

**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 6, 2020

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

Please let this correspondence serve as notification that the General Services Committee will meet on *Tuesday, February 11, 2020 at 6:00 p.m.* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Authorizing Agreements with the New York State Department of Transportation, Federal Aviation Administration, and McFarland Johnson in Relation to Airport Baggage Claim Project
2. Amending the 2020 County Budget and Capital Plan in Relation to the Watertown International Airport Runway 7/25 and Intersection rehabilitation Design Project
3. Amending the 2020 County Budget and Capital Plan in Relation to the Watertown International Airport Aircraft Rescue Fire Fighting Facility Construction Project
4. Reappropriating Funds from Various Unspent Grants Relative to the Fire and Emergency Management Department and Amending the 2020 County Budget in Relation Thereto
5. Amending the 2020 County Budget and Capital Plan in Relation to the County Bridge Account
6. Amending the 2020 County Budget in Relation to Recycling & Waste Management
7. Authorizing Agreement with the New York State Office of Indigent Legal Services (Distribution #10)
8. Amending the 2020 County Budget to Reappropriate State and Municipal Facilities Grant Funds Relative to the Sheriff's Department

9. Reappropriating Funds from Various Unspent Homeland Security Grants Relative to the Sheriff's Department and Amending the 2020 County Budget in Relation Thereto
10. Amending the 2020 County Budget to Re-Appropriate Governor's Traffic Safety Committee's Stop-DWI Crackdown Enforcement Grant

**Informational Items:**

1. Monthly Departmental Report:
  - Weights and 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 Agreements with the New York State Department of Transportation, Federal Aviation Administration, and McFarland Johnson in Relation to Airport Baggage Claim Project

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

Whereas, Jefferson County's Watertown International Airport passenger usage has increased to the point that the existing Baggage Claim System is inadequately sized to efficiently distribute baggage to be claimed by passengers, and

Whereas, Jefferson County has received a grant from New York State Department of Transportation (NYSDOT) under the Capital Assistance Program for the construction of a Baggage Claim System, in the amount of \$500,000, and

Whereas, Jefferson County anticipates additional grants from the Airport Improvement Program that includes the Federal Aviation Administration (FAA) for \$190,000 and the NYSDOT for \$5,000, and

Whereas, Jefferson County is required to commit funds for the local share of project costs in the amount of \$5,000, and

Whereas, The County's airport consultant on this airport equipment project, McFarland Johnson, will assist in preparing bid documents, grant administration and equipment acceptance at a cost not to exceed \$114,511, and

Whereas, The 2020 County Budget and Capital Plan must be amended to establish said projects.

Now, Therefore, Be It Resolved, That Jefferson County enter into agreements with the FAA, 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 2020 County Budget is amended as follows:

**Increase:**

Revenue		
20900600 94589	Fed Aid - Airport Capital Projects	\$ 190,000
20900600 93589	Airport - State Aid - DOT	505,000

Expenditure  
20561000 02088                      Airport Terminal                      \$ 700,000

**Decrease:**

20561000 02071                      PFC Projects                      \$    5,000

and be it further

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

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 2020 County Budget and Capital Plan in Relation to the Watertown International Airport Runway 7/25 and Intersection rehabilitation Design Project

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

Whereas, By Resolution 158 of 2018, this Board of Legislators authorized agreements with the Federal Aviation Administration (FAA) and New York State Department of Transportation (NYSDOT) for Runway 7/25 and Intersection Rehabilitation Design Project at the Watertown International Airport in the amounts of \$533,168 and \$14,031 respectively, and

Whereas, By same Resolution, this Board authorized an agreement with McFarland Johnson, Inc. for the design and bidding of said project in the amount of \$553,230, and

Whereas, During the 2019 bid period no construction bids were received for the project, and

Whereas, The FAA has agreed to modify the project to make it more attractive to potential bidders, and

Whereas, A supplemental design agreement is necessary to re-package and re-bid the project, and

Whereas, It is necessary to provide additional funds due to the supplemental agreement for re-package and re-bidding for McFarland Johnson, Inc., for \$48,161 and to recognize anticipated additional federal and state revenue and local required share for this project.

Now, Therefore, Be It Resolved, That the 2020 County Budget is amended as follows:

**Increase:**

Revenue		
20900600 94589	Fed Aid – Airport Capital Projects	\$ 45,753
20900600 93589	Airport -State Aid – DOT	1,204

Expenditure		
20561000 02091	Runway 7-25	\$ 48,161

**Decrease:**

Expenditure		
20561000 02071	PFC Projects	\$ 1,204

and be it further

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

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 2020 County Budget and Capital Plan in Relation to the Watertown  
International Airport Aircraft Rescue Fire Fighting Facility Construction Project

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

Whereas, By Resolution 147 of 2019, This Board of Legislators authorized agreements with the Federal Aviation Administration (FAA) and New York State Department of Transportation (NYSDOT) for the Aircraft Rescue Fire Fighting (ARFF) Facility Construction Project in the amounts of \$5,330,450 and \$140,275 respectively, and

Whereas, By the same Resolution, This Board authorized an agreement with D.C. Building Systems, Inc. for the General Construction of said project in the amount of \$3,295,000, and

Whereas, the following changes have been made to the contract:

- Change Directive 1: National Grid Work Order for installation of primary electrical service;
- Change Directive 2: Requested changes by National Grid for underground pullboxes and conduit;
- Change Directive 3: Coordination of sanitary structures; and

Whereas, It is necessary to provide a Change Order for D.C. Building Systems, Inc., and to recognize anticipated additional federal and state revenues and required local share for this project.

Now, Therefore, Be It Resolved, That the 2020 County Budget is amended as follows:

**Increase:**

Revenue

20900600 94589	Federal Aid – Airport Capital Project	\$ 74,023.62
20900600 93589	Airport -State Aid – DOT	\$ 1,947.99

Expenditure

20561000 02079	Airport ARFF Building	\$ 77,919.60
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**Decrease:**

Expenditure

20698900 02064	Property Improvements	\$ 1,947.99
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and be it further

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

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 Grants Relative to the Fire and Emergency Management Department and Amending the 2020 County Budget in Relation Thereto

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

Whereas, By Resolutions 158 of 2017, 191 of 2018 and 183 of 2019, This Board of Legislators recognized State Homeland Security Program (SHSP) grants for FY17, FY18 and FY19, respectively, and

Whereas, By Resolution 190 of 2018, This Board recognized Federal Domestic Preparedness Equipment Program funding for the FY2017 Hazmat Grant, and

Whereas, By Resolutions 56 of 2018 and 54 of 2019, This Board re-appropriated unspent funds from SHSP and Hazmat grants, and

Whereas, There remain unspent amounts in the FY17, FY18 and FY19 SHSP grants and FY17 Hazmat grant that must be reappropriated and placed in the appropriate expenditure lines for 2020.

Now, Therefore, Be It Resolved, That the 2020 County Budget is amended as follows:

**Increase:**

Expenditures:

01341400 02100	Equipment	\$ 16,000.00
01341400 02101	Computer Equipment	12,500.00
01341400 04111	Trackable Durable Items	49,261.26
01341400 04115	Telephone	5,229.76
01341400 04119	Computer Software	9,000.00
01341400 04218	Building Security	12,000.00
01341400 04416	Professional Fees	40,000.00
01341400 04428	Public Safety Services - Other Govts	14,000.00
01341400 04514	Uniforms & Clothing	16,471.84
01341400 04585	Operating Supplies	1,300.00

Appropriated Fund Balance:

01000000 30599	Appropriated Fund Balance	\$175,762.86
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Seconded by Legislator: \_\_\_\_\_

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

Amending the 2020 County Budget and Capital Plan in Relation to the County Bridge Account

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

Whereas, The Superintendent of Highways has identified completed bridge project accounts with remaining balances, and

Whereas, These capital expenditure and related revenue accounts should be brought to zero balance and closed.

Now, Therefore, Be It Resolved, That the 2020 County Budget is amended as follows:

**Decrease:**

Expenditure		
20511300 02828	CR 75 over Mill Creek (J017)	\$712,016.46
20511300 02897	CR 152 over Stony Creek (I004)	213,954.93
20511300 02914	CR 26 over Matoon Creek (C047)	176,620.80
Revenue		
20900600 94592	Federal Aid Bridges	\$657,935.70
Fund Balance		
20000000 30599	Appropriated Fund Balance	\$495,112.81

**Increase:**

Revenue		
20900600 93592	State Aid Bridges	\$ 50,456.32

and be it further

Resolved, That the following capital accounts 20511300 02828, 02897 and 02914 are hereby closed, and be it further

Resolved, That the six year capital plan is hereby amended accordingly.

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

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

Amending the 2020 County Budget in Relation to Recycling & Waste Management

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

Whereas, Recycling and Waste Management is experiencing mechanical problems with a rolloff truck and has been renting one in order to keep up with recycling pickups, and

Whereas, Funding is available in existing equipment accounts to purchase a new one.

Now, Therefore, Be It Resolved, That the 2020 Budget is amended as follows:

**Increase:**

Expenditure		
15816000 02409	Roll Off Truck	\$ 160,000
Revenue		
15910100 92665	Sale of Equipment	\$ 10,000

**Decrease:**

Expenditure		
15816000 02480	Trailer	\$ 100,000
15816000 02502	Recycling Containers	50,000

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

Authorizing Agreement with the New York State Office of Indigent Legal Services  
(Distribution #10)

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

Whereas, In 2003, The State created the Indigent Legal Services Fund to assist counties in providing indigent legal services, primarily through reimbursing payments to attorneys representing indigent defendants, and

Whereas, This funding was contingent on a "maintenance of effort", wherein each county needed to spend at least as much as the prior year to receive it, and

Whereas, In 2010, the State created the Indigent Legal Services Board, which now oversees the fund and in order to receive the maximum amount allowable, the County must enter into an agreement with the Board as it has in past years, and

Whereas, The proposal for "Distribution #10" has been accepted by the Office of Indigent Legal Services, which covers the period January 1, 2020 through December 31, 2022 in the amount of \$194,358 (\$64,786 per year), and an agreement for it must be authorized.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the New York State Office of Indigent Legal Services for the \$194,358 grant, and that the Chairman of the Board is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review and approval of the County Attorney.

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 2020 County Budget to Reappropriate State and Municipal Facilities  
Grant Funds Relative to the Sheriff's Department

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

Whereas, By Resolution 59 of 2019, The Jefferson County Board of Legislators accepted a NYS State and Municipal Facilities grant award for the purchase of an emergency response team vehicle in the Sheriff's Department, and

Whereas, During the 2019 bid period, no bids were received for this specialized vehicle, and

Whereas, The vehicle must be re-bid and it is necessary to reappropriate the grant funds in 2020.

Now, Therefore, Be It Resolved, That the 2020 County Budget is hereby amended as follows:

**Increase**

01000000 30599                      Appropriated Fund Balance                      \$ 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 Homeland Security Grants Relative to the Sheriff's Department and Amending the 2020 County Budget in Relation Thereto

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

Whereas, By Resolution 62 and 120 of 2019, This Board of Legislators recognized FY17 and FY18 Operation Stonegarden Program grants respectively, and

Whereas, By Resolution 197 of 2018, This Board recognized FY18 Law Enforcement Terrorism Prevention Program (LETPP) grant, and

Whereas, By Resolution 61 of 2019, This Board re-appropriated said grant funding for 2019, and

Whereas, There remain unspent amounts in the FY17 and FY18 Operation Stonegarden and LETPP grants that must be reappropriated and placed in the appropriate expenditure lines for 2020.

Now, Therefore, Be It Resolved, That the 2020 County Budget is amended as follows:

**Increase:**

Expenditures

01311400 01300	Overtime	\$ 37,483.13
01311400 02100	Equipment	90,700.00
01311400 02300	Technical Equipment	40,000.00
01311400 04119	Computer Software	3,991.00
01311400 043101	Internal Fleet Expense	4,077.69
01311400 04311	Gasoline & Oil	2,038.53
01311400 04428	Public Safety Personal Svcs - Other Govt	4,300.00
01311400 04585	Operating Supplies	10,000.00
01311400 08010	Retirement	6,168.95
01311400 08030	Social Security	5,164.82
01311400 08040	Workers Compensation	1,656.23

Appropriated Fund Balance

01000000 30599	Appropriated Fund Balance	\$205,580.35
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Seconded by Legislator: \_\_\_\_\_

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

Amending the 2020 County Budget to Re-Appropriate Governor's Traffic Safety Committee's  
 Stop-DWI Crackdown Enforcement Grant

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

Whereas, By Resolution 269 of 2019, this Board of Legislators accepted \$19,700 in New York State Stop-DWI Foundation Crackdown Enforcement funding, and

Whereas, There remains \$9,704.37 unspent, to be shared with the Watertown City Police Department and the NYS Park Police, and

Whereas, The 2020 County Budget must be amended to re-appropriate said funding and allocate it to the appropriate accounts.

Now, Therefore, Be It Resolved, That the 2020 County Budget is hereby amended as follows:

**Increase:**

Revenue:

01000000 30599	Appropriated Fund Balance	\$ 9,704.37
01311000 92614	Stop DWI Svcs Sheriff	4,452.68

Expenditure:

01311000 01300	Overtime	\$ 4,452.68
01331500 04414	Supporting Services	4,452.68
01331500 04428	Public Safety Svcs. - Other Govt	5,251.69

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

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

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

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

# 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 2020

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	49	1	256	7		1		7
Non-Comm. Estab.								

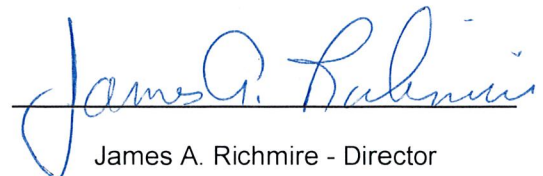
Commodities:	# Inspections	2
	# Lots	19
	# Packages/Lots	1121
	# Packages Measured	300
	# Lots Failed	

<b>Complaints / Requests:</b>	1
<b>Petroleum Samples:</b>	24
<b>Milk Tanks:</b>	New
	Recalibrations/Rechecks
<b>Vehicle Scales:</b>	

Scanner	# Inspections	23					
<b>Checks:</b>	Items Correct	2224	98.8%	Marked	Scanned		
	Overcharge	21	0.9%	\$126.33	\$143.65	\$17.32	Loss to Consumers
	Undercharge	5	0.2%	\$56.86	\$42.97	-\$13.89	Loss to Stores
	Not On File						
	Total # Scanned	2250	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 on 1/6, 1/7, 1/28.

  
 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 2020

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	9		25			2		
Non-Comm. Estab.								

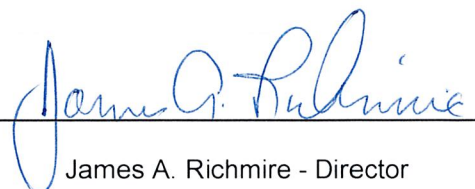
<b>Commodities:</b>	# Inspections	
	# Lots	
	# Packages/Lots	
	# Packages Measured	
	# Lots Failed	

<b>Complaints / Requests:</b>	2
<b>Petroleum Samples:</b>	1
<b>Milk Tanks:</b>	New
	Recalibrations/Rechecks
<b>Vehicle Scales:</b>	

<b>Scanner</b>	# Inspections	3					
<b>Checks:</b>	Items Correct	297	99.0%	Marked	Scanned		
	Overcharge	3	1.0%	\$16.28	\$17.43	\$1.15	Loss to Consumers
	Undercharge						Loss to Stores
	Not On File						
	Total # Scanned	300	100.0%				
	# Inspections Failed		0.00%				

**Additional Comments:**

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

  
 James A. Richmire - Director

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

TOTAL DEVICES TESTED FOR JANUARY 2020

UPDATED THRU:

DEVICES	JEFFERSON	LEWIS	TOTAL	% JEFFERSON	% LEWIS
Computing	6	2	8	75.00%	25.00%
Pre-Pack		2	2	0.00%	100.00%
Customer Scale			0	#DIV/0!	#DIV/0!
Vehicle Scale	1		1	100.00%	0.00%
Monorail Scale			0	#DIV/0!	#DIV/0!
Prescription Scale	24	3	27	88.89%	11.11%
Hopper / Batch / Tank			0	#DIV/0!	#DIV/0!
Platform Scale	1	7	8	12.50%	87.50%
Livestock Scale			0	#DIV/0!	#DIV/0!
Miscellaneous Scale	6		6	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	201	8	209	96.17%	3.83%
Weights Other	24	5	29	82.76%	17.24%
Linear Measure			0	#DIV/0!	#DIV/0!
Linear Measuring Device			0	#DIV/0!	#DIV/0!
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
263	27	290

Total Percentage of Devices Inspected for each county

Jefferson	Lewis
90.69%	9.31%

Remarks:  
 See monthly inspection reports for establishment information.