

County of Jefferson
Office of the County Administrator

Historic Courthouse
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August 12, 2021

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

Please let this correspondence serve as notification that the General Services Committee will meet at the **Watertown International Airport** in the Conference Room, 22529 Airport Drive, Dexter, NY. The meeting will take place on **August 17, 2021 at 6:00 p.m.** with a tour of the Aircraft Rescue and Fire Fighting building following the meeting.

Please note that Federal requirements through Transportation Security Administration directive mandates mask wearing on airport property.

Following is a list of agenda items for the meeting:

Resolutions:

1. Authorizing Lease with the General Services Administration for Office Space for the Transportation Security Administration
2. Accepting U.S. Department of Homeland Security Transportation Security Administration Real Estate Management Division funding for Enhanced Sanitation Services for the Watertown International Airport and Authorizing an Agreement in Relation Thereto
3. Authorizing Agreement in Relation to the FY21 Emergency Management Performance Grant
4. Authorizing Agreement and Amending the 2021 County Budget in Relation to the FY21 State Homeland Security Program Grant
5. Amending the 2021 County Budget to Reappropriate Community Development Block Grant Program Funds
6. Authorizing Agreement and Amending the 2021 County Budget in Relation to the State FY21 State Law Enforcement Terrorism Prevention Program Grant

7. Authorizing Agreement with NYS Division of Criminal Justice Services in Relation to Raise the Age Program
8. Recognizing NYS Governor's Traffic Safety Committee Child Passenger Safety Program Grant and Amending the 2021 County Budget in Relation Thereto
9. Authorizing Agreement with Trinity Services Group Relative to Commissary Services

Informational Items:

1. Planning Departmental Report

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 Lease with the General Services Administration for Office Space for the
Transportation Security Administration

By Legislator: _____

Whereas, The Department of Homeland Security's Transportation Security Administration (TSA) provides security and screening services at the Watertown International Airport, and

Whereas, The TSA requires finished office space to provide these services and the General Services Administration (GSA) provides for the purchase or lease of office space for federal agencies and improvements related thereto, and

Whereas, Jefferson County has suitable office space available at the airport for the TSA's use and has negotiated leases with GSA, the most recent authorized by Resolution 185 of 2016.

Now, Therefore, Be It Resolved, That Jefferson County enter into a lease agreement with the GSA for the provision of 650 square feet, to include all utilities and janitorial services for the amount up to \$38,246 per year for the period October 1, 2021 through September 30, 2026, and be it further

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

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. _____

Accepting U.S. Department of Homeland Security Transportation Security Administration Real Estate Management Division funding for Enhanced Sanitation Services for the Watertown International Airport and Authorizing an Agreement in Relation Thereto

By Legislator: _____

Whereas, The Watertown International Airport, has received a \$12,987.79 grant from the U.S. Department of Homeland Security Transportation Security Administration Real Estate Management Division (TSA REMD) to pay 100% of allowable costs incurred in enhanced cleaning required due to COVID-19, and

Whereas, Such recurring cleaning and sanitization activities include increased janitorial requirements to mitigate COVID-19 transmission risk for TSA checkpoint space and TSA offices and administrative space currently under a lease.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said funding and enters into an agreement with TSA REMD for the period of March 18, 2020 through September 30, 2021, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute said agreement on behalf of the County, subject to the review of the County Attorney as to form and content, and be it further

Resolved, That the 2021 County Budget is amended as follows:

Increase:

Revenue		
01561000 94599	Federal Stimulus Transportation	\$ 12,987.79

Expenditure		
01561000 04211	Building/Property Maintenance	\$ 12,987.79

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement in Relation to the FY21 Emergency Management Performance Grant

By Legislator: _____

Whereas, The U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) has awarded Jefferson County \$47,432 under the FY21 Emergency Management Performance Grant administered by the New York State Division of Homeland Security and Emergency Services (DHSES) for the period of October 1, 2020 through September 30, 2023, 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 2021 County Budget.

Now, Therefore, Be It Resolved, That the County of Jefferson hereby accepts the \$47,432, 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)

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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 2021 County Budget in Relation to the
FY21 State Homeland Security Program Grant

By Legislator: _____

Whereas, The New York State Division of Homeland Security and Emergency Services (DHSES) has awarded Jefferson County \$83,223 from the FY21 State Homeland Security Program (SHSP)(CFDA 97.067), and

Whereas, The County must enter into an agreement with NYS DHSES to receive these grant funds which will be used for cyber security equipment and software, a portable wireless network, telephone system and component upgrade, tech rescue equipment, portable radios and accessories, cellular data services and Automatic External Defibrillators (AEDs), and

Whereas, DHSES processes grants through an electronic format.

Now, Therefore Be It Resolved, That the County of Jefferson hereby accepts the \$83,223, 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 2021 County Budget is amended as follows:

Increase:

Revenue		
01341000 943204	Federal Homeland Security - Fire/EMO	\$ 83,223
Expenditure		
01341400 02100	Equipment	\$ 10,000
01341400 02101	Computer Equipment	5,000
01341400 04111	Trackable Durable Items	37,223
01341400 04114	Maintenance/Repair	23,000
01341400 04115	Telephone	3,000
01341400 04119	Computer Software	5,000

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2021 County Budget to Reappropriate Community
Development Block Grant Program Funds

By Legislator: _____

Whereas, By Resolution 55 of 2019, the Jefferson County Board of Legislators accepted a Community Development Block Grant (CDBG) award for 2018, and

Whereas, Jefferson County maintains a grant award balance for this CDBG Program, and

Whereas, It is necessary to reappropriate funds in order to close out these programs.

Now, Therefore, Be It Resolved, That the 2021 County Budget is hereby amended as follows:

Increase:

Revenue		
30000000 30599	Appropriated Fund Balance	\$22,143
Expense		
30866800 04014	CDBG Housing Rehab	\$22,143

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. _____

Authorizing Agreement and Amending the 2021 County Budget in Relation to the State
FY21 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 \$27,741 from the FY21 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 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 2021 County Budget is amended as follows:

Increase:

Revenue

01311000 943201	Federal Homeland Security - Sheriff	\$ 27,741
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Expenditures

01311400 04111	Trackable Items	\$ 15,257
01311400 04585	Operating Supplies	12,484

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with NYS Division of Criminal Justice Services
in Relation to Raise the Age Program

By Legislator: _____

Whereas, Pursuant to Resolution 219 of 2019, the Jefferson County Board of Legislators authorized a Raise the Age grant agreement with the NYS Division of Criminal Justice Services (DCJS) in the amount of \$129,077, for the period April 1, 2018 through March 31, 2020, and

Whereas, NYS Division of Criminal Justice Services has extended the grant one year and increased funding by \$85,481 for a total of \$214,558 for the period April 1, 2018 through March 31, 2021, and

Whereas, Said grant is already contained in the County Budget, and

Whereas, DCJS processes grants through an electronic format.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts the increased funding, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfill the requirements of this extended grant award on behalf of Jefferson County.

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. _____

Recognizing NYS Governor's Traffic Safety Committee Child Passenger Safety Program Grant and Amending the 2021 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Jefferson County Sheriff's Department has been awarded a NYS Governor's Traffic Safety Committee Child Passenger Safety Program grant in the amount of \$2,000.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby accepts said grant award for the project period October 1, 2021 through September 30, 2022, 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, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2021 County Budget is hereby amended as follows:

Increase:

Revenue:

01311000 94389	Federal Aid Criminal Justice	\$ 2,000
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Expenditure:

01311000 04112	Memberships and Dues	\$ 200
01311000 04313	Travel	600
01311000 04585	Operating Supplies	1,000
01311000 04613	Training	200

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. _____

Authorizing Agreement with Trinity Services Group Relative to Commissary Services

By Legislator: _____

Whereas, A request for proposals was issued for Commissary Services for the Jefferson County Public Safety Building, and

Whereas, These services will supply food and other commissary items to inmates of the Jefferson County Jail, and

Whereas, Trinity Services Group has been awarded the contract to operate the commissary for the period January 1, 2020 through December 31, 2022 with the option to renew for years 2023 and 2024.

Now, Therefore, Be it Resolved, That Jefferson County enter into an agreement with Trinity Services Group for a period of five years for the purposes stated above and the Chairman of the Board of Legislators is hereby authorized to execute said agreement on behalf of the County subject to the review of the County Attorney as to form and content.

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



Planning Department Report June & July 2021

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2018 Award: \$35,325 expended for two projects.
- 2019 Award: \$72,430 expended for three projects and administrative fees. This award has been completed.

North Country HOME Consortium

- \$127,798 in Federal HOME funds were expended, representing activity on eight single family rehab projects, one home buyer project and administrative fees.
- Staff worked with HUD staff in completing a virtual monitoring of the Consortium.

County Planning Board

239m reviews

- Alexandria Bay (V) – site plan review of a food dispensary.
- Cape Vincent (V) – zoning amendment to address short term rentals, dumpsters, and travel trailers.
- Clayton (T) – two separate site plan reviews for boat storage buildings at different sites.
- Dexter (V) – special use permit for a photography studio.
- Henderson (T) – zoning amendment to clarify screening requirements for large scale solar projects.
- Hounsfield (T) – site plan review for a large scale solar energy project.
- Orleans (T) – special use permit for a temporary art festival.
- Pamelia (T) – area variances for signage at a travel truck center/restaurant.
- Sackets Harbor (V) – PDD zoning amendment for fifteen residences.
- Watertown (C) – use variance for a shed placement within a side yard.
- Watertown (C) – site plan review for a car wash.
- Watertown (T) – zoning map amendment to allow a future solar energy project.
- Watertown (T) – site plan review for a Popeyes restaurant.

Intergovernmental Reviews:

Town of Henderson request for USDA – Rural Development funds to establish a sewer district providing service in the Henderson, Henderson Harbor areas of the Town.

Wellesley Island Water Improvements request for USDA – Rural Development funds for a water treatment system, tank storage improvements and replacement of the current water distribution system.

CEDS

Staff participated in a zoom meeting to discuss the draft report on Industry and Business Characteristics and the SWOT session results. Staff participated in a zoom meeting to discuss and prioritize draft list of projects.

Airport

Staff referred solar projects to the Airport Manager for review and input regarding glare hazard reports.

MPO

Staff attended Policy Committee meeting on Black River Trail expansion options.

Deferiet Brownfield Opportunity Area

Staff participated in virtual meetings discussing compiling an application that has been submitted by the Town of Wilna as the applicant with Village of Deferiet.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (v) – Staff met twice with the Zoning Update Committee to discuss the schedule of uses that include modern uses and simplification as well as new uses and began discussing definitions. Continued to review current, updated and new use related definitions, modifications to the proposed schedule of uses and started looking at and general and specific use criteria. Prepared zoning map with buffers around schools and parks for planning purposes.

Black River (V) – Preliminary zoning map revised as village requested and presented to village for approval.

Chaumont (V) – Staff finalized the Village's Zoning Map and Text amendments in order for final adoption.

LeRay (T) Comprehensive Plan Update – Staff met twice with the committee to discuss the process, review and finalize land use survey questions and discussed potential additional members and potential public meeting ideas. Composed survey area/neighborhood map and 2020 land use by assessment map. Also reviewed some population and housing trends. Created ZIP code map, historic sites map, housing age map, locator map, and major landforms map for inclusion into the Comprehensive Plan.

Orleans (T) – Staff completed final edits for the Town's update to its Solar/Battery Regulations.

Adams (V) Staff met with the Village Planning Board to discuss process for amending their zoning law to include solar energy regulations.

Training

Staff viewed various webinars for training purposes on solar energy development, battery storage, wetland protection, cannabis regulation, short term rentals and other topics.

Staff is coordinating with NYSDOS staff for an in-person land use training session in September.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

Southeast District 8 Year Review. The Agricultural and Farmland Protection Board reviewed the Southeast Agriculture District. A public hearing was held and the district is currently undergoing a coordinated SEQR review with the NYS Department of Agriculture & Markets.

CLEAR (Coastal Lakeshore Economy and Resiliency Initiative)

Staff participated in three virtual meetings on the CLEAR process regarding municipal resiliency to water level extremes along Lake Ontario and the St. Lawrence River. <https://www.northcountryclear.com/>

Snowmobile Grant-in-Aid Program

Staff submitted and completed two clubs Phase I gps map updates for their trail systems. Requested the forms and information required from the five snowmobile clubs to submit to NYS OPRHP for the annual application due September 1.

MS4 Coalition

Staff attended a quarterly meeting in person.

NYS Septic System Replacement Program

Jefferson County was notified that the target areas for this grant was extended to include the St. Lawrence River and Guffin Bay.

Staff is compiling a list of interested homeowners. Staff is preparing grant selection criteria in order to accommodate more homeowners.

Awarded a grant to replace a failing septic system for a primary residence in the Town of LeRay located on the Indian River pursuant to Round 1 of the Program.

Continued to address questions and compiling an interested participant list for funding pursuant to Round 2 of the Program. Creating criteria to review and rate applications for Round 2 of the Program.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning flood maps, parcels, zoning, and county map viewer.

Other Geographic Information System (GIS) Tasks (not associated with projects above)

Our GIS Specialist supports planners with various projects and other County Departments. Examples include: digitizing radio tower layer and editing the associated department spreadsheet; creating 2020 land use by assessment map for Village of Alexandria Bay comprehensive plan; producing the 2020 village map series of New York State Certified Agricultural Districts to post on the Planning webpage; create 2020 Jefferson County map of New York State Certified Agricultural Districts; prepared agricultural priority soils map for proposed solar farm in the Town of Watertown; and continued updating the Economic Indicators spreadsheets for the county. Revisions to Southeast Agricultural District modified parcel maps and developmental pressure map and updated modified acreage summary tables; provided Dog Control Enforcement map to Dog Control office; researched and mapped highly distressed Census tracts for the American Community Five-Year Survey of 2017 for Jefferson County; created detail maps for highly distressed Census tracts for the American Community Five-Year Survey of 2012 for Jefferson County; formatted Real Property 2021 parcel layer for use in GIS and to post to the County Map Viewer; created 2021 land use by assessment map for Jefferson County; added 2021 summary table to the Parcel Summaries workbook.