


**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



September 6, 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, September 11, 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 Agreement with NYS Division of Criminal Justice Services in Relation to Aid to Prosecution Program
2. Amending the 2018 County Budget to Recognize Reserve Funds in the District Attorney's Office
3. Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services in Relation to the Federal Domestic Preparedness Equipment Program and Amending the 2018 County Budget in Relation Thereto
4. Authorizing Agreement and Amending the 2018 County Budget in Relation to the FY18 State Homeland Security Program (SHSP) Grant
5. Amending the 2018 County Budget in Relation to Jefferson County's Housing Improvement Program
6. Approving Appointment to the Jefferson County Planning Board
7. Amending the 2018 County Budget Relative to Probation Department
8. Authorizing Agreement with NYS Division of Criminal Justice Services in Relation to Aid to Defense Program
9. Accepting Donation for Sheriff's Department K-9 Unit and Amending the 2018 County

Budget in Relation Thereto

10. Authorizing Agreement and Amending the 2018 County Budget in Relation to the State FY18 Law Enforcement Terrorism Prevention Program (LETPP) Grant

**Informational Items:**

1. Monthly Departmental Reports:
  - Planning
  - Weights & Measures

If any Committee member has inquiries regarding agenda items, please do not hesitate to contact me.

RFH:tlr

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Agreement with NYS Division of Criminal Justice Services  
in Relation to Aid to Prosecution Program

By Legislator: \_\_\_\_\_

Whereas, The Jefferson County District Attorney's Office has been awarded an Aid to Prosecution grant from the NYS Division of Criminal Justice Services Bureau of Justice Funding (BJF) in the amount of \$55,860, for the period October 1, 2018 through September 30, 2019, and

Whereas, BJF now processes grants through an electronic format.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said grant award, 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 on behalf of Jefferson County.

Seconded by Legislator: \_\_\_\_\_

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2018 County Budget to Recognize  
Reserve Funds in the District Attorney's Office

By Legislator: \_\_\_\_\_

Whereas, The District Attorney's Office received equitable sharing funds through asset forfeiture, to be used to purchase equipment and services which will assist in its investigation and prosecution efforts, and

Whereas, Said funds must be recognized in the appropriate budget lines.

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

**Increase:**

Revenue:

01116500 94324	Federal Justice Asset Forfeiture	\$10,526.55
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Expenditure:

01116700 02401	Automotive Equipment	\$ 9,996.00
01116700 04115	Telephone	114.25
01116700 04416	Professional Fees	416.30

Seconded by Legislator: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services  
in Relation to the Federal Domestic Preparedness Equipment Program and  
Amending the 2018 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, New York State Division of Homeland Security and Emergency Services has awarded Jefferson County \$52,000, as recipient of a grant, from the FY2017 Hazmat Grant Program (CFDA 97.067) through funding from the Department of Homeland Security's State Homeland Security Program (SHSP).

Now, Therefore, Be It Resolved, That the Board of Legislators hereby authorizes the Chairman of the Board of Legislators to enter into necessary agreements with the NYS Division of Homeland Security and Emergency Services and with Lewis County, subject to approval by the County Attorney as to form and content, and be it further

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

**Increase:**

Revenues

01341000 943204	Federal Homeland Security - Fire/EMO	\$ 52,000
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Expenditures

01341400 02100	Equipment	\$ 16,000
01341400 04514	Uniforms & Clothing	11,000
01341400 04428	Public Safety Services - Other Govt	14,000
01341400 04585	Operating Supplies	11,000

Seconded by Legislator: \_\_\_\_\_

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Agreement and Amending the 2018 County Budget in Relation to the  
FY18 State Homeland Security Program (SHSP) Grant

By Legislator: \_\_\_\_\_

Whereas, The New York State Division of Homeland Security and Emergency Services has awarded Jefferson County \$97,471 from the FY18 State Homeland Security Program (SHSP)(CFDA 97.067) through funding from the Division of Homeland Security and Emergency Services (DHSES), and

Whereas, The County must enter into an agreement with the New York State Division of Homeland Security and Emergency Services to receive these grant funds which will be used to purchase a Chemical Biological Radioactive Nuclear and Explosives (CBRNE) response vehicle, personal protective and cyber security equipment, cell phone and data service, portable radios and access card security system.

Now, Therefore Be It Resolved, That the County of Jefferson agrees to accept the \$97,471, and the Chairman of the Board of Legislators is hereby authorized and directed to execute said grant agreements on behalf of Jefferson 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 amended as follows:

**Increase:**

Revenue		
01341000 943204	Federal Homeland Security - Fire/EMO	\$97,471
Expenditure		
01341400 02101	Computer Equipment	\$10,000
01341400 02401	Automotive	50,000
01341400 04119	Computer Software	10,000
01341400 04111	Trackable Items	5,471
01341400 04115	Telephone	5,000
01341000 04514	Uniforms & Clothing	5,000
01341400 04218	Building Security	12,000

Seconded by Legislator: \_\_\_\_\_

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2018 County Budget in Relation to Jefferson County's  
Housing Improvement Program

By Legislator: \_\_\_\_\_

Whereas, Jefferson County has received annual competitive Community Development Block Grant (CDBG) awards from 2007 through 2017 from the New York State Office of Community Renewal to implement and administer a county-wide Housing Improvement Program, and

Whereas, By Resolution 127 of 2017 this Board of Legislators adopted Local Guidelines and Administrative Procedures for implementation and local administration of the program, and

Whereas, Said Guidelines include a requirement that if an owner-occupied unit rehabilitated by CDBG funds through this program is sold within five years of receiving such funds, the owner must make a pro-rata reimbursement to the County, and

Whereas, The County has received such reimbursements in the amounts of \$6,700.85 (Williams) and \$15,000.16 (Barnum) and the 2018 County Budget must be amended to recognize this revenue and appropriate it to the proper account.

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

**Increase:**

Revenue		
30866800 92170	Community Development Income	\$21,701.01
Expenditure		
30866800 04014	CDBG Housing Rehabilitation	\$21,701.01

Seconded by Legislator: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Approving Appointment to the Jefferson County Planning Board

By Legislator: \_\_\_\_\_

Resolved, That pursuant to Section 239-c of the General Municipal Law, the following individual is hereby appointed to the Jefferson County Planning Board to fill a vacant term to expire December 31, 2019.

Randy Lake

Seconded by Legislator: \_\_\_\_\_

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

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Clerk of the Board of Legislators

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## **Randy Lake**

### Brief Bio:

- He served on the Black River village board for 10 years until this year. He is currently an alternate member of the Black River ZBA.
- He has been a member of the Black River Fire Dept for 20 years, approximately 15 years being on the board.
- He has lived in Black River for 20 years, was raised in Calcium where he owns a small business started by his father, Robert Lake in 1959.
- He has two sons, one daughter, and two grandchildren.

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2018 County Budget Relative to Probation Department

By Legislator: \_\_\_\_\_

Whereas, Additional appropriations are needed to cover current and projected costs associated with Secure and Non-Secure detention for Juvenile Delinquents as ordered by Jefferson County Family Court and Specialized Secure Detention as ordered by the Youth Part of Criminal Court, through the end of 2018, and

Whereas, The cost for Non-Secure detention is reimbursed at 49% for Jefferson County Juvenile Delinquent cases; at 100% for Out of State Runaway cases, and effective October 1, 2018, at 100% for 16 year old clients placed at Non-Secure Detention or Specialized Secure Detention.

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

**Increase:**

Revenue

01314000 93313	State Aid Juvenile Detention	\$25,000
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Expenditure

01314000 04420	Non-Secure Detention	\$50,000
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**Decrease:**

Expenditure

01199000 04963	Contingent Account	\$25,000
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Seconded by Legislator: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Agreement with NYS Division of Criminal Justice Services  
in Relation to Aid to Defense Program

By Legislator: \_\_\_\_\_

Whereas, The Jefferson County Public Defender's Office has been awarded an Aid to Defense grant from the NYS Division of Criminal Justice Services Bureau of Justice Funding (BJF) in the amount of \$13,100 for the period October 1, 2018 through September 30, 2019, and

Whereas, BJF now processes grants through an electronic format.

Now, Therefore, Be It Resolved, That Jefferson County hereby accept said grant award, 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 on behalf of Jefferson County.

Seconded by Legislator: \_\_\_\_\_

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

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Clerk of the Board of Legislators

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**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 Stanton Foundation.

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	\$ 7,500
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Expenditures:

01311000 2309	Canine	\$ 7,500
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Seconded by Legislator: \_\_\_\_\_

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

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Agreement and Amending the 2018 County Budget in Relation to the State  
FY18 Law Enforcement Terrorism Prevention Program (LETPP) Grant

By Legislator: \_\_\_\_\_

Whereas, The New York State Office of Homeland Security provides grants to local governments to prepare for terrorist events through funding from the U.S. Department of Homeland Security's Office for Domestic Preparedness, and

Whereas, Jefferson County has been awarded \$32,491 from the FY18 Law Enforcement Terrorism Prevention Program (LETPP) (CFDA 97.067), and

Whereas, Said funds will be used to purchase a new live scan fingerprinting system and encryption software system for the Sheriff's Department, and

Whereas, The County must enter into agreements with the New York State Office of Homeland Security to receive these grant funds, and

Now, Therefore Be It Resolved, That the County of Jefferson agrees to accept the \$32,491 LETPP grant, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized to execute said agreements on behalf of Jefferson 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 amended as follows:

**Increase:**

Revenue

01311000 943201	Federal Homeland Security - Sheriff	\$ 32,491
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Expenditures

01311400 02100	Equipment	\$ 28,500
01311400 04119	Computer Software	3,991

Seconded by Legislator: \_\_\_\_\_



## 2018 Planning Department Report July and August

### COUNTY PLANNING AND ECONOMIC DEVELOPMENT

#### Community Development Block Grant (CDBG) Program

2016 Award Year. During July and August \$173,945 was drawn down in support of twelve projects and program development.

North Country HOME Consortium. During July and August \$124,069 in Federal HOME funds were expended; representing activity on seven housing assistance projects.

#### County Planning Board

Staff prepared materials and presented projects for the July and August Planning Board meetings. The July meeting was held at the Thousand Islands Land Trust Zenda Farm property and the August meeting was held at the Beaver Meadow Apartments Community Center.

1. Site Plan Review – 2,856 s.f. retail and storage building - Alexandria Bay (V)
2. Use Variance - 2,856 s.f. retail and storage building - Alexandria Bay (V)
3. Area Variance - 2,856 s.f. retail and storage building - Alexandria Bay (V)
4. Area Variance – business sign – Clayton (V)
5. Site Plan Review – 2: 40X120 foot self-storage buildings – Clayton (V)
6. Site Plan Review – business sign – Orleans (T)
7. Site Plan Review – 2: 100X30 foot self-storage buildings – Watertown (T)
8. Special Use Permit – 3: 40X70 foot self-storage buildings – Lyme (T)
9. Special Use Permit – landscaping business – Lyme (T)
10. Site Plan Review – business sign – Orleans (T)
11. Site Plan Review – 3,430 s.f. urgent care facility - Watertown (C)
12. Site Plan Review – 3,200 s.f. office building – Watertown (T)
13. Area Variance – 72X18 foot canopy for grocery pick-up – Watertown (T)

#### Metropolitan Planning Organization (MPO)

Attended a Transit Study workgroup meeting and conference call. Staff is currently reviewing Transportation Alternatives Program (TAP) grant applications for NYSDOT.

### COMMUNITY PLANNING AND DEVELOPMENT

#### Municipal Project Assistance

Alexandria Bay (V) – Staff facilitated a public open house to solicit public input and issues brainstorming session in the Village. Also conducted a paper and online community survey. Staff also attended Comprehensive Plan Committee meetings to discuss Chapter 2 community trends.

Orleans (T) – Staff facilitated a public open house to solicit public input and issues brainstorming session at two locations in the Town. Also conducted a paper and online community survey. Staff also attended Comprehensive Plan Committee meetings to discuss Chapter 2 community trends.

Lyme (T) – Staff attended Town Planning Board meeting and provided assistance with special use permit reviews.

Rodman (T) – Staff continued to assist committee in developing amendment to development code for wind power regulations.

## **RESOURCE AND ENVIRONMENTAL MANAGEMENT**

### **Agriculture**

2018 Agricultural District Inclusions – Staff conducted a windshield survey of inclusion requests with the County Agriculture Coordinator and completed Report on requested inclusions.

Agricultural and Farmland Protection Board – Staff prepared agenda for July meeting and presented 2018 Inclusion Report.

### **Snowmobile Grant-in-Aid Program**

Submitted Phase II application for funding the four club trails throughout the County which included the permissions and maintenance statements, state and other property authorizations, equipment lists, and three year plans for each club.

### **MS4 Coalition**

Staff attended MS4 coalition meeting.

## **INFORMATION, DEMOGRAPHIC, AND DATA SERVICES**

### **General Technical Assistance**

Responded to callers, emails, and walk-ins with requests concerning flood maps, zoning and 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: 2018 Proposed Agricultural District Individual Inclusions, Historic Lyme Bus Tour, Special Places and Effort Areas: Town of Orleans, Special Places and Effort Areas: Village of Alexandria Bay, County Planning Board Meeting Directions, HOME Program Project Locations for 2016-2017, HOME Program Project Locations for 2017-2018, and parcel site maps.

Completed Local Update of Census Addresses and submitted changes to the US Census Bureau.

Provided Board of Elections with voter impact of moving a polling site.

Met with Esri representatives to discuss the County's use of GIS and possible areas of improvement.

# 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 - August 2018

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	38		233	17	4	1	2	16
Non-Comm. Estab.	6		4		1			1

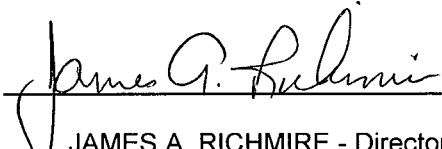
Commodities:	# Inspections	2
	# Lots	12
	# Packages/Lots	990
	# Packages Measured	240
	# Lots Failed	

<b>Complaints / Requests:</b>	4
<b>Petroleum Samples:</b>	24
<b>Milk Tanks:</b>	New
	Recalibrations/Rechecks
<b>Vehicle Scales:</b>	9

Scanner	# Inspections	2				
<b>Checks:</b>	Items Correct	199	99.5%	Marked	Scanned	
	Overcharge					Loss to Consumers
	Undercharge	1	0.5%	\$3.10	\$2.75	-\$0.35
	Not On File					Loss to Stores
	Total # Scanned	200	100.0%			
	# Inspections Failed		0.00%			

**Additional Comments:**

All Petroleum Samples Tested MEET Required NYS Tolerances for the month of August. Brian worked in Lewis County 8/1, 8/6, 8/15, 8/16, 8/24, and 8/27.

  
 JAMES A. RICHMIRE - Director



**County of Jefferson / Lewis**  
 Department Of Consumer Affairs  
**BUREAU OF WEIGHS AND MEASURES**

TOTAL DEVICES TESTED FOR

UPDATED THRU: 9/4/18 9/4/18

DEVICES	JEFFERSON	LEWIS	TOTAL	% JEFFERSON	% LEWIS
Computing	6	4	10	60.00%	40.00%
Pre-Pack	1		1	100.00%	0.00%
Customer Scale			0	#DIV/0!	#DIV/0!
Vehicle Scale	9	1	10	90.00%	10.00%
Monorail Scale			0	#DIV/0!	#DIV/0!
Prescription Scale			0	#DIV/0!	#DIV/0!
Hopper / Batch / Tank	2		2	100.00%	0.00%
Platform Scale	12	5	17	70.59%	29.41%
Livestock Scale			0	#DIV/0!	#DIV/0!
Miscellaneous Scale			0	#DIV/0!	#DIV/0!
Petroleum Pump	214	60	274	78.10%	21.90%
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			0	#DIV/0!	#DIV/0!
Weights Other	6	9	15	40.00%	60.00%
Linear Measure			0	#DIV/0!	#DIV/0!
Linear Measuring Device			0	#DIV/0!	#DIV/0!
Timing Device	9	1	10	90.00%	10.00%
Miscellaneous Device			0	#DIV/0!	#DIV/0!
Non-Commercial Device	4		4	100.00%	0.00%
Milk Tanks		1	1	0.00%	100.00%



263                      81                      344

Total Percentage of Devices Inspected for  
each county

<b>Jefferson</b>	<b>Lewis</b>
<b>76.45%</b>	<b>23.55%</b>

Remarks:

See monthly inspection reports for establishment information.