


County of Jefferson
Office of the County Administrator



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

September 17, 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, September 22, 2020 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Amending the 2020 County Budget and Capital Plan in Relation to the Watertown International Airport Aircraft Rescue Fire Fighting Facility Construction Project
2. Amending the 2020 County Budget in Relation to Fuel Farm Repairs at the Watertown International Airport
3. Authorizing Agreement in Relation to the FY20 Emergency Management Performance Grant
4. Authorizing Agreement and Amending the 2020 County Budget in Relation to the FY20 State Homeland Security Program (SHSP) Grant
5. Establishing Time and Place for a Public Hearing on the 2020 Inclusions of Viable Agricultural Land in NYS Certified Agricultural Districts
6. Establishing Time and Place for Public Hearing Related to the 2020 Community Development Block Grant (CDBG) Process
7. Amending the 2020 County Budget to Recognize Insurance Recovery and Allocating Same in Sheriff's Department Budget
8. Authorizing Agreement and Amending the 2020 County Budget in Relation to the State FY20 State Law Enforcement Terrorism Prevention Program Grant

Discussion Item:

- Comprehensive Economic Development Strategy (CEDS) Committee Appointment

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

me.

RFH:tlr

cc:

Airport

Buildings & Grounds

Code Enforcement

District Attorney

Dog Control

Fire & Emerg. Mgmt./E-911

Highway/Recycling & Waste Mgt.

Planning

Probation/Stop DWI

Public Defender

Sheriff

Weights & Measures

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 No. 147 of 2019, this Board of Legislators authorized an agreement 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, By Resolution No. 80 of 2020, this Board has approved Change Order 1 in the amount of \$77,919.60 and the Contract with D.C. Building Systems, Inc. for the General Construction is now \$3,372,919.60, and

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

- Change Directive 4: Bollards to be installed around the propane tanks and pump station: \$6,493.56
- Change Directive 5: Door and Door hardware modifications: \$5,772.00
- Change Directive 6: Change in finish for the aluminum storefront and windows from clear aluminum to factory painted: \$1,266.27
- Change Directive 7: Additional Overhead Door Safety Controls for watch room: \$1,200
- Change Directive 8: Modification to the Crane Rail Steel: \$15,837.60
- Change Directive 9: Additional Steel Supports for the water storage tank: \$3,974.44
- Change Directive 10: Removal of door 121B: (\$3,131.35 decrease)

Whereas, It is necessary to provide a Change Order 2 for D.C. Building Systems, Inc. for the above mentioned change directives, and to recognize anticipated additional federal and state revenues for this project.

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

Increase:

Revenue		
20900600 94589	Federal Aid – Airport Capital Project	\$ 29,790.59
20900600 93589	Airport -State Aid – DOT	783.96

Expenditure
20561000 02079 Airport ARFF Building \$ 31,358.52

Decrease:

Expenditure
20698900 02064 Property Improvements \$ 783.97

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 2020 County Budget in Relation to Fuel Farm Repairs
at the Watertown International Airport

By Legislator: _____

Whereas, Watertown International Airport provides fueling and ground services to general aviation and commercial air carrier operators and maintains various computerized security access control systems, and

Whereas, Repairs to the Airport Fuel Farm Facility were completed to maintain fuel farm function and fueling operations, and

Whereas, Repairs to various Access Control Doors that provide entry to the airfield are needed to remain operational in accordance with Airport Security Program and various exterior lights are in need of replacement, and

Whereas, Funds are also available within the airport budget and the Airport Manager has requested a transfer to pay for associated anticipated expenses.

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

Increase:

015610000 04211	Building/Property Maintenance	\$ 14,728
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Decrease:

015610000 04115	Telephone	\$ 4,000
015610000 04480	Highway Pavement Marking	10,728

Seconded by Legislator: _____

State of New York)
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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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement in Relation to the FY20 Emergency Management Performance Grant

By Legislator: _____

Whereas, The U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) has awarded Jefferson County \$47,788 under the FY20 Emergency Management Performance Grant administered by the New York State Division of Homeland Security and Emergency Services (DHSES) for the period of October 1, 2019 through September 30, 2022, and

Whereas, The County must enter into an agreement with the New York State DHSES to receive this grant to partially fund full time employees in Fire and Emergency Management, and

Whereas, DHSES now processes grants through an electronic format, and

Whereas, Said revenue and expenditure grant funds are already contained in the 2020 County Budget.

Now, Therefore, Be It Resolved, That the County of Jefferson hereby accepts the \$47,788, and 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: _____

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. _____

Authorizing Agreement and Amending the 2020 County Budget in Relation to the
FY20 State Homeland Security Program (SHSP) Grant

By Legislator: _____

Whereas, The New York State Division of Homeland Security and Emergency Services (DHSES) has awarded Jefferson County \$93,076 from the FY20 State Homeland Security Program (SHSP)(CFDA 97.067), and

Whereas, The County must enter into an agreement with the New York State DHSES to receive these grant funds which will be used for cyber security equipment and training, radios and radio tower security, cell/data service, enhancing citizens emergency preparedness mass fatality planning, and interoperable communications equipment, and

Whereas, DHSES now processes grants through an electronic format.

Now, Therefore Be It Resolved, That the County of Jefferson hereby accepts the \$93,076, and 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, and be it further

Resolved, That the 2020 County Budget is amended as follows:

Increase:

Revenue		
01341000 943204	Federal Homeland Security - Fire/EMO	\$93,076
Expenditure		
01341400 02101	Computer Equipment	\$ 8,000
01341400 04111	Trackable Durable Items	16,586
01341400 04114	Maintenance/Repair	5,000
01341400 04115	Telephone	3,000
01341400 04119	Computer Software	8,000
01341400 04218	Building Security	6,300
01341400 04416	Professional Fees	37,000
01341400 04585	Operating Supplies	9,190

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Establishing Time and Place for a Public Hearing on the 2020 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 and a copy is available on the Jefferson County Department of Planning's website.

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 Tuesday, October 13, 2020 at 5:15 p.m. in the Jefferson County Board of Legislator Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, New York, and be it further

Resolved, That a notice of such public hearing shall be given in accordance with law.

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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Establishing Time and Place for Public Hearing Related to the
2020 Community Development Block Grant (CDBG) Process

By Legislator: _____

Whereas, Jefferson County is in the process of evaluating grant opportunities in anticipation of a 2020 Community Development Block Grant (CDBG) Program administered by the NYS Office of Community Renewal, and

Whereas, The CDBG application process requires applicants to hold a public hearing to obtain the views of the general public on community development needs.

Now, Therefore, Be It Resolved, that Pursuant to Section 104(A)(2) of the Federal Housing and Community Development Act, as amended, a CDBG public hearing shall be held on Tuesday, October 13, 2020, at 5:30 p.m. in the Jefferson County Board of Legislator Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, New York, and be it further

Resolved, That notice of such public hearing shall be given in accordance with law, and be it further

Resolved, That the Chairman of the Board is hereby authorized to execute all necessary CDBG application documents, and the Department of Planning is hereby authorized as the County's agent to act in connection with the submission of any authorized application and to provide any supplemental information that may be required by the NYS Office of Community Renewal.

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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2020 County Budget to Recognize Insurance Recovery
and Allocating Same in Sheriff's Department Budget

By Legislator: _____

Whereas, The Sheriff's Department has received an insurance settlement check in the amount of \$6,847.74 for damage to a patrol unit, and has requested that the settlement be used to supplement the external fleet expense line for repairs.

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

Increase:

Revenue		
01311000 92680	Insurance Recoveries	\$ 6,847.74

Expenditure		
01311000 043102	External Fleet Expense	\$ 6,847.74

Seconded by Legislator: _____

State of New York)
)
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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement and Amending the 2020 County Budget in Relation to the State
FY20 State Law Enforcement Terrorism Prevention Program Grant

By Legislator: _____

Whereas, The New York State Division of Homeland Security and Emergency Services (DHSES) 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 \$31,025 from the FY20 State Law Enforcement Terrorism Prevention Program (CFDA 97.067), and

Whereas, Said funds will be used to upgrade/sustain existing mobile data terminal equipment to enhance data security for patrol vehicles for the Sheriff's Department, and

Whereas, DHSES now processes grants through an electronic format.

Now, Therefore Be It Resolved, That the County of Jefferson 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 of this grant award on behalf of Jefferson County, and be it further

Resolved, That The 2020 County Budget is amended as follows:

Increase:

Revenue

01311000 943201	Federal Homeland Security - Sheriff	\$ 31,025
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Expenditures

01311400 04111	Trackable Items	\$ 15,025
01311400 04585	Operating Supplies	16,000

Seconded by Legislator: _____

County of Jefferson
Office of the County Administrator



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September 22, 2020

TO: General Services Committee

FROM: Scott A. Gray, Chairman of the Board

SUBJECT: CEDS Appointments

The Comprehensive Economic Development Strategy Committee (CEDS), was formed by Jefferson County (Resolution No. 123 of 1990) as a prerequisite to access development infrastructure funding from the Economic Development Administration (EDA) of the US Department of Commerce. It is comprised of a cross section of business, industry, and community representatives appointed by the Chair of the Board of Legislators with the approval of the General Services Committee.

I respectfully request the Committee's approval and recommendation to appoint Erika Flint, Executive Director, Fort Drum Regional Health Planning Organization to the CEDS Committee with a term to expire June 30, 2023.

cc: Robert Hagemann, County Administrator
Michael Bourcy, Director of Planning