

**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

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August 8, 2019

**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, August 13, 2019 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 the Town of Hounsfield to Exchange Ownership and Jurisdiction of a Certain Portion of County Road 75 and a Certain Portion of Old Rome Road with said Town and Amending the County Highway Map in Relation Thereto
2. Authorizing an Agreement with the Community Action Planning Council to Promote Fair and Equal Housing
3. Establishing Time and Place for a Public Hearing on the 2019 Inclusions of Viable Agricultural Land in NYS Certified Agricultural Districts
4. Authorizing New York State Department of Environmental Conservation Recycling Equipment Grant and Amending the 2019 County Budget in Relation Thereto
5. Amending the 2019 County Budget and Capital Plan to Recognize 2018 Revenue from Passenger Facility Charges at Watertown International Airport
6. Authorizing Agreements with the New York State Department of Transportation, McFarland Johnson and Amending the 2019 County Budget and Capital Plan in Relation Thereto
7. Authorizing Agreement with McFarland Johnson in Relation to the Watertown International Airport Supplemental Environmental Assessment for Runway Protection Zone Land and Amending the 2019 County Budget and Capital Plan in Relation Thereto

8. Authorizing Agreement and Amending the 2019 County Budget in Relation to the FY16 State Homeland Security Program Grant

**Informational Items:**

1. Monthly Departmental Report:
  - 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 the Town of Hounsfield to Exchange Ownership and Jurisdiction  
of a Certain Portion of County Road 75 and a Certain Portion of Old Rome Road with  
said Town and Amending the County Highway Map in Relation Thereto

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

Whereas, By Resolution 76 of 1999 this Board authorized the "Jurisdictional Road  
Reclassification Program" providing for the transfer of certain roads and parts thereof to the  
Town in which the road is located upon the recommendation of the Highway Superintendent, and

Whereas, Sections 115-b and 115-c of New York Highway Law provide the County Board of  
Legislators with the authority, upon the recommendation of the Highway Superintendent and  
pursuant to a written agreement with the governing body of a town or village, to remove portions  
of roads from the highway system upon the adoption of a resolution, and

Whereas, The Jefferson County Highway Superintendent has recommended the removal of a  
portion of County Road 75 and including all drainage structures (with the exception of Bridge  
J17 (BIN 33884)) located thereon from the County Highway System and that ownership of said  
roadway be transferred to the Town of Hounsfield as hereinafter set forth, and

Whereas, The Jefferson County Highway Superintendent further recommends that Jefferson  
County assume ownership of a portion of Old Rome Road and including all drainage structures  
located thereon, which is located in the Town of Hounsfield, as hereinafter set forth.

Now, Therefore, Be it Resolved, That the Chairman of the Board and the Highway  
Superintendent be and hereby are authorized to execute an intergovernmental agreement with the  
Town of Hounsfield to transfer ownership of a portion of County Road 75 (and which road  
portion commences at the intersection with NYS Route 3 at mile marker 10.75, thence runs  
northwesterly and thence easterly to the intersection with NYS Route 3 at mile marker 14.36, for  
a total distance of 3.61 miles), and including all drainage structures (with the exception of Bridge  
J17 (BIN 33884)) located thereon, to the Town, and be it further

Resolved, That upon conveyance of the above described section of County Road 75 and all  
drainage structures (with the exception of Bridge J17 (BIN 33884)) located thereon, to the Town  
of Hounsfield, they shall be deleted from the Jefferson County Highway System Map, and be it  
further

Resolved, That said agreement also transfer ownership of a portion of the town road called Old  
Rome Road located in the Town of Hounsfield (and which road commences at the Town of  
Watertown corporation line at mile marker 0.00 near County Road 63, thence runs northerly to  
the intersection with NYS Route 12F at mile marker 3.94, for a total distance of 3.94 miles), and  
including all drainage structures located thereon, to the County, and be it further

Resolved, That upon conveyance of the above described portion of Old Rome Road and including all drainage structures located thereon, to the County, they shall be added to the Jefferson County Highway System Map, 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: \_\_\_\_\_

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

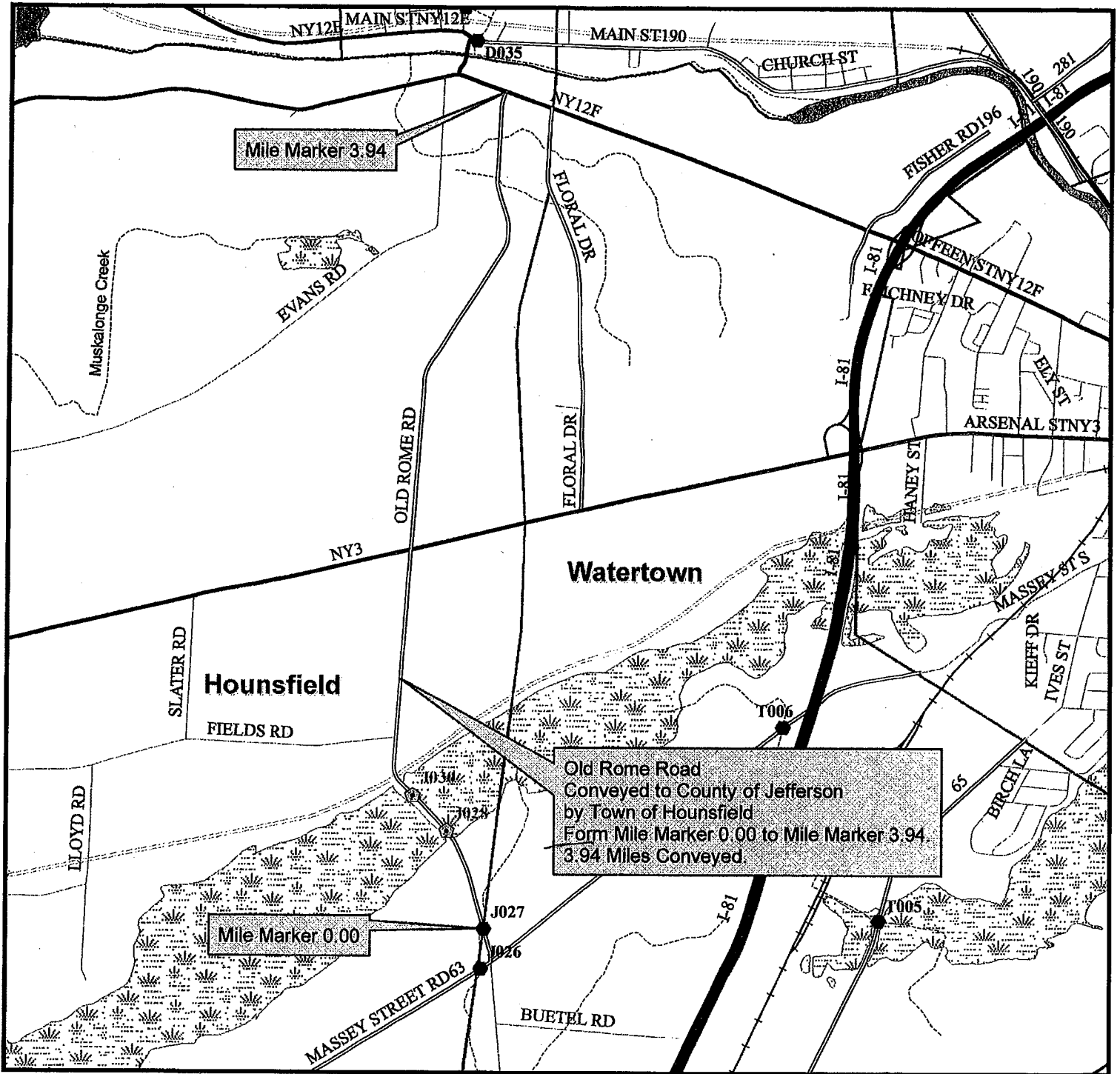
I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by 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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# Town of Hounsfield



Old Rome Road  
 Conveyed to County of Jefferson  
 by Town of Hounsfield  
 From Mile Marker 0.00 to Mile Marker 3.94  
 3.94 Miles Conveyed

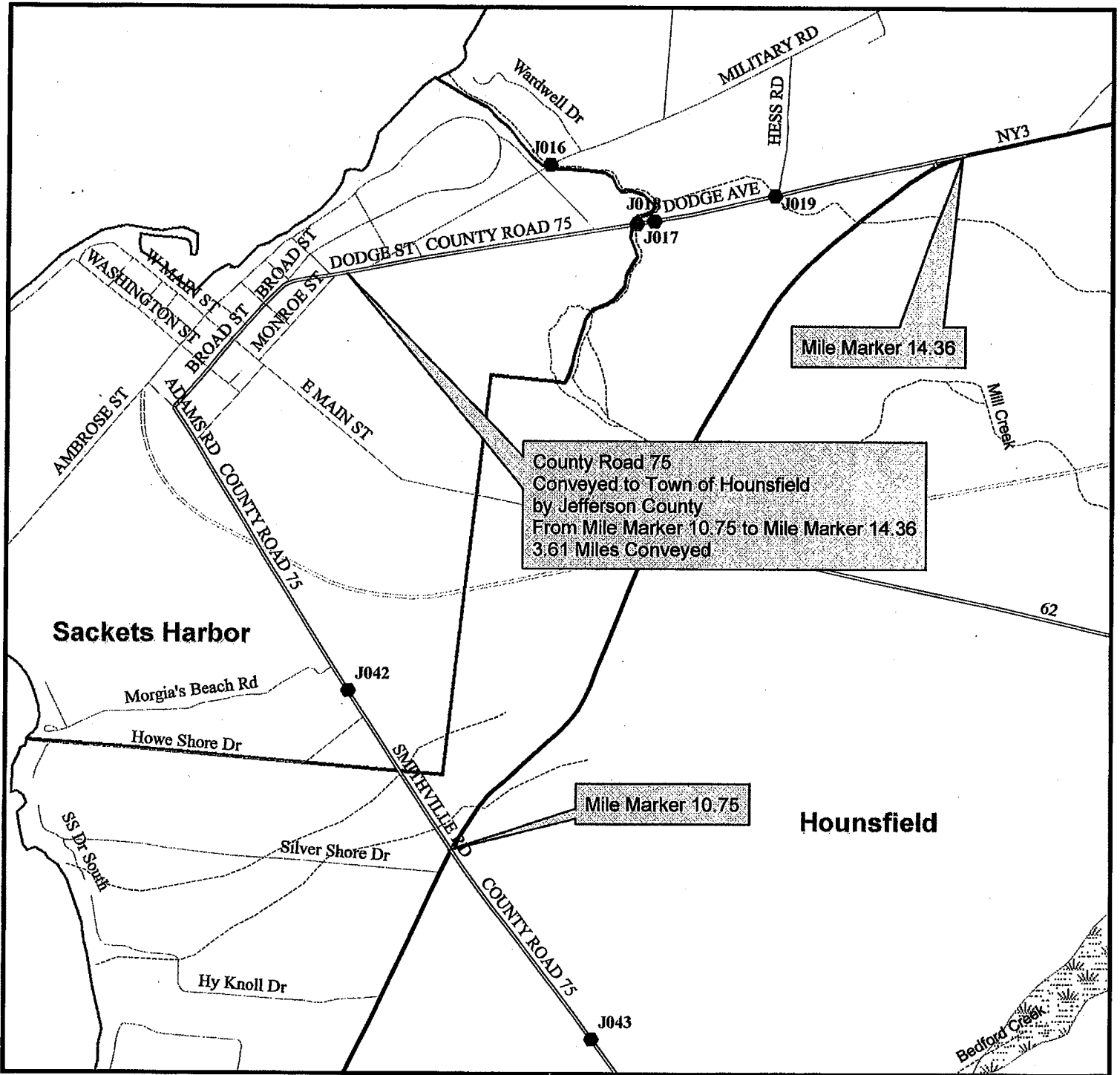
## Jefferson County

Office of the Superintendent of Highways  
 Jefferson County, New York  
 James L. Lawrence, Superintendent



Updated: July 1, 2019

# Town of Hounsfield



## Jefferson County

Office of the Superintendent of Highways  
Jefferson County, New York  
James L. Lawrence, Superintendent



Updated: July 1, 2019

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

Authorizing an Agreement with the Community Action Planning Council  
to Promote Fair and Equal Housing

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

Whereas, Jefferson County is the grant recipient of U.S. Department of Housing and Urban Development funding from the Community Development Block Grant and HOME Programs, and said funds are committed to housing assistance programs for income eligible County residents, and

Whereas, To ensure compliance with funding requirements the County is obligated to promote and further fair and equal housing opportunities for residents of Jefferson County consistent with federal legislation and regulations, and

Whereas, To accomplish this objective the County has annually entered into a contract for the provision of fair housing services including acting as the County's fair housing office for public education, information and referral, and complaint assistance, and

Whereas, Funds for a fair housing contract are appropriated in the 2019 County Budget.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to enter into an agreement, subject to the approval of the County Attorney, with the Community Action Planning Council (CAPC) in the amount of \$7,500 for promoting and furthering fair and equal housing opportunities in the County for the period October 1, 2019 through September 30, 2020.

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. \_\_\_\_\_**

Establishing Time and Place for a Public Hearing on the 2019 Inclusions of  
Viable Agricultural Land in NYS Certified Agricultural Districts

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

Whereas, New York State Agriculture and Markets Law Article 25AA, Section 303-b requires that Counties establish an annual thirty day period within which to accept requests by landowners to have viable agricultural land included in a certified Agricultural District, and

Whereas, The Jefferson County Board of Legislators passed Resolution No. 98 of 2004, Establishing an Annual Thirty Day Period, June 1 through June 30, for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, In accordance with Section 303-b of Article 25AA of the New York State Agriculture and Markets Law, the requests for inclusion were referred to the Agricultural and Farmland Protection Board for review and recommendation, and

Whereas, The recommendation of the Agricultural and Farmland Protection Board concerning the inclusion proposals has been submitted to the Clerk of the Board.

Now, Therefore, Be It Resolved, That a Public Hearing be conducted by this Board of Legislators concerning the inclusion of viable agricultural land in certified Agricultural Districts before the Districts' established review periods. The public hearing will be held in the Jefferson County Planning Department 3rd Floor Conference Room at 175 Arsenal Street, Watertown, New York on Monday, September 23rd, 2019 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: \_\_\_\_\_

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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 New York State Department of Environmental Conservation Recycling  
Equipment Grant and Amending the 2019 County Budget in Relation Thereto

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

Whereas, Jefferson County has been awarded a \$294,327.38 recycling equipment grant from New York State Department of Environmental Conservation (NYSDEC), and

Whereas, Said grant is to reimburse expenditures made from 2011 through 2015, for which years the books are closed, and

Whereas, Some of said grant funds are needed to provide for new equipment in the Recycling and Waste Management Department, and

Whereas, The 2019 County Budget must be amended to recognize the necessary revenue and appropriate it to expenditure accounts, and

Whereas, The remaining funds will be applied to the annual payment from the Enterprise Fund to reimburse the General Fund, pursuant to Resolution 277 of 2016.

Now, Therefore Be It Resolved, That this Board of Legislators enter into an agreement with the NYSDEC to accept said grant and that the Chairman of the Board is hereby authorized and directed to execute said agreement on behalf of Jefferson County, subject to the review of the County Attorney, and be it further

Resolved, That the 2019 County Budget is hereby amended as follows:

**Increase:**

Revenue		
15910100 93912	State Aid - Recycling Grant	\$ 240,000
Expenditure		
15816000 02408	Tractor/Truck	\$ 140,000
15816000 02480	Trailer	100,000

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

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

Amending the 2019 County Budget and Capital Plan to Recognize 2018 Revenue  
from Passenger Facility Charges at Watertown International Airport

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

Whereas, Pursuant to Resolution 289 of 2016 the Board of Legislators authorized an application to the Federal Aviation Administration (FAA) for the Passenger Facility Charge (PFC) Program at the Watertown International Airport, and

Whereas, The FAA approved the application and PFC funds collected in 2017 were recognized by Resolution 155 of 2018, and

Whereas, \$110,909.29 PFC were collected in 2018 and need to be appropriated for use in FAA-approved projects that enhance safety, security or capacity; reduce noise; or increase air carrier competition.

Now, Therefore, Be It Resolved, That the 2019 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01000000 30599	Appropriated Fund Balance	\$ 110,909.29
Transfers		
01995000 09006	Transfer to Capital Projects Fund	\$ 110,909.29
20900600 95031	Transfer from General Fund	110,902.29
Expenditure		
20698900 02071	PFC Projects	\$ 110,909.29

and be it further

Resolved, That the six year Capital Plan is amended accordingly

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

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

Authorizing Agreements with the New York State Department of Transportation, McFarland Johnson and Amending the 2019 County Budget and Capital Plan in Relation Thereto

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

Whereas, Jefferson County has received a grant from New York State Department of Transportation for the acquisition of a deicing truck, in the amount of \$602,905, and

Whereas, Jefferson County has committed funds for the local share of project costs in the amount of \$66,320, and

Whereas, The County's airport consultant on this airport equipment project, McFarland Johnson, will assist in preparing bid documents, grant administration, equipment acceptance at a cost not to exceed \$15,000, and

Whereas, The 2019 County Budget and Capital Plan must be amended to establish said projects.

Now, Therefore, Be It Resolved, That Jefferson County enter into agreements with NYSDOT and McFarland Johnson for said project and that the Chairman of the Board is hereby authorized and directed to execute said agreements on behalf of the County, including any change orders as recommended by the Airport Manager, not to exceed the funding available, subject to review of the County Attorney as to form and content, and be it further

Resolved, That the 2019 County Budget is amended as follows:

**Increase:**

Revenue:

20900600 93589	Airport State Aid – DOT	\$ 536,585
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Expenditure:

20561000 02086	Snow Removal Equipment	\$ 602,905
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**Decrease:**

20561000 02071	PFC Projects	\$ 66,320
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Seconded by Legislator: \_\_\_\_\_

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

Authorizing Agreement with McFarland Johnson in Relation to the Watertown International Airport  
Supplemental Environmental Assessment for Runway Protection Zone Land and Amending the  
2019 County Budget and Capital Plan in Relation Thereto

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

Whereas, By Resolution 123 of 2019, the Jefferson County Board of Legislators authorized the settlement of litigation relative to eminent domain proceedings with Roscoe Eisenhower in regard to certain property adjacent to the County-owned Watertown International Airport, and

Whereas, Funding is anticipated from the Federal Aviation Administration (FAA) and the New York State Department of Transportation (NYSDOT) to cover the costs associated with the settlement, and

Whereas, It is necessary to conduct a Supplemental Environmental Assessment in accordance with the federal Environmental Protection Act, and

Whereas, The County's selected airport consultant on this project McFarland Johnson has prepared a scope and fee to complete the required Supplemental Environmental Assessment in the amount of \$39,754.

Now, Therefore Be it Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to enter into an agreement with McFarland Johnson, including any change orders as recommended by the Airport Manager and County Administrator not to exceed the funding available, subject to review of the County Attorney as to form and content, and be it further

Resolved, That the 2019 County Budget is hereby amended as follows:

**Increase:**

Revenue

20900600 94589	Federal Aid – FAA	\$ 37,766
20900600 93589	State Aid – DOT	994

Expenditure

20561000 020995	RPZ Land Acquisition	\$ 39,754
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**Decrease:**

Expenditure

20698900 02064	Property Improvements	\$ 994
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and be it further

Resolved, That the six year Capital Plan is amended accordingly.

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

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

Authorizing Agreement and Amending the 2019 County Budget in Relation to the  
FY16 State Homeland Security Program Grant

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

Whereas, The New York State Division of Homeland Security and Emergency Services has awarded Jefferson County \$2,500 from the FY16 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 DHSES to receive these grant funds which will be used to enhance Safeguard NY program by conducting a red team exercise to test effectiveness of Operation Safeguard.

Now, Therefore Be It Resolved, That the County of Jefferson agrees to accept the \$2,500, and the Chairman of the Board of Legislators is hereby authorized and directed to execute said grant-agreement 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 2019 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01311000 943201	Federal Homeland Security - Sheriff	\$ 2,500.00
Expenditure		
01311400 01300	Overtime	\$ 2,000.00
01311400 08010	State Retirement	237.45
01311400 08030	Social Security	198.80
01311400 08040	Workers Compensation	63.75

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

# 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 - July 2019

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	41		253	5			2	14
Non-Comm. Estab.								

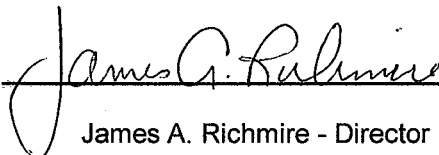
<b>Commodities:</b>	# Inspections	
	# Lots	
	# Packages/Lots	
	# Packages Measured	
	# Lots Failed	

<b>Complaints / Requests:</b>	10
<b>Petroleum Samples:</b>	24
<b>Milk Tanks:</b>	New
Recalibrations/Rechecks	
<b>Vehicle Scales:</b>	6

<b>Scanner Checks:</b>	# Inspections					
	Items Correct			Marked	Scanned	
	Overcharge					Loss to Consumers
	Undercharge					Loss to Stores
	Not On File					
	Total # Scanned					
	# Inspections Failed					

**Additional Comments:**

All Petroleum Samples Tested MEET Required NYS Tolerances for the month of July. Brian collected octane samples in Lewis County 7/2. Brian worked in Lewis County 7/3, 7/10 (milk tank), 7/19, 7/22, 7/30, 7/31 (New Lewis Co. Van).

  
 \_\_\_\_\_  
 James A. Richmire - Director

# County of Lewis

## 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 - July 2019

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	16		68	1		1		2
Non-Comm. Estab.								

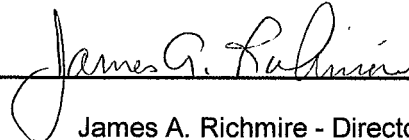
Commodities:	# Inspections	
	# Lots	
	# Packages/Lots	
	# Packages Measured	
	# Lots Failed	

<b>Complaints / Requests:</b>	3
<b>Petroleum Samples:</b>	12
<b>Milk Tanks:</b>	New
Recalibrations/Rechecks	1
<b>Vehicle Scales:</b>	

Scanner	# Inspections				
<b>Checks:</b>	Items Correct			Marked	Scanned
	Overcharge				Loss to Consumers
	Undercharge				Loss to Stores
	Not On File				
	Total # Scanned				
	# Inspections Failed				

**Additional Comments:**

All Petroleum Samples Tested MEET Required NYS Tolerances for the month of July.

  
 \_\_\_\_\_  
 James A. Richmire - Director

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

TOTAL DEVICES TESTED FOR JULY 2019

UPDATED THRU: 8/1/19 8/1/19

DEVICES	JEFFERSON	LEWIS	TOTAL	% JEFFERSON	% LEWIS
Computing	49	7	56	87.50%	12.50%
Pre-Pack	8		8	100.00%	0.00%
Customer Scale			0	#DIV/0!	#DIV/0!
Vehicle Scale	6		6	100.00%	0.00%
Monorail Scale			0	#DIV/0!	#DIV/0!
Prescription Scale			0	#DIV/0!	#DIV/0!
Hopper / Batch / Tank			0	#DIV/0!	#DIV/0!
Platform Scale	2	1	3	66.67%	33.33%
Livestock Scale			0	#DIV/0!	#DIV/0!
Miscellaneous Scale	1		1	100.00%	0.00%
Petroleum Pump	197	57	254	77.56%	22.44%
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	1	3	4	25.00%	75.00%
Linear Measure		1	1	0.00%	100.00%
Linear Measuring Device	2		2	100.00%	0.00%
Timing Device	7	1	8	87.50%	12.50%
Miscellaneous Device			0	#DIV/0!	#DIV/0!
Non-Commercial Device			0	#DIV/0!	#DIV/0!
Milk Tanks		1	1	0.00%	100.00%

Total Devices for Jefferson	Total Devices for Lewis	Total Devices
273	71	344

Total Percentage of Devices Inspected for each county

Jefferson	Lewis
79.36%	20.64%

Remarks:

See monthly inspection reports for establishment information.