

**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

February 7, 2019

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

Please let this correspondence serve as notification that the General Services Committee will meet on ***Tuesday, February 12, 2019 at 6:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Reappropriating Funds from Various Unspent Grants Relative to the Fire and Emergency Management Department and Amending the 2019 County Budget in Relation Thereto
2. Authorizing Grant Agreement, State Environmental Quality Review Act (SEQR) Determination, and Amending the 2019 County Budget in Relation to a 2018 Community Development Block Grant Award from the NYS Office of Community Renewal
3. Amending the 2019 County Budget and Capital Plan to Recognize 2019 Revenue from Fort Drum Residential Communities Initiative
4. Amending the 2019 County Budget to Re-Appropriate Metropolitan Planning Organization (MPO) Funding
5. Authorizing Agreement with Thompson Reuters for CLEAR Services to the Probation Department
6. Amending the 2019 County Budget in Relation to Law Enforcement
7. Reappropriating Funds from Various Unspent Traffic Safety Committee Grants Relative to the Sheriff's Department and Amending the 2019 County Budget in Relation Thereto
8. Reappropriating Funds from Various Unspent Homeland Security Grants Relative to the Sheriff's Department and Amending the 2019 County Budget in Relation Thereto

9. Authorizing FY 2017 Operation Stonegarden Grant Agreement and Amending the 2019 County Budget in Relation Thereto

**Informational Items:**

1. Monthly Departmental Reports:
  - Planning Department
  - 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. \_\_\_\_\_**

Reappropriating Funds from Various Unspent Grants Relative to the Fire and Emergency Management Department and Amending the 2019 County Budget in Relation Thereto

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

Whereas, Jefferson County, through its Fire and Emergency Management Department, has received and recognized various grants in 2016, 2017 and 2018 which have not been fully expended, and

Whereas, Said Grants and their remaining unspent amounts include the FY2016 Hazmat grant, FY2016 State Homeland Security Program (SHSP) grant, FY2017 SHSP grant, FY2018 Hazmat Grant and FY2018 SHSP, and

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

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

**Increase:**

Expenditures:

01341400 02100	Equipment	\$ 16,000.00
01341400 02401	Automotive	50,000.00
01341400 04111	Trackable Durable Items	73,378.24
01341400 04115	Telephone	9,414.57
01341400 04118	Computer Hardware	13,646.08
01341400 04119	Computer Software	10,000.00
01341400 04218	Building Security	12,000.00
01341400 04428	Public Safety Services - Other Govts	27,000.00
01341400 04514	Uniforms & Clothing	20,428.00
01341400 04585	Operating Supplies	13,225.47

Appropriated Fund Balance:

01000000 30599	Appropriated Fund Balance	\$245,092.36
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Seconded by Legislator: \_\_\_\_\_

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

Authorizing Grant Agreement, State Environmental Quality Review Act (SEQR) Determination,  
and Amending the 2019 County Budget in Relation to a 2018 Community Development Block  
Grant Award from the NYS Office of Community Renewal

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

Whereas, Jefferson County has recently been notified by the New York State Office of Community Renewal (OCR) that its 2018 Community Development Block Grant (CDBG) application has been approved, and

Whereas, The \$800,000 award will be used to continue an owner-occupied housing rehabilitation program to benefit income eligible homeowners throughout Jefferson County, and

Whereas, A Grant Agreement between the New York State Housing Trust Fund Corporation (HTFC) and the County is necessary to access the funds, and

Whereas, Jefferson County has evaluated the CDBG action under the project classification guidelines of the New York State Environmental Quality Review Act, and

Whereas, The 2019 County Budget needs to be amended to recognize and allocate the CDBG award.

Now, Therefore, Be It Resolved, That the Chair of the Board of Legislators is hereby authorized to execute a Grant Agreement, subject to the approval of the County Attorney, with the New York State HTFC in accordance with HTFC and OCR guidelines, and be it further

Resolved, That the County has determined that this CDBG project is a Type II Action under the State Environmental Quality Review Act and requires no further State environmental review, and be it further

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

**Increase:**

Expenditure

30866800 04014	CDBG Housing Rehab	\$ 800,000
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Revenue

30866800 94911	Federal Aid – CDBG	\$ 800,000
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Seconded by Legislator: \_\_\_\_\_

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

Amending the 2019 County Budget and Capital Plan to Recognize 2019 Revenue  
from Fort Drum Residential Communities Initiative

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

Whereas, Jefferson County authorized an amendment to the Community Development Agreement relative to Fort Drum Mountain Community Homes (FDMCH) Residential Community Initiative by Resolution 162 of 2013, which Agreement provides for FDMCH to make certain payments, and

Whereas, The county received \$139,713.60, which needs to be recognized and appropriated.

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

**Increase:**

Revenue		
01104500 91081	Payments In Lieu of Taxes	\$ 139,713.60
Transfers		
01995000 09006	Transfer to Capital Projects Fund	\$ 139,713.60
20900600 95031	Transfer from General Fund	139,713.60
Expenditure		
20698900 02064	Property Acquisition/Improvements	\$ 139,713.60

and be it further

Resolved, That the six year Capital Plan is amended accordingly

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 2019 County Budget to Re-Appropriate  
Metropolitan Planning Organization (MPO) Funding

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

Whereas, By Resolution 21 of 2017, this Board of Legislators accepted \$182,000 New York State Department of Transportation funding for a Long Range Transportation Plan for the MPO, and

Whereas, By Resolution 100 of 2018, this Board re-appropriated funding for 2018, and

Whereas, There remain unspent grant funds that must be re-appropriated for 2019.

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

**Increase:**

Appropriated Fund Balance		
05000000 30599	Appropriated Fund Balance	\$ 32,418.24
Expenditure		
05501000 04416	Professional Services	\$ 32,418.24

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 Thompson Reuters for  
CLEAR Services to the Probation Department

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

Whereas, The County Probation Department is responsible for supervising and monitoring offenders, and

Whereas, The Probation Department has a difficult time keeping track of offenders who frequently change their residence, and

Whereas, Thompson Reuters offers CLEAR services, an investigation tool, that enables the Probation Department to search for offenders accessing various search methods, and

Whereas, The Probation Department wishes to contract with Thompson Reuters for CLEAR services for the period April 1, 2019 through March 31, 2022 for the amount of \$373.74 per month in 2019, with increase not to exceed 2% for 2020 and 2021.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Thompson Reuters, for the services, term and amount stated above, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to enter into said agreement on behalf of Jefferson County, subject to the review of the County Attorney as to form and content.

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

Amending the 2019 County Budget in Relation to Law Enforcement

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

Whereas, New York State has created the State and Municipal Facilities (SAM) Grant program, to assist municipalities with costs of rehabilitation, improvement and reconstruction of facilities, road maintenance and equipment, and

Whereas, The SAM grant program now includes automotive equipment among acceptable projects to be funded, and

Whereas, Jefferson County will receive \$100,000 from New York State designated for purchase of an emergency response team vehicle.

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

**Increase:**

Revenue		
01311000 93389	State Aid - Other Public Safety	\$ 100,000
Expenditure		
01311000 02401	Automotive Equipment	\$ 100,000

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

Reappropriating Funds from Various Unspent Traffic Safety Committee Grants Relative to the Sheriff's Department and Amending the 2019 County Budget in Relation Thereto

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

Whereas, By Resolutions 283 and 284 of 2018, this Board of Legislators recognized grants from the NYS Governor's Traffic Safety Committee Child Passenger Safety and Police Traffic Services Programs, and

Whereas, There remain unspent grant funds that must be re-appropriated and placed in the appropriate expenditure lines for 2019.

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

**Increase:**

Expenditures

01311000 01300	Overtime	\$	6,200
01311000 04112	Membership and Dues		200
01311000 04585	Operating Supplies		1,200
01311000 04613	Training		200

Appropriated Fund Balance

01000000 30599	Appropriated Fund Balance	\$	7,800
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Seconded by Legislator: \_\_\_\_\_

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

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

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

Reappropriating Funds from Various Unspent Homeland Security Grants Relative to the Sheriff's Department and Amending the 2019 County Budget in Relation Thereto

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

Whereas, By Resolution 45 of 2017, this Board of Legislators recognized FY2016 Operation Stonegarden Program Grant, and

Whereas, By Resolution 80 of 2018, this Board re-appropriated said grant funding for 2018, and

Whereas, By Resolution 197 of 2018, this Board recognized FY2018 Law Enforcement Terrorism Prevention Program Grant, and

Whereas, There remain unspent funds in both grants that must be re-appropriated and placed in the appropriate expenditure lines for 2019.

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

**Increase:**

Expenditures

01311400 01300	Overtime	\$ 11,651.66
01311400 02100	Equipment	61,465.12
01311400 04119	Computer Software	3,991.00
01311400 043101	Internal Fleet Expense	803.94
01311400 04311	Gasoline & Oil	401.91
01311400 08010	Retirement	1,225.48
01311400 08030	Social Security	1,026.01
01311400 08040	Workers Compensation	329.01

Appropriated Fund Balance

01000000 30599	Appropriated Fund Balance	\$ 80,894.13
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Seconded by Legislator: \_\_\_\_\_

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

Authorizing FY 2017 Operation Stonegarden Grant Agreement and  
Amending the 2019 County Budget in Relation Thereto

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

Whereas, The Sheriff's Department has been awarded a \$77,725 FY17 Operation Stonegarden Program Grant (CFDA 97.067) from the New York State Office of Homeland Security (NYSOHS) for the purpose of increasing security at the border, and

Whereas, Said funds will be used for border security operations and provide for overtime payments for various details of the Sheriff's Department, New York State Police and New York State Park Police, and

Whereas, Said grant requires an agreement with the NYSOHS, and possibly with other involved police agencies, and

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

Now, Therefore, Be It Resolved, That this Board of Legislators enter into an agreement with the NYSOHS to accept the grant as described above, as well as any other agreements with involved police agencies necessary for the grant's programs and that the Chairman of the Board is hereby authorized and directed to execute said agreements on behalf of Jefferson County, subject to the review and approval of the County Attorney, and be it further

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

**Increase:**

Revenue:

01311000 943201	Federal Homeland Security - Sheriff	\$ 77,725.00
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Expenditures:

01311400 01300	Overtime	\$ 19,000.00
01311400 02300	Technical Equipment	40,000.00
01311400 043101	Internal Fleet Expense	2,016.77
01311400 04311	Gasoline & Oil	1,008.23
01311400 04585	Operating Supplies	10,000.00
01311400 08010	Retirement	2,706.93
01311400 08030	Social Security	2,266.32
01311400 08040	Workers Comp.	726.75

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



## 2018 Planning Department Report November and December

### COUNTY PLANNING AND ECONOMIC DEVELOPMENT

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

2016 Award Year. During November and December \$165,331 was drawn down in support of ten projects and program development. These draws completed the 2016 Grant award.

#### County Planning Board

Staff prepared materials and presented projects for the November Planning Board meeting. December meeting was cancelled due to lack of projects.

1. Clayton (T) – Special Use Permit and Area Variances – Solar energy project.
2. Henderson (T) – Site Plan Review – Addition to restaurant for ice cream window.
3. LeRay (T) – Zoning Amendment – Change to requirements for manufactured homes in parks.
4. Watertown (C) – Zoning Amendment – Residential B to Commercial.
5. Watertown (T) – Area Variance – Sign exceeding maximum allowed.

#### Metropolitan Planning Organization (MPO)

Attended a Transit Study workgroup meeting and a meeting on proposed Brownville Bridge replacement.

#### Other Activities

Attended the Fort Drum Compatibility Planning Committee meeting. Discussed the recent Fort Drum tour and a funding application for a study to analyze what type of modeling software is needed as a step toward implementing the Fort Drum Joint Land Use Study.

Coordinated and attended SEQR training and Community Sustainability training at JCC.

### COMMUNITY PLANNING AND DEVELOPMENT

#### Municipal Project Assistance

Alexandria Bay (V) – Staff met with the committee to discuss Chapters 5, Natural Resources and Environment and Chapter 6, Economic Trends.

Alexandria (T) – Staff met with the Solar Energy Committee to discuss priority issues and options for developing a zoning amendment to address solar facility projects in the Town.

Orleans (T) – Staff attended committee meetings to discuss Chapter 4 Community Facilities and Chapter 5 Natural Resources and Environment.

Lyme (T) – Staff attended Town Planning Board meetings and provided assistance with special use permit reviews and discussions regarding short-term rentals and RV's.

Rodman (T) – Staff finished assisting committee in developing amendment to development code for wind power regulations and began working on an amendment to regulate solar power.

Staff participated in a Complete Streets Workshop.

## **RESOURCE AND ENVIRONMENTAL MANAGEMENT**

### **Agriculture**

2018 Agricultural District Inclusions – Staff prepared submission to NYS Agriculture and Markets. Attended A Farmer's Luncheon sponsored by the Jefferson County Agricultural Development Council. Attended an Agriculture and Solar Power training session.

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

Coordinated payment of remaining 70% checks to clubs, worked with NYS OPRHP regarding the audit of club documentation.

### **MS4 Coalition**

Staff attended MS4 coalition meeting.

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

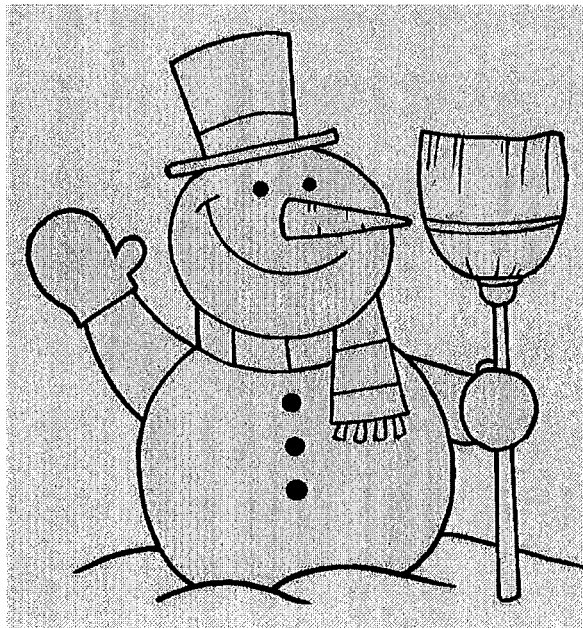
### **General Technical Assistance**

Responded to callers, emails, and walk-ins with requests concerning flood maps, zoning, election districts, 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: Development pressure on proposed Northrop and Horning agricultural easements, priority agricultural soils for the Town of Rodman, 239-M project referrals by municipality for 2018.

Staff attended webinar on Coastal Barrier Resource Systems updates.



# 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 2019

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	44		223		3	1	1	3
Non-Comm. Estab.								

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

Complaints / Requests:	
Petroleum Samples:	24
Milk Tanks: New	
Recalibrations/Rechecks	
Vehicle Scales:	

Scanner	# Inspections	23					
Checks:	Items Correct	2204	98.4%	Marked - Scanned			
	Overcharge	25	1.1%	\$205.78	\$232.29	\$26.51	Loss to Consumers
	Undercharge	11	0.5%	\$103.86	\$87.32	-\$16.54	Loss to Stores
	Not On File						
	Total # Scanned	2240	100.0%				
	# Inspections Failed		0.00%				

#### Additional Comments:

All Petroleum Samples Tested MEET Required NYS Tolerances for the month of January. Brian worked in Lewis County 1/9, 1/10, 1/11, 1/15.

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 - January 2019

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	13		23					
Non-Comm. Estab.								

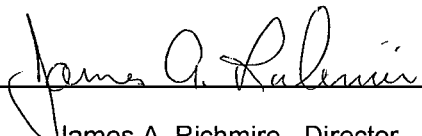
Commodities:	# Inspections	
	# Lots	
	# Packages/Lots	
	# Packages Measured	
	# Lots Failed	

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

Scanner	# Inspections	4					
Checks:	Items Correct	395	98.8%	Marked	Scanned		
	Overcharge	4	1.0%	\$33.67	\$36.36	\$2.69	Loss to Consumers
	Undercharge	1	0.3%	\$6.65	\$6.35	-\$0.30	Loss to Stores
	Not On File						
	Total # Scanned	400	100.0%				
# Inspections Failed		0.00%					

**Additional Comments:**

No petroleum sampling scheduled by NYSWMA

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

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

TOTAL DEVICES TESTED FOR JANUARY 2019
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UPDATED THRU: 

2/1/19
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2/1/19
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DEVICES	JEFFERSON	LEWIS	TOTAL	% JEFFERSON	% LEWIS
Computing	15	6	21	71.43%	28.57%
Pre-Pack	4	4	8	50.00%	50.00%
Customer Scale	1		1	100.00%	0.00%
Vehicle Scale			0	#DIV/0!	#DIV/0!
Monorail Scale		1	1	0.00%	100.00%
Prescription Scale	20	4	24	83.33%	16.67%
Hopper / Batch / Tank			0	#DIV/0!	#DIV/0!
Platform Scale	5	6	11	45.45%	54.55%
Livestock Scale			0	#DIV/0!	#DIV/0!
Miscellaneous Scale	13		13	100.00%	0.00%
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	160	2	162	98.77%	1.23%
Weights Other	11	1	12	91.67%	8.33%
Linear Measure			0	#DIV/0!	#DIV/0!
Linear Measuring Device	1	1	2	50.00%	50.00%
Timing Device			0	#DIV/0!	#DIV/0!
Miscellaneous Device			0	#DIV/0!	#DIV/0!
Non-Commercial Device			0	#DIV/0!	#DIV/0!
Milk Tanks			0	#DIV/0!	#DIV/0!

Total Devices for Jefferson	Total Devices for Lewis	Total Devices
230	25	255

Total Percentage of Devices Inspected for each county	
<b>Jefferson</b>	<b>Lewis</b>
<b>90.20%</b>	<b>9.80%</b>

Remarks:

See monthly inspection reports for establishment information.