

County of Jefferson
Office of the County Administrator

Historic Courthouse
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June 10, 2021

TO: Members of General Services Committee
FROM: Sarah H. Baldwin, Deputy County Administrator *SHB*
SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on ***Tuesday, June 15, 2021 immediately following the conclusion of a Special Board Session*** in the Board of Legislators' Chambers.

Presentation:

Joel LaLone, Jefferson Community College, Center for Community Studies - Survey Results

Following is a list of agenda items for the meeting:

Resolutions:

1. Accepting Donation for the Buildings Department
2. Amending the 2021 County Budget in Relation to On-Call and Call-In Pay for District Attorney's and Public Defender's Offices
3. Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services in Relation to the Federal Domestic Preparedness Equipment Program and Amending the 2021 County Budget in Relation Thereto
4. Amending the 2021 County Budget and Capital Plan in Relation to the Highway Department CHIPS Funding
5. Authorizing a Concurrent Use and Occupancy Agreement with NYS Department of Environmental Conservation in Relation to Construction of a Turtle Crossing Structure at County Highway 57 (Isthmus Road, Town of Lyme)
6. Amending the 2021 County Budget and Capital Plan in Relation to a County Bridge Account

7. Establishing Time and Place for a Public Hearing on the Eight Year Review of the Southeast Agricultural District No. 1
8. Authorizing an Agreement with AutoMon, LLC
9. Authorizing Agreement in Relation to the State Alternatives to Incarceration (Pre-Trial Release) Program Funding
10. Authorizing Agreement with NYS Division of Criminal Justice Services in Relation to Aid to Defense Program

Informational Item:

Monthly Departmental Report:

- Planning

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

SHB:tlr

cc:	Airport	Dog Control	Probation/Stop DWI
	Buildings & Grounds	Fire & Emerg. Mgmt./E-911	Public Defender
	Code Enforcement	Highway/Recycling & Waste Mgt.	Sheriff
	District Attorney	Planning	Weights & Measures

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Accepting Donation for the Buildings Department

By Legislator: _____

Whereas, The Jefferson County Industrial Development Agency (JCIDA) owns the currently vacant building that had been leased to Concentrix, and

Whereas, JCIDA offered furniture and furnishings to other public and non-profit agencies, and

Whereas, The Jefferson County Buildings Department has received the following donations from the JCIDA:

<u>Item</u>	<u>Number</u>
Portable Air Conditioner	1
Desktop Workstations (cubicles)	8
Conference Tables	2
Folding Banquet Tables	4
Metal Storage Cabinet	1
Server Racks	3
Desk Chairs	10
Bulletin Board	1

Now, Therefore, Be It Resolved, That pursuant to County Law Section 215 (3) this Board of Legislators does hereby gratefully accept said donation.

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 2021 County Budget in Relation to On-Call and Call-In Pay for
District Attorney's and Public Defender's Offices

By Legislator: _____

Whereas, By Resolutions 106 and 113 of 2020, This Board of Legislators authorized On-Call and Call-In Pay for attorneys working under the District Attorney and Public Defender, and

Whereas, Unscheduled arraignments in Jefferson County occasionally occur outside normal work hours and will continue to do so until a fully Centralized Arraignment Part (CAP) court with holding facilities and designated arraignment times can be established, and

Whereas, Due to COVID-19 restrictions, more off-hour arraignments have occurred in 2021 than was expected when the budget was adopted, thus depleting the overtime accounts, and

Whereas, Funding is available in the District Attorney's and Public Defender's Personal Services accounts due to vacancies.

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

Increase:

Expenditure		
01116500 01300	Overtime	\$ 16,000
01117000 01300	Overtime	16,000

Decrease:

Expenditure		
01116500 01100	Personal Services	\$ 16,000
01117000 01100	Personal Services	16,000

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services
in Relation to the Federal Domestic Preparedness Equipment Program and
Amending the 2021 County Budget in Relation Thereto

By Legislator: _____

Whereas, New York State Division of Homeland Security and Emergency Services (DHSES) has awarded Jefferson County a grant from the FY2019 Hazmat Grant Program (CFDA 97.067) through funding from the Department of Homeland Security's State Homeland Security Program, and

Whereas, Jefferson County is the lead in a consortium with Lewis County, which is included in the \$52,000 grant, and

Whereas, DHSES now processes grants through an electronic format.

Now, Therefore, Be It 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 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	\$ 52,000

Expenditures		
01341400 02100	Equipment	\$ 29,600
01341400 04111	Trackable Durable Expendables	9,900
01341400 04428	Public Safety Services - Other Govt	12,500

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2021 County Budget and Capital Plan in Relation
to the Highway Department CHIPS Funding

By Legislator: _____

Whereas, The New York State Governor and Legislature have reached an agreement on the State FY 2021-2022 Consolidated Local Street and Highway Improvement Program (CHIPS) funding which incorporates rollover balances for work that was unable to be accomplished last year, and

Whereas, The funding includes CHIPS of \$895,831, an Extreme Winter Recovery apportionment of \$825,994, and PAVE NY funding of \$1,245,345, over and above the 2021 Adopted County Budget, and

Whereas, The County Highway Superintendent has requested that this additional revenue be recognized in the various Highway Department and Capital accounts.

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

Increase:

Revenue		
05900300 93501	Consolidated Highway Aid	\$ 2,967,170
Expenditure		
05511000 04482	Surface Treatment	\$ 200,000
05511000 04587	Drainage Items & Pipe	100,000
05511000 04589	Gravel, Stone, Sand	100,000
05511000 04686	Hired Machines	400,000
05511200 04930	Paving	1,467,170
20511200 02701	Road Construction	\$ 200,000
20511300 02810	Yellow Flagged Repair	500,000
Transfers		
05995000 09007	Transfer to Capital Bridges	\$ 500,000
05995000 09008	Transfer to Capital Roads	200,000
20900600 950315	Interfund Transfer Roads	700,000

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. _____

Authorizing a Concurrent Use and Occupancy Agreement with NYS Department of Environmental Conservation in Relation to Construction of a Turtle Crossing Structure at County Highway 57 (Isthmus Road, Town of Lyme)

By Legislator: _____

Whereas, Jefferson County Highway Superintendent deems it necessary to reconstruct and raise the level of County Route 57 in the Town of Lyme (Tax ID #70.13-3-81) at the Isthmus by approximately three feet to minimize flooding of the road during flood events as part of New York State's Resiliency Economic Development Initiative (REDI) project, and

Whereas, This project will require the installation of a special culvert structure underneath County Route 57 for the purpose of allowing safe passage for turtles to and from Lake Ontario, and

Whereas, The County of Jefferson approves of entering into a concurrent use and occupancy agreement with New York State Department of Environmental Conservation to reconstruct County Route 57 and install the above said turtle crossing structure pursuant to the provisions of the Environmental Conservation Law.

Now Therefore Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute the above referenced 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 a certified copy of this resolution be forwarded to New York State Department of Environmental Conservation.

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 2021 County Budget and Capital Plan in Relation to a County Bridge Account

By Legislator: _____

Whereas, The Superintendent of Highways has identified a completed bridge project account with a remaining balance, and

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

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

Decrease:

Expenditure		
20511300 02874	CR 62 over Mill Creek (J14 & J15)	\$ 23,152.83
Revenue		
20900600 94592	Federal Aid Bridges	\$ 52,123.44
Fund Balance		
20000000 30599	Appropriated Fund Balance	\$ 90,480.61

Increase:

Revenue		
20900600 93592	State Aid Bridges	\$ 119,451.22

and be it further

Resolved, That capital account 20511300 02874 is 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. _____

Establishing Time and Place for a Public Hearing on the Eight Year
Review of the Southeast Agricultural District No. 1

By Legislator: _____

Whereas, Jefferson County has been officially notified by the New York State Department of Agriculture and Markets to commence the Eight Year Review of the Southeast Agricultural District No. 1, and

Whereas, In accordance with Section 303 of Article 25AA of the New York State Agriculture and Markets Law this action was referred to the Jefferson County Agriculture and Farmland Protection Board for review and recommendation, and

Whereas, This District encompasses land within the townships of Wilna, Champion, Rutland, Rodman, Worth, Lorraine, Adams, Hounsfield, and Watertown, and

Whereas, There has been requests to add 2,444 acres and to remove 144 acres, and

Whereas, The Agriculture and Farmland Protection Board has submitted a recommendation to modify and continue the Southeast District to this Board.

Now, Therefore, Be It Resolved, That a Public Hearing will be conducted concerning the Eight Year Review of the Southeast Agricultural District No. 1 and any modifications thereof. The Public Hearing will be held in the 2nd Floor Conference Room, at the County Office Building, 175 Arsenal Street, Watertown, New York on Monday, July 19th at 3:00 p.m., and be it further

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

Seconded by Legislator: _____

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 an Agreement with AutoMon, LLC

By Legislator: _____

Whereas, The Probation Department utilizes a web-based software program for case management services through AutoMon, LLC known as Caseload Explorer to provide technical support services to Probation related to this program, and

Whereas, AutoMon, LLC has been awarded the contract to provide software associated with this program.

Now, Therefore, Be It Resolved, That Jefferson County desires to enter into an agreement with AutoMon, LLC for said services for the period August 10, 2021 through August 9, 2022, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed 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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement in Relation to the State Alternatives to Incarceration
(Pre-Trial Release) Program Funding

By Legislator: _____

Whereas, New York State Division of Criminal Justice Services Alternatives to Incarceration has awarded Jefferson County \$8,867 for the operation of a Pre-Trial Release Program during the period July 1, 2021 through June 30, 2022, and

Whereas, The County must enter into an agreement with New York State to receive these grant funds, and

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

Whereas, Jefferson County does hereby commit to providing 50% matching funds for operation of the alternatives program.

Now, Therefore, Be It Resolved, That the County of Jefferson agrees to accept the \$8,867, 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 with NYS Division of Criminal Justice Services
in Relation to Aid to Defense Program

By Legislator: _____

Whereas, The Jefferson County Public Defender's Office has been awarded an Aid to Defense grant from the NYS Division of Criminal Justice Services Bureau of Justice Funding (BJF) in the amount of \$12,386 for the period April 1, 2021 through March 31, 2022, and

Whereas, BJF now processes grants through an electronic format.

Now, Therefore, Be It Resolved, That Jefferson County hereby accept 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 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



Planning Department Report April – May 2021

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2018 Award – No funds were expended.
- 2019 Award – \$134,686 was expended for three projects and administrative fees.
- 2020 Housing Grant application – Held a Public Hearing for the 2020 CDBG application.

North Country HOME Consortium

- \$156,722 in Federal HOME funds were expended, representing activity on 11 single family rehab projects, and administrative fees.
- Staff participated in the Fair Housing Roundtable.
- Staff has been preparing for a virtual monitoring of the Consortium by HUD staff.

County Planning Board

- Adams (V) – site plan review of a 5 MW solar facility.
- Champion (T) - site plan review of a Dollar General retail store.
- Champion (T) – site plan review of an existing home for conversion to a bed and breakfast.
- Chamount (V) - Village-wide zoning text and map amendment.
- Chamount (V) – site plan review of a Town park on Sawmill Bay.
- Clayton (T) – site plan review of an expansion of a gravel pit via the addition of an adjacent 24 acre parcel.
- Clayton (T) – area variance to allow a 50 foot side/rear yard setback for a gravel pit.
- Clayton (T) – site plan review of a new handicapped ramp and covered porch area.
- Clayton (V) – site plan review to remove and replace gas tanks and install a new LP tank.
- Dexter (V) – special use permit for the conversion of the first floor of a residence into a restaurant.
- Hounsfield (T) – site plan review of establish an outdoor farmer’s market.
- Lyme (T) – special use permit for a 22 foot by 56 foot building for livestock and farm equipment.
- Lyme (T) – special use permit for the conversion of an abandoned building into a farm market.
- Orleans (T) – Zoning text amendment for existing solar regulations adding battery energy storage facilities.
- Orleans (T) – site plan reviews for two 50 kw solar projects.
- Orleans (T) – site plan review for a new building for generator sale, service, and repair.
- Philadelphia (T) – site plan review for a car wash and convenient store with a drive-thru.
- Rutland (T) – site plan review for a 3 MW solar project.

CEDS

Staff participated in a zoom meeting to discuss the Draft Report on Industry and Business Characteristics and the SWOT session results.

Airport

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

Transportation

- MPO. Staff attended the MPO Policy Committee Special Meeting to discuss modifications to the TIP

DANC – Broadband Survey

Staff began review of the draft study.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (v) – Staff met with the Zoning Update Committee to discuss update priorities. Began initial review of definitions and the schedule of uses.

Chaumont (V) – Staff met (virtually) and finalized the Village's Zoning Map and Text amendments.

LeRay (T) Comprehensive Plan Update – Staff met with Town Planner, Zoning Officer, and Planning Board chair to discuss the process and meeting options. Scheduled the committee meetings and discussed potential public meeting ideas.

Orleans (T) – Staff provided assistance for the Town's update to its Solar/Battery Regulations.

Training

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

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

- Agricultural District Inclusion. Staff published 30 day review notice in paper to accept requests for inclusion.
- 8-Year Review. Staff presented proposed modifications to the existing SouthEast Agricultural District to the Agricultural and Farmland Protection Board.
- AFPB. Staff participated in meeting to discuss potential impacts of solar projects to the agricultural industry.

CLEAR (Coastal Lakeshore Economy and Resiliency Initiative)

Staff participated in two 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 the Phase III documentation verification for the five clubs to NYS OPRHP. Staff also submitted Phase I gps trail update for the two clubs.

MS4 Coalition

Staff submitted the MS4 Annual Report for Jefferson County consistent with the Stormwater Coalition cooperation and input from the JC Highway Department.

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. Staff facilitated a conference call with staff from NYS EFC and Indian River Lakes Conservancy to discuss program implementation.

Black River Recreation Trail Extension

Staff observed the Watertown-Jefferson County Area Transportation Council presentation of a study on bicycle and pedestrian connectivity to extend the trail from Black River to Great Bend.

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: Digitize proposed and built solar projects in the County, map them, and determine amount of priority farmland soils and core farmland areas impacted by projects; update solar farms maps and spreadsheet as more projects came in; create maps of 2015 aerial imagery versus 2020 imagery of solar farm locations; map County-owned land and create accompanying spreadsheet; update Town of Wilna Overhead map to post to department Resource Maps webpage.