

County of Jefferson
Office of the County Administrator

Historic Courthouse
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May 13, 2021

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

RFH

Please let this correspondence serve as notification that the General Services Committee will meet on ***Tuesday, May 18, 2021 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 2021 County Budget and Capital Plan in Relation to Fuel Farm Repairs at the Watertown International Airport
2. Amending the 2021 County Budget and Capital Plan in Relation to the Watertown International Airport Aircraft Rescue Fire Fighting Facility Construction Project
3. Authorizing Agreements with the Federal Aviation Administration (FAA) and McFarland Johnson, Inc. in Relation to Installation of Runway Vertical/Visual Guidance Systems at the Watertown International Airport, Related State Environmental Quality Review (SEQR) Determination Thereto and Amending the 2021 County Budget and Capital Plan
4. Accepting Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act Funding for the Watertown International Airport and Amending the 2021 County Budget and Capital Plan
5. Amending the 2021 County Budget in Relation to Jefferson County's Housing Improvement Program
6. Establishing Time and Place for Public Hearing Related to the Status of the 2019 Community Development Block Grant (CDBG) Housing Award
7. Amending the 2021 County Budget in Relation to Recycling & Waste Management
8. Amending the 2021 County Budget in Relation to Recycling & Waste Management

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

RFH: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. _____

Amending the 2021 County Budget and Capital Plan 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

Whereas, Inspection and repairs to the airport's fuel farm facility are needed to maintain fuel farm functions and fueling operations, and

Whereas, Docteur Environmental has been awarded through competitive process for inspection and repairs in accordance with Airlines for American Specifications 103, which is the standard for Jet Fuel Quality Control at Airports and other associated work, and

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

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

Increase:

Expenditure		
01561000 04211	Building/Property Maintenance	\$ 17,000

Transfers:

01899200 95031	Interfund Transfers	\$ 17,000
20990100 09000	Transfer to General Fund	\$ 17,000

Decrease:

Expenditure		
20561000 02001	Airport Facility	\$ 17,000

and be it further

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

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2021 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 authorized an agreement with the Federal Aviation Administration and New York State Department of Transportation 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 general construction of said project in the amount of \$3,295,000, ENI Mechanical Inc. for mechanical in the amount of \$654,900, J.E. Sheehan Contracting Corp. for plumbing in the amount of \$269,000 and Jordstat Construction Inc. for electrical in the amount of \$653,923, and

Whereas, By Resolutions 80, 194 and 263 of 2020, this Board has approved previous change orders totaling \$224,649.29 and the contract with D.C. Building Systems, Inc. for the General Construction was then \$3,519,649.29, and

Whereas, Various change orders are needed for doors, overhead doors, various hardware, floor coatings, drainage and site work, water tank hardware, and miscellaneous building and ARFF equipment, and

Whereas, It is necessary to provide final change orders for D.C. Building Systems, Inc. in the amount of \$151,137.50, ENI Mechanical Inc. in the amount of \$6,462.00, J.E. Sheehan Contracting Corp. in the amount of \$10,730.05, and Jordstat Construction Inc. in the amount of 79,710.31, and

Whereas, It is necessary to recognize additional federal and state revenues and required local share for this project.

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

Increase:

Revenue

20900600 94589	Federal Aid – Airport Capital Projects	\$ 235,637.87
20900600 93589	Airport -State Aid – DOT	\$ 6,200.99

Expenditure

20561000 02079	Airport ARFF Building	\$ 248,039.86
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Decrease:

Expenditure

20698900 02064

Property Improvements

\$ 6,201.00

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. _____

Authorizing Agreements with the Federal Aviation Administration (FAA) and McFarland Johnson, Inc. in Relation to Installation of Runway Vertical/Visual Guidance Systems at the Watertown International Airport, Related State Environmental Quality Review (SEQR) Determination Thereto and Amending the 2021 County Budget and Capital Plan

By Legislator: _____

Whereas, Jefferson County anticipates an FAA grant for design of Install (Replace) Runway Vertical/Visual Guidance Systems (Precision Approach Path Indicators-PAPI) for Runways 7, 10, 25 and 28 and Install Runway Vertical/Visual Guidance Systems (Runway End Identifier Lights-REIL) for Runway 25, as identified in the county's Airport Capital Improvement Plan, and

Whereas, It is imperative to ensure continued operation of the Watertown International Airport during all conditions that the PAPI lights on all four runway ends be replaced due to age and maintenance costs, and Runway 25 be enhanced with a REIL system to provide improved visibility for pilots on approach to the runway, and

Whereas, FAA is anticipated to provide a grant for up to \$96,900 for said project, and

Whereas, The American Rescue Plan Act has authorized the funding from the Airport and Airway Trust fund for the FAA Airport Improvement Program Fiscal Year 2021 at 100%, with no State or Local share, and

Whereas, McFarland Johnson, Inc., the County's selected airport consultant by Resolution 174 of 2018, has submitted a scope and fee for this design; as reviewed and recommended by the Airport Manager, and

Whereas, It is necessary to authorize an agreement with McFarland Johnson, Inc. for conducting the Design and related administration services in the amount of up to \$95,000, and

Whereas, The County is expected to incur \$1,900 in reimbursable administrative and preliminary expenses in relation to the project, and

Whereas, A Categorical Exclusion was determined by the FAA on January 21, 2021 in accordance with the National Environmental Protection Act and a subsequent review was completed pursuant to 6 NYCRR Part 617 in relation to the State Environmental Quality Review Act (SEQR), and

Whereas, The proposed improvements are classified as Type II action under SEQR requiring no further SEQR review and will not significantly impact the environment.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with FAA to accept said grant funds in the amount of up to \$96,900, and be it further

Resolved, That Jefferson County enter into an agreement with McFarland Johnson, Inc. in the amount of up to \$95,000 for Design Services, and be it further

Resolved, That the Chairman of the Board of Legislators, upon award of the FAA grant, is hereby authorized to execute said agreements on behalf of the County, including any change orders as recommended by the Airport Manager and County Administrator 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 2021 County Budget is hereby amended as follows:

Increase:

Revenue

20900600 94589 Federal Aid – Airport Capital Projects \$ 96,900

Expenditure

20561000 02096 Const SRE/ARFF Bldg (P139) \$ 96,900

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. _____

Accepting Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act Funding for the Watertown International Airport and Amending the 2021 County Budget and Capital Plan

By Legislator: _____

Whereas, The Watertown International Airport has received a grant from the Federal Aviation Administration (FAA) in relation to the Federal Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA), and

Whereas, These funds are available for purposes as defined in the Coronavirus Response and Relief Supplemental Act (Public Law 116-260), Title IV (Department of Transportation) Paragraph 1, and

Whereas, Jefferson County has received an award of \$1,007,648.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said CRRSA funding and that the Chairman of the Board of Legislators is hereby authorized to execute any and all documents necessary to accept said funds, subject to review of 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		
01561000 94599	Fed Aid Stimulus Transportation	\$ 1,007,648

Transfers:

01995000 09006	Contribution to Capital Projects Fund	\$ 1,007,648
20900600 95031	Transfer from General Fund	\$ 1,007,648

Expenditures:

20561000 02001	Airport Facility	\$ 1,007,648
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and be it further

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

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2021 County Budget in Relation to Jefferson County's
Housing Improvement Program

By Legislator: _____

Whereas, By Resolution 153 of 2016 this Board of Legislators adopted Local Guidelines and Administrative Procedures for implementation and local administration of the 2015 CDBG Housing Award, and

Whereas, Said Guidelines include a requirement that if an owner-occupied unit rehabilitated by CDBG funds through this program is sold within five years of receiving such funds, the owner must make a pro-rata reimbursement to the County, and

Whereas, The County submitted a CDBG Income Report for the period 04/01/2020 to 03/31/2021 to the NYS Office of Community Renewal, and

Whereas, The County has received clearance from OCR to retain recaptured CDBG funds in the amount of \$7,577.80 and the 2021 County Budget must be amended to recognize this revenue and appropriate it to the proper account.

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

Increase:

Revenue

30866800 92170	Community Development Recapture Income	\$ 7,577.80
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Expense

30866800 04021	Community Housing Rehabilitation	\$ 7,577.80
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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 Status of the 2019 Community
Development Block Grant (CDBG) Housing Award

By Legislator: _____

Whereas, Jefferson County received a Community Development Block Grant (CDBG) award (581HR307-19) in program year 2019 (\$600,000) from the NYS Office for Community Renewal for an owner-occupied housing rehabilitation assistance program for low to moderate income eligible residents, and

Whereas, Jefferson County is in the process of implementing the County's 2019 Community Development Block Grant (CDBG) Award 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 the status of the award.

Now, Therefore, Be It Resolved, 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, July 6, 2021 at 6:00 p.m. in the Jefferson County Board Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY, and be it further

Resolved, Notice of such public hearing shall be given in accordance with the law.

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 Recycling & Waste Management

By Legislator: _____

Whereas, Recycling and Waste Management planned to purchase recycling containers to replace worn out containers at a cost of \$20,000 in the 2021 Adopted Budget, and

Whereas, The 2020 Adopted Budget had anticipated purchase of some, but that funding was diverted by Resolution 83 of 2020 to replace a roll off truck instead, and

Whereas, The cost of recycling containers has almost doubled since the 2021 Budget was adopted, and

Whereas, Funding is available in another budget account.

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

Increase:

15816000 02502	Recycling Containers	\$ 22,216
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Decrease:

15816000 02480	Trailer	\$ 22,216
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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 2021 County Budget in Relation to Recycling & Waste Management

By Legislator: _____

Whereas, Recycling and Waste Management planned for replacement of scales and construction of a new scale house at a cost of \$130,000 in the 2021 Adopted Budget, and

Whereas, The cost of the equipment itself nearly doubled due to the rising cost of steel, and other material costs more than doubled, and

Whereas, Funding is available in Fund Balance to cover the increases, and

Whereas, By Resolution 87 of 2021, this Board recognized revenue in the Enterprise Fund which had been erroneously accrued in the Road Machinery Fund in closing the 2020 books, and

Whereas, The funds need to be corrected.

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

Increase:

15816000 02500	Building/Grounds Equipment	\$ 100,000
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Decrease:

15000000 30599	Appropriated Fund Balance	\$ 100,000
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Transfers:

10990100 09004	Transfer to Enterprise Fund	\$ 22,000
15910100 95031	Interfund Transfer	22,000

Seconded by Legislator: _____