## **County of Jefferson Office of the County Administrator**

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



#### August 30, 2018

To: Honorable Members of the Board of Legislators

This shall serve as notice that the regular session of the Jefferson County Board of Legislators for the month of will be convened on *Tuesday, September 4, 2018 at 6:00 p.m.* in the Board of Legislators Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY.

If you need additional information relative to any of the Board Session agenda items, please feel free to give me a call.

The agenda for the September meeting is as follows:

**ROLL CALL OF MEMBERS** 

PRIVILEGE OF THE FLOOR

READING OF MINUTES OF LAST SESSION, IF REQUESTED

PRESENTATION OF PETITIONS, NOTICES AND COMMUNICATIONS

#### REPORTS OF STANDING COMMITTEES

Report of the Finance & Rules Committee on Financial Resolutions Report of the Finance & Rules Committee on Legislators' Expenses

#### REPORTS OF COUNTY OFFICERS AND OTHERS

Report of the County Treasurer on Investments and Cash on Hand Report of the County Administrator on Budget Transfers for the month of August Report of the County Auditor on Erroneous Assessments for the month of August

#### LOCAL LAWS, RESOLUTIONS AND MOTIONS

1. Resolution No. 172 Pays

Payment of Legislators' Expenses

2.	Resolution No. 173	Amending the 2018 County Budget Relative to Community Services Department
3.	Resolution No. 174	Selecting an Airport Consultant and Authorizing Agreement for Airport Consultant Services at the Watertown International Airport
4.	Resolution No. 175 (Roll Call Vote)	Amending the 2018 County Budget in Relation to the Probation Department and Creating a Probation Officer Position
5.	Resolution No. 176	Authorizing Extension of Lease Agreement for Parking Rights at Lower Department of Social Services Lot
6.	Resolution No. 177	Appointing Director of Code Enforcement
7.	Resolution No. 178	Amending an Agreement with the Thousand Islands Regional Tourism Development Corporation for the Provision of Public Benefit Services for Promotion and Publicity
8.	Resolution No. 179 (Roll Call Vote)	Amending the 2018 County Budget to Recognize Insurance Recovery and Allocating Same in Dog Control Department Budget
9.	Resolution No. 180 (Roll Call Vote)	Authorizing Agreement and Amending the 2018 County Budget in Relation to the a New York State Empire State Development Grant
10.	Resolution No. 181	Establishing Time and Place for a Public Hearing on the 2018 Inclusions of Viable Agricultural Land in NYS Certified Agricultural Districts
11.	Resolution No. 182 (Roll Call Vote)	Amending the 2018 County Budget in Relation to the County Road Machinery Fund
		Sincerely,  ///  ///  ///  ///  ///  ///  ///

Robert F. Hagemann, III Clerk of the Board

### JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. 175

Payment of Legislators' Expenses

By Legislator:	James A. Nabywaniec	-
		e members of the Board were referred, has total to be \$ 3,956, we have allowed:
	Legislator Expense:	\$ 3,956
	Be It Resolved, That the County the claimants as audited.	Treasurer be and is hereby directed to draw
Seconded by Leg	islator: Allen T. Drake	
State of New York )		
) ss.: County of Jefferson )		
	that I have compared the foreg Jefferson with the original the	the Board of Legislators of the County of Jefferson, New York, do hereby certify oing copy of Resolution No of the Board of Legislators of said County of the Board on file in my office and duly adopted by said Board at a meeting of said, 20 and that the same is a true and correct copy of thereof.
	In testimony whereof, I have	e hereunto set my hand and affixed the seal of said County this day o
		Clerk of the Board of Legislators

### JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. 173

Amending the 2018 County Budget Relative to Community Services Department

By Legislator:	William W. Johnson	
and examination serv	appropriations are needed to cover current and provices to patients placed in NYS Office of Mental 1 riminal or family court orders through year end 2	Health (OMH) facilities
Whereas, These cost County.	s for services are shared 50/50 between New York	k State and Jefferson
Now, Therefore, Be	It Resolved, That the 2018 County Budget is here	by amended as follows:
Increase:		
01439000 04413	Medical Fees - Court Commitments	\$95,000
Decrease:		
01199000 04963	Contingent Account	\$95,000
Seconded by Legisla	tor: Daniel R. McBride	
State of New York ) ) ss.: County of Jefferson )		
	I, the undersigned, Clerk of the Board of Legislators of the that I have compared the foregoing copy of Resolution No.  Jefferson with the original thereof on file in my office and Board on the day of, 20 such Resolution and the whole thereof.	of the Board of Legislators of said County of
	In testimony whereof, I have hereunto set my hand and a, 20	ffixed the seal of said County this day of
		Clerk of the Board of Legislators

# JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. <u>174</u>

Selecting an Airport Consultant and Authorizing Agreement for Airport Consultant Services at the Watertown International Airport

By L	egislator: _	James A. Nabywaniec
Adm	inistration an	n County desires to receive grant monies from the Federal Aviation and the New York State Department of Transportation for improvements to the ational Airport, and
quali	fications-bas	rement of receiving such grants is that the County conduct a formal ed procurement process to select an Airport Consultant in accordance with reular 150/5100-14, and
deter	mined that th	ferson County Selection Committee has conducted such a process and the firm of McFarland Johnson Inc. possesses the necessary expertise in a related professional services for similar facilities, and
Cour	nty as its Airp	Be It Resolved, That McFarland Johnson Inc. is hereby selected to serve the port Consultant for anticipated future projects listed on the Airport Masterplan and be it further
agree	ement with Meriod 10/1/18	e Chairman of the Board of Legislators is hereby authorized to execute an IcFarland Johnson Inc. for the provision of Airport Consultation Services for 3 through 9/30/23, subject to the review of the County Attorney as to form and
Seco	nded by Legi	slator: <u>Daniel R. McBride</u>
State of New Y	) ss.:	
		I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certif 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 sai 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. \_\_/75\_\_\_

Amending the 2018 County Budget in Relation to the Probation Department and Creating a Probation Officer Position

Whereas	, The 2017-201	8 enacted Nev	York State	Budget in	ncluded le	gislation raisi	ng the age	e of
criminal	responsibility f	from 16 to 18 y	ears of age,	and				

By Legislator: Robert W, Cantwell, III

Whereas, The Raise the Age law will be phased in over two years: effective October 1, 2018 the age of criminal responsibility will be raised from 16 to 17, and effective October 1, 2019, the age of criminal responsibility will be raised from 17 to 18, and

Whereas, New York State has determined Probation Departments will provide an officer to appear at the first scheduled appearance of certain adolescent offenders in the new Youth Part of Criminal Court to perform pre-trial screening, and

Whereas, Probation will be mandated to monitor participation and cooperation with Voluntary Services throughout the proceedings, and

Whereas, New York State has determined that Probation will provide or coordinate other agencies' provision of a variety of Evidence-Based Practices, designed to lower the risk of the youth re-offending, and

Whereas, Probation currently provides intake services for all Juvenile Delinquent clients between the ages of seven and up to the sixteenth birthday, and effective October 1, 2018 this responsibility will increase to include all sixteen year old youths, and effective October 1, 2019 to include all seventeen year old youths, and

Whereas, New York State has indicated it will reimburse counties for expenses incurred due to implementation of the Raise the Age law as long as said counties stay under the Tax Cap, and

Whereas, The requirements of Raise the Age will result in increases in appearance at arraignment, voluntary services monitoring and intake services, and

Whereas, The increases necessitate the addition of a position and amendment of the 2018 County Budget.

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

#### Increase:

Revenue		
0131400 93311	State Aid Raise the Age (RTA)	\$24,591
Expenditure		
01314000 01100	Personal Services	\$14,190
01314000 04102	Office Furnishings	250
01314000 04111	Trackable Items	450
01314000 04311	Gas and Oil	200
01314000 04313	Travel	2,675
01314000 04514	Uniforms & Clothing	775
01314000 04585	Operating Supplies	120
01314000 08010	Retirement	2,005
01314000 08020	Health Benefits	2,841
01314000 08030	Social Security	1,085
and be it further		
D . 1 1 T1 (D 1 ( ) O	C 01214000 01100 #042	. 1 1 1
	ficer position 01314000 01100 #043	is hereby created effective
September 5, 2018.		
Seconded by Legislator:	Allen T. Drake	
Seconded by Degistator.	THICH I. DIAKC	
and be it further  Resolved, That Probation Of September 5, 2018.  Seconded by Legislator:	ficer position 01314000 01100 #043  Allen T. Drake	is hereby created effective

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

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 I	Legislators	
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# JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. \_\_/76\_\_

Authorizing Extension of Lease Agreement for Parking Rights at Lower Department of Social Services Lot

By Legislato	r: Allen T. Drake
Local Devel	be County of Jefferson entered into a Lease Agreement with the Jefferson County opment Corporation ("JCLDC"), dated August 9, 2002, for lease of certain parking lower Department of Social Services parking lot to be used, if necessary, by Stream, and
Whereas, Th 30, 2018, an	e original 2002 lease agreement was once renewed by the parties through September d
Whereas, It September 3	s the desire of the parties to extend the Agreement for three more years through 0, 2021.
authorized a	Fore, Be It Resolved, That the Chairman of this Board of Legislators be and hereby is and directed to execute the extended Agreement that will expire on September 30, alf of Jefferson County subject to approval of the County Attorney as to form and
Seconded by	Legislator: William W. Johnson
State of New York ) County of Jefferson )	ss.:
	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

Appointing Director of Code Enforcement

Seconded by Legislator	r: Robert W. Cantwell, III	

Clerk of the Board of Legislators

### JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. /78

Amending an Agreement with the Thousand Island Regional Tourism Development Corporation for the Provision of Public Benefit Services for Promotion and Publicity

	-							
Whomas	Dungment to	Sections 224	4 225	-50	T 1	D 1 - 1 2	T 24 C	2010 1
w nereas	. Puisuam to	Sections 224	and 223	oi County	Law and	Kesolution	NO 34 OT	201X the

Allen T. Drake

By Legislator:

Whereas, Pursuant to Sections 224 and 225 of County Law and Resolution No. 34 of 2018 the County entered into a contract with the Thousand Island Regional Tourism Development Corporation (TIRTDC) to provide certain public benefit services outlined in said resolution, and

Whereas, Pursuant to Sections 224 (12) of County Law, and Resolution No. 33 of 2018 the County entered into a contract with the Thompson Park Conservancy (TPC) to provide certain public benefit services outlined in said resolution, and

Whereas, The TPC has subsequently requested additional marketing development assistance and corresponding funding from Jefferson County through the guidance of the TIRTDC for the upcoming fall tourism season as outlined in the attached summary.

Now, Therefore, Be It Resolved, That the County will enter into a revised contract with the TIRTDC to provide marketing assistance to the TPC, as herein requested, under the following terms and conditions:

- 1. The amount to be paid from County funds shall not exceed Eleven Thousand Five Hundred Dollars (\$11,500) for the term of this agreement.
- 2. Payment shall be made by the County Treasurer in the sum of \$11,500, said payment contingent upon receipt of a Memorandum of Receipt duly executed by the principal officer and disbursing officer of the TIRTDC in which they, on behalf of the TIRTDC, agree to comply with the terms of this resolution.
- 3. The term of this Agreement shall be from September 4, 2018 through December 31, 2018.
- 4. Within ninety (90) days of the termination of this Agreement, the TIRTDC shall provide and render to the County a verified account of the disbursements of such organization with verified or certified vouchers therefor attached.
- 5. The TIRTDC shall refund to the County at the termination of this Agreement, any monies paid by the County to assist the TPC in the regional marketing of its facility that remains unobligated.
- 6. Such other terms and conditions as the parties may agree to in writing, and be it further

Cocondad by Tarislata	Inmag A Nighamania
Seconded by Legislator:	James A. Nabywaniec
f New York ) ) ss.: of Jefferson )	
	I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereb that I have compared the foregoing copy of Resolution No of the Board of Legislators of said C
	that I have compared the foregoing copy of Resolution No of the Board of Legislators of said C Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting Board on the day of, 20 and that the same is a true and correct such Resolution and the whole thereof.
	In testimony whereof, I have hereunto set my hand and affixed the seal of said County this





#### **MEMORANDUM**

TO: Robert Hagemann, County Administrator

FROM: Lawrence Sorel, Executive Director

**DATE:** August 6, 2018

SUBJECT: Thompson Park Conservancy marketing plan

This memo is to clarify for the Board of Legislators (BOL) the timeline for the use of the Hotel/Motel Tax revenue should that body vote to release the funds.

As you are aware, we are coming to the end of the busy season for the Thompson Park Conservancy/New York State Zoo. Assuming the funds are released at the September 2018 BOL meeting it is our intent to use them as follows:

September 2018 through December 2018- total of \$11,500

Marketing Asset Development: \$4,000

Having appropriate, quality marketing assets readily available will assure staff and partners can do a better job of developing publicity exposure and taking advantage of promotional opportunities. These resources will also assure the Zoo gets good value from its paid advertising and promotions.

- High quality, marketing-oriented still photography and video stock footage will be commissioned for use in advertising, promotions and public relations.
- Standardized layouts for print ads and basic print materials will be developed to allow staff to efficiently implement marketing projects that follow a consistent image and identity.

Social Media Marketing \$2,000

A geographically and interest targeted social media campaign will be implemented for the Zoo. The campaign will include paid boosts of Zoo social media posts, as well as advertising through social media sites to reach targeted audiences. Part of the goal of this effort will be to enlarge the Zoo's existing Facebook audience and to

begin using Twitter and Instagram to more effectively promote the Zoo. This program will allow for on-going small expenditures in social media to provide the Zoo with exposure

#### Point of Purchase Enhancement: \$500

Encouraging online reviews and personal recommendations is key to building an audience and encouraging repeat visits from fans. The Zoo will develop basic tools to encourage visitors to post photos of their visit on social media, contribute reviews to key websites and be reminded of upcoming special events at the zoo.

- Posters posters and outdoor signage will be created to encourage visitors to leave reviews on sites such as TripAdvisor, Yelp and Google, and to "hash tag' social media postings about their visit to the Zoo.
- Selfie Spots A graphic display will be created where visitors can pose for selfies to be posted to social media
- Cards business card sized invitations to review the zoo on travel sites and post social media with hash tags

#### Supplemental marketing for key events \$2,000

- The Zoo's signature events are a great way to introduce new visitors to the facility and encourage repeat visitation from past visitors. Boo at the Zoo provides a reason to visit outside the traditional "summer vacation." Local media has been generous in their support of the Zoo to promote these events, but it is important to enhance that exposure with additional advertising investment.
- Additional paid ads will be placed with media that has a regional reach to support these signature events.

#### Fort Drum Soldier and Family Outreach \$3,000

- Soldiers and families fit snugly into the key demographic for Zoo visitors. However, as transplants to the region, many military families are not familiar with the Zoo. Moreover, the population turn-over inherent to Army staffing means that there is a constant influx of new families arriving with a need to become familiar with the community and the cultural, recreational and educational resources available off post.
- The Zoo will engage with on-post organizations such as MWR to reach these families through advertising and promotional programs that target Fort Drum families.

January 2019 through June 2019- total of \$13,500

#### Social Media Marketing \$5,000

A geographically and interest targeted social media campaign will be implemented for the Zoo. The campaign will include paid boosts of Zoo social media posts, as well as advertising through social media sites to reach targeted audiences. Part of the goal of this effort will be to enlarge the Zoo's existing Facebook audience and to begin using Twitter and Instagram to more effectively promote the Zoo. This program will allow for on-going small expenditures in social media to provide the Zoo with exposure between special events.

#### Point of Purchase Enhancement: \$500

Encouraging online reviews and personal recommendations is key to building an audience and encouraging repeat visits from fans. The Zoo will develop basic tools to encourage visitors to post photos of their visit on social media, contribute reviews to key websites and be reminded of upcoming special events at the zoo.

• Posters – posters and outdoor signage will be created to encourage visitors to leave reviews on sites such as TripAdvisor, Yelp and Google, and to "hash tag' social media postings about their visit to the Zoo.

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- The Zoo will engage with on-post organizations such as MWR to reach these families through advertising and promotional programs that target Fort Drum families.

#### Hospitality Business Collaboration \$3,000

- To help the Zoo reach visiting families, a program will be created to enlist the assistance of local hotels and other hospitality businesses. Businesses will be provided with a supply of kid-friendly zoo promotional kits.

  Front line staff at the hotels will be asked to share these kits with families.
- For example, a six-piece crayon set with Zoo coloring sheets could be distributed for less than \$.50 each. Such a kit would be a nice amenity gesture from the hotel and allow the Zoo to engage thousands of families with children with an activity that will encourage visitation.

While this is the plan as we sit at this point in time, there may be reasons to reallocate some money to other categories and/or time frames as we progress. Our intent is to work closely with the staff at the 1000 Islands International Tourism Council to evaluate success along the way and, if necessary, modify our approach to this marketing plan.

# JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. \_\_/79\_\_

Amending the 2018 County Budget to Recognize Insurance Recovery and Allocating Same in Dog Control Department Budget

Seconded	l by Legislator:	Jennie M. Adsit	
Expendit 01351000	ure 0 043102	External Fleet Expense	2,064.11
Revenue 01351000	92680	Insurance Recoveries	\$ 2,064.11
Increase	:		·

# JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. \_\_/80\_\_

Authorizing Agreement and Amending the 2018 County Budget in Relation to a New York State Empire State Development Grant

By Legislator: Robert D	O. Ferris				
Whereas, Jefferson County has been awarded a New York State Empire State Development Grant procured through Senator Patricia Ritchie's Office in the amount of \$554,000, and					
•	er into an agreement with New York State E be utilized for funding to support the Jeffe t, and				
Whereas, Jefferson County has agreed on the request of Senator Ritchie to provide the Oxbow Fire Department with air bottles to assist them in their emergency response efforts, and					
•	l enter into a Memorandum of Understandi Fusing and maintaining air bottles, and	ng with the Oxbow Fire			
Whereas, It is necessary to auth County Budget to appropriate the	horize an agreement with New York State he funds.	and to amend the 2018			
	l, That the Chairman of the Board of Legisla reement on behalf of Jefferson County, sub I content, and be it further	•			
authorized and directed to exec	rirector of Fire and Emergency Managen scute said Memorandum of Understanding of the County Attorney as to form and conte	g on behalf of Jefferson			
Resolved, That the 2018 County Budget is amended as follows:					
Increase:					
	State Aid Fire & Emergency Services State Aid Fire & Emergency Services	\$ 542,000 12,000			
	225 Radio Communications System  Trackable Durable Items	\$ 542,000 12,000			

Seconded by Legislator: Robert W. Cantwell III

# JEFFERSON COUNTY BOARD OF LEGISLATORS Resolution No. \_\_/8/\_\_\_

Establishing Time and Place for a Public Hearing on the 2018 Inclusions of Viable Agricultural Land in NYS Certified Agricultural Districts

By Legislator:J	ennie M. Adsit
that Counties establish	ate Agriculture and Markets Law Article 25AA, Section 303-b requires an annual thirty day period within which to accept requests by landowners ral land included in a certified Agricultural District, and
Establishing an Annual	County Board of Legislators passed Resolution No. 98 of 2004, Thirty Day Period, June 1 through June 30, for Landowners to Submit able Agricultural Land within an Existing Agricultural District Before the deview Period, and
and Markets Law, the r	e with Section 303-b of Article 25AA of the New York State Agriculture equests for inclusion were referred to the Agricultural and Farmland view and recommendation, and
	endation of the Agricultural and Farmland Protection Board concerning has been submitted to the Clerk of the Board.
concerning the inclusio Districts' established re Planning Department's	Resolved, That a Public Hearing be conducted by this Board of Legislators in of viable agricultural land in certified Agricultural Districts before the eview periods. The public hearing will be held in the Jefferson County 3rd Floor Conference Room at 175 Arsenal Street, Watertown, New ember 24, 2018 at 6:00 p.m. and be it further
Resolved, That a notice	of such public hearing shall be given in accordance with law.
Seconded by Legislator	: Robert D. Ferris
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 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. \_\_/8シ\_\_

Amending the 2018 County Budget in Relation to the County Road Machinery Fund

By Legislator:	Anthony J. Doldo	
	erintendent of Highways has requested tran hrough the calendar year, and	nsfers between accounts to provide
Whereas, The 2018	Budget must be amended to do so.	
Now, Therefore, B	e It Resolved, That the 2018 County Budg	et is amended as follows:
Increase:		
Revenue 10900400 92665	Sale of Equipment	\$ 35,250
Expenditure 10513000 02401 10513000 02403	Automotive Equipment Pickup Truck Replacement	38,112 35,250
Decrease:		
Expenditure 10513000 02465	Roller	38,112
Seconded by Legis	lator: Robert W. Cantwell III	
State of New York ) ss.: County of Jefferson )		
	that I have compared the foregoing copy of Reso	lators of the County of Jefferson, New York, do hereby certify blution No of the Board of Legislators of said County of y office and duly adopted by said Board at a meeting of said, 20 and that the same is a true and correct copy of
	In testimony whereof, I have hereunto set my, 20	hand and affixed the seal of said County this day of
		Clerk of the Board of Legislators