The **December** meeting was cancelled; therefore staff comments were forwarded to the Town for a use variance to establish a takeout restaurant in a previous restaurant location in the Town of LeRay.

Other Activities

Fort Drum Joint LandUse Study – Staff attended the public hearing and submitted comments on the Final Draft.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Clayton (T) – Mapped results of water survey.

Hounsfield (T) – Staff attended the Town Board meeting where the solar energy regulations were adopted.

Orleans (T) – Zoning map revised to reflect expansion of B district near SR 411 and Interstate 81.

Theresa (T) – Mapped residential land uses near Moon Lake, Red Lake, and along the Indian River.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

2017 Annual Inclusion Process. Staff prepared and mailed referral package to NYS Department of Agriculture and Markets.

2018 Southwest Agricultural District 8 Year Review. Staff submitted the final documents for the SW Agricultural District 8 Year Review to the State Department of Agriculture and Markets.

Snowmobile Grant-in-Aid Program

Staff coordinated and compiled additional items requested by NYS ORPHP staff to re-submit for the Phase II application for 2017-2018 funding to maintain the 148 miles of trails in Jefferson County.

MS4 Coalition

The MS4 coalition met and discussed a number of items including the upcoming year's priority actions, and the renewal of the MOS among the coalition members.

Water Quality Coordinating Committee

Staff attending the meeting.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning municipal zoning maps, parcels, flood maps, fire districts, and the county map viewer.

Other Geographic Information System (GIS) Tasks (not associated with projects above)

For various requests and projects, created or refined the following GIS maps: Agricultural District #3 map series for submission to the State, age of housing units near the Watertown International Airport, population density per square mile near airport, airport land use compatibility, 2017 County Planning Board project referrals, county building code officer jurisdictions, list of landowners along the TI Snowmobile Club trails and Census housing unit counts by village and by town.

Continued preparing for the Local Update of Census Addresses (LUCA) program.

Staff began digitizing building footprints in the Town of Watertown for future projects.

County of Jefferson

DEPARTMENT OF CONSUMER AFFAIRS

BUREAU OF WEIGHTS AND MEASURES

James A. Richmire, Director
 Brian M. Mooney, Asst. Director



21915 County Route 190
 Watertown, NY 13601
 Phone (315) 786-1094

Monthly Report - January 2018

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	41		100	1			2	1
Non-Comm. Estab.	1		3					

Commodities:	# Inspections	3
	# Lots	28
	# Packages/Lots	1590
	# Packages Measured	420
	# Lots Failed	

Complaints / Requests:	3
Petroleum Samples:	
Milk Tanks:	New
	Recalibrations/Rechecks
Vehicle Scales:	

Scanner	# Inspections	26					
Checks:	Items Correct	2479	98.8%	Marked	Scanned		
	Overcharge	18	0.7%	\$74.80	\$85.23	\$10.43	Loss to Consumers
	Undercharge	13	0.5%	\$128.31	\$117.96	-\$10.35	Loss to Stores
	Not On File						
	Total # Scanned	2510	100.0%				
# Inspections Failed		0.00%					

Additional Comments:

No petroleum sampling scheduled by NYSWM. Brian worked in Lewis County 1/3, 1/4, 1/5, 1/10. 1/22/18
 >Jim delivered 800#s of weight to Lewis County Hospital for own inspections. 1/30/18 >Consumer complaint investigation - resolved.

JAMES A. RICHMIRE - Director

TOTAL DEVICES INSPECTED - 2018

UPDATED THRU: 1/30/18 1/10/18

DEVICES	JEFFERSON	LEWIS	TOTAL	% JEFFERSON	% LEWIS
Computing	18	8	26	69.23%	30.77%
Pre-Pack	5	2	7	71.43%	28.57%
Customer Scale	2		2	100.00%	0.00%
Vehicle Scale			0	#DIV/0!	#DIV/0!
Monorail Scale			0	#DIV/0!	#DIV/0!
Prescription Scale	27	3	30	90.00%	10.00%
Hopper / Batch / Tank	2		2	100.00%	0.00%
Platform Scale	1	5	6	16.67%	83.33%
Livestock Scale			0	#DIV/0!	#DIV/0!
Miscellaneous Scale	3	1	4	75.00%	25.00%
Petroleum Pump			0	#DIV/0!	#DIV/0!
Petroleum Meter VTM			0	#DIV/0!	#DIV/0!
Other Meter			0	#DIV/0!	#DIV/0!
Rack Meter			0	#DIV/0!	#DIV/0!
Liquid Measure			0	#DIV/0!	#DIV/0!
Volumetric Measure			0	#DIV/0!	#DIV/0!
Weights Pharmacy	28	2	30	93.33%	6.67%
Weights Other	14	4	18	77.78%	22.22%
Linear Measure			0	#DIV/0!	#DIV/0!
Linear Measuring Device	1		1	100.00%	0.00%
Timing Device			0	#DIV/0!	#DIV/0!
Miscellaneous Device			0	#DIV/0!	#DIV/0!
Non-Commercial Device	3		3	100.00%	0.00%
Milk Tanks			0	#DIV/0!	#DIV/0!

Total Devices for Jefferson	Total Devices for Lewis	Total Devices
104	25	129

Total Percentage of Devices Inspected for each county	
Jefferson	Lewis
80.62%	19.38%

Remarks:

See monthly inspection reports for establishment information.

This newsletter provides key information that benefits municipal boards and zoning officers that review proposed development applications.



Jefferson County
PLANNING BOARD NEWSLETTER

**JEFFERSON COUNTY
PLANNING BOARD
MEMBERS**

David Prosser, Chair

Dean Gillan, Vice-Chair

Art Baderman

Clif Schneider

Dwight Greene

Deb McAtee

George Yarnall

Jon Storms

Lisa L'Huillier

William Ferguson

**JEFFERSON COUNTY
PLANNING DEPARTMENT
STAFF**

Michael J. Bourcy, Director

**Andy Nevin, AICP
Senior Planner**

**Sara Freda, Community
Development Coordinator**

Michelle Bunny, GIS Specialist

Cheryl Hamilton, Secretary

Jefferson County
Department of Planning
175 Arsenal Street
Watertown, NY 13601

Phone: 315-785-3144

Fax: 315-785-5092

Email: planning@co.jefferson.ny.us

Complete County Planning Board Referrals

The County Planning Board strongly encourages the submission of site plan/special permit referrals that are **drawn to scale, show existing features, and indicate anticipated improvements to the site.** It is only with an accurate depiction of the project site and proposed changes that the CPB can accurately assess potential county-wide or inter-municipal impacts for each referral.

Therefore, to maintain effective local and County Planning Board review processes in the future, municipalities should follow their local submittal requirements and refer plans that meet the intent of the "full statement" provisions described below.

Complete application information will benefit the local review process as well as enable the County Planning Board to identify any relevant issues more efficiently and allow better suggestions to be made by either board regarding any needed project enhancements.

Local boards should require, and only accept, project plans drawn to scale, show the complete site, and illustrate existing and proposed structures and site improvements. Local boards should use a checklist to assist in determining whether an application is complete.

Referral notice: The County Planning Board requests that municipalities complete and enclose the County Referral Notice when sending a project in for review. **The notice is now a fillable pdf** and may be accessed from the Jefferson County Website: by going to www.co.jefferson.ny.us; clicking on **Departments**, and then clicking on **Planning**. When the local official refers a project to the County Planning Board for review, the referral should include a "full statement" of the proposed action.

What is a Full Statement? According to NYS GML Section 239-m, a "full statement" of the proposed action includes all materials required by and submitted to the local board as an application. This includes the completed environmental assessment form as well as all other materials required to make a determination of significance pursuant to the State Environmental Quality Review Act. When the proposed action is the adoption or amendment of a zoning ordinance or law, the "full statement of such proposed action" also includes the complete text of the proposed ordinance or local law as well as all existing provisions to be affected thereby, if any.

County Planning Board Triggers

NYS General Municipal Law Section 239-m states that any town, village or city, which:

- ⇒ Adopts or amends a zoning law or ordinance; or
- ⇒ Adopts or amends a comprehensive plan; or
- ⇒ Issues a special permit; or
- ⇒ Approves a site plan; or
- ⇒ Grants a use or area variance,

MUST REFER such actions to the County Planning Board prior to taking any final action thereon...

IF the real property affected by this action lies within 500 feet of the following:

- The boundary of any city, village, or town; or
- The boundary of any existing or proposed County or State Park or any other recreation area; or
- The right-of-way of any existing or proposed County or State road, highway, parkway, roadway; or
- The existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel lines; or
- The existing or proposed boundary of any County or State-owned land on which a public building or institution is situated; or
- The boundary of a farm operation located in a NYS Certified Ag District.

County Planning Board Action: After receiving a referral of the proposed action, the County Planning Board shall within 30 days (or longer as mutually agreed upon) report its recommendation to the local board. If the CPB does not respond within 30 days from the time it received a full statement on the proposed action, then the local board may act without such a report. However, if the CPB report is received after such 30 days but two or more days prior to final action by the referring body, then the local board shall take into consideration the CPB report. If such report recommends modification or disapproval of the proposed action, then the referring body may act contrary to the County Planning Board's recommendation only by a majority-plus-one vote of the board and after giving an explanation of the reasons for such action.

Municipal Board Action: The Local Board may act only after the County Planning Board's decision has been issued and must consider the CPB recommendations prior to its final decision. Therefore, local approvals contingent upon the County review, would violate this requirement.

Local Board Filing: Within 30 days after final action, the referring body shall file a report of the final action it has taken with the County Planning Board. A referring body which acts contrary to a recommendation of modification or disapproval of a proposed action shall set forth the reasons for the contrary action in such report.

County Planning Board Meeting Schedule:

The Jefferson County Planning Board meets the last Tuesday of every month.

Meetings are typically held at 175 Arsenal St., Watertown in the 2nd floor conference room.

Meetings start at 4:00 pm, unless otherwise noted.

		2018	
<u>Submission Deadlines</u>		<u>CPB Meeting Dates</u>	
January	18	January	30
February	15	February	27
March	15	March	27
April	12	April	24
May	17	May	29
June	14	June	26
July	19	July	31
August	16	August	28
September	13	September	25
October	18	October	30
November	15	November	27
December	*6	December	*18

* Note earlier deadline and meeting date

What happens if a referral is not made or local decision is made out of sequence?

Neglecting to refer a land use action pursuant to General Municipal Law may constitute a "procedural or jurisdictional error" that could legally invalidate the local municipality's land use decision.

Sending a referral but not waiting to consider the County Planning Board recommendation would be procedurally deficient as well. In a court challenge, the local decision on an application may be nullified. To clarify any of these issues, the municipality or local board may wish to consult with its attorney.

LOCAL PLANNING BOARDS AND ZBA MEMBER TRAINING

Planning Board and Zoning Board of Appeals members are required by NYS Law to receive a minimum of four hours of training every year. Each municipality is responsible for determining what training formats they will accept for training credit.

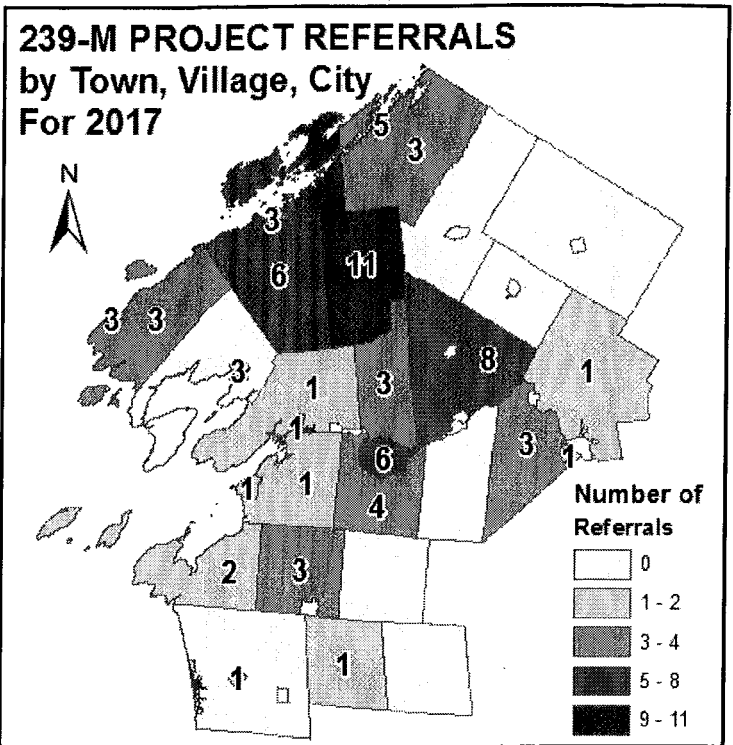
The Jefferson County Planning Office and the Tug Hill Commission sponsor **Land Use Training Workshops** held at Jefferson Community College. These workshops are offered for **free**. There are typically two sessions in the spring and two in the fall. This spring, an **Airport Land Use Compatibility** Training session will be presented.

Another upcoming 2018 training opportunity includes the Tug Hill Commission's 29th Annual Local Government Conference on Thursday, March 29th. This all-day conference includes sessions on a variety of planning issues facing municipal boards/zoning officials.

The NYS Department of State Land Use Training Unit offers many land use training courses for members of planning boards and zoning boards of appeals, elected officials, and the general public. For more information on these training courses, visit the New York State Department of State's website: <http://www.dos.ny.gov/lg/lut/index.html>

In addition, the Jefferson County Planning Department staff can provide training **directly** to local boards, upon request. For example, Planning and Zoning Authority of Municipal Boards was presented to the Town of Cape Vincent local boards in 2017.

MAP OF LAST YEAR'S REFERRALS:



MUNICIPAL PLANNING AND MAPPING ASSISTANCE

The Jefferson County Planning Department provides various forms of planning assistance to local municipalities, including GIS mapping. Upon request, the Department can provide a variety of planning maps, such as:

- Zoning
- Land use (as determined by local assessors)
- Census demographics
- Comprehensive Plan maps
- Surface water resources (including streams/wetlands)
- Watersheds
- Trails and outdoor recreation
- Slope and topography
- Soils (prime farm soils, septic suitability)
- Agricultural Districts

View the County's map viewer at: JeffCountyMaps.com

COUNTY PLANNING DEPARTMENT LOCAL ASSISTANCE - RECENT HIGHLIGHTS:

- ◆ Town of Cape Vincent—Local Board Training
- ◆ Town of Hounsfield—PDD Training
- ◆ Town of Hounsfield Zoning Law Update
(parking and solar energy facility regulations)
- ◆ Town of Orleans Zoning Law and Map Update
(solar energy facility regulations)
- ◆ Village of Chaumont Zoning Map Amendment
- ◆ Town of Pamela - Digital Zoning Map
- ◆ Town of Wilna Digital Zoning Map Amendment
- ◆ Joint Town/Village of Clayton Comprehensive Plan
- ◆ Staff administered housing grants that provided \$1,505,331 for 75 housing rehab projects in 2017

JEFFERSON COUNTY PLANNING DEPARTMENT STAFF CAN ASSIST YOUR COMMUNITY

- √ The Planning Department is available to communities for assistance with a variety of tasks such as those listed to the left.
- √ Department staff can also support local grant applications by providing demographic data and mapping services.
- √ Local board training can be tailored for individual municipalities pursuant to local needs/requests.
- √ Procedural training related to local planning board reviews can be developed/presented.
- √ Custom maps to aid with local project inquiries such as zoning maps with parcels depicted can be developed for communities upon request.

FORT DRUM JOINT LAND USE STUDY—NEARING COMPLETION

Fort Drum serves as an important military installation for the Department of Defense and is critical to the local and regional economies within Jefferson as well as portions of St. Lawrence and Lewis Counties. The goal of the Fort Drum Joint Land Use Study (JLUS) is to protect the viability of current and future training operations at Fort Drum while simultaneously guiding community growth, sustaining the environmental and economic viability of the region and protecting public health, safety and welfare.

The JLUS was developed through a collaborative partnership of varied stakeholders including local communities, conservation groups, industrial wind energy developers, Fort Drum, and other regional entities including the three County Planning Departments.

The two JLUS committees—the steering committee and technical working group—provided direction and technical oversight on the document and were composed of representatives from the stakeholder groups. The JLUS

was prepared under contract with the Development Authority of the North Country, New York, with financial support from the Office of Economic Adjustment, Department of Defense. With final edits almost complete, the JLUS should be released in January of 2018.

The report identified twenty-five compatibility factors which covered a myriad of pertinent issues such as communication/coordination, light and glare, noise, safety zones, vertical obstructions, and included a discussion of airfield radar and weather radar operations. A series of findings and implementation strategies regarding the issues will be utilized by the communities in the region to aid in discussing options for maintaining Fort Drum compatibility and viability moving well into the future.

The **Fort Drum JLUS** is available on the web at:

www.danc.org

PASSENGER STATISTICS - AMERICAN AIRLINES - CALENDAR YEAR

MONTH	2017										2016	2015	2014	2013	2012
	DEPARTURES	ARRIVALS	TOTAL PX 1/1-12/31/17	% INCREASE/ DECREASE	PX TOTALS		PX TOTALS		PX TOTALS		PX TOTALS		PX TOTALS		
January	1,260	1,202	2,462	+9%	2,248	2,297	1,990	2,827	2,051						
February	1,471	1,419	2,890	+33%	2,174	2,675	2,605	2,507	2,451						
March	1,527	1,604	3,131	+13%	2,754	3,135	3,232	2,950	2,861						
April	1,571	1,635	3,206	+16%	2,765	2,942	3,695	2,957	2,933						
May	1,647	1,693	3,340	+8%	3,086	4,057	3,408	3,350	2,995						
June	1,592	1,685	3,277	+10%	2,979	3,694	3,270	3,303	2,783						
July	2,466	2,532	4,998	+42%	3,498	4,670	4,574	4,036	3,579						
August	2,664	2,580	5,244	+48%	3,539	4,725	4,561	3,884	3,788						
September	2,281	2,381	4,662	+42%	3,279	3,205	3,365	3,441	2,670						
October	2,629	2,456	5,085	+40%	3,642	2,763	3,305	3,737	3,164						
November	2,308	2,435	4,743	+59%	2,983	2,593	2,492	3,117	3,035						
December	1,660	1,534	3,194	+13%	2,809	2,655	3,211	2,983	3,017						
Year End Total	23,076	23,156	46,232		35,756	39,411	39,708	39,092	35,327						
Avg # of px / mth	1,923	1,930	3,853		2,980	3,284	3,309	3,258	2,944						

01/15/2018-cl