

County of Jefferson
Office of the County Administrator



Historic Courthouse
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October 14, 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 on **Tuesday, October 19, 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 in Relation to Aviation Fuel Purchases at the Watertown International Airport
2. Authorizing Agreement in Relation to the FY21 New York State Interoperable Communications Targeted Grant
3. Authorizing Intergovernmental Agreement with the Town of Hounsfield for Transfer of Ownership of Culvert J033 and Amending the County Highway Map in Relation Thereto
4. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Marchiselli" Program Aid Eligible Costs of a Transportation Federal-Aid Project (Noble Street over West Creek) and Appropriating Funds Therefor
5. Amending 2021 County Budget in Relation to Road and Road Machinery Funds
6. Accepting HOME Investment Partnership American Rescue Plan Grant Funding and Amending the 2021 County Budget in Relation Thereto
7. Amending the 2021 County Budget for Corrections Insurance
8. Approving the 2022 Stop DWI Plan
9. Supporting Operation Green Light for Active Military Service Members Transitioning to Veteran Status in Civilian Life

Informational Item:

- Planning Report

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 in Relation to Aviation Fuel Purchases
at the Watertown International Airport

By Legislator: _____

Whereas, Watertown International Airport provides fueling services to general aviation and commercial air carrier operators, and

Whereas, Additional fuel purchases are needed to maintain fueling operations and meet demand, and

Whereas, Funds are available within the airport 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		
01561100 04575	Cost of Fuel & Oil Sales	\$ 55,960

Decrease:

Expenditure		
01561000 04115	Telephone	\$ 1,000
01561000 04219	Insurance	2,640
01561000 04480	Highway Pavement Marking	9,945
01561000 04482	Surface Treatment	16,000
01561000 04484	Brush and Weed Control	1,700
01561000 04510	Medical Supplies	450
01561000 04587	Drainage Items & Pipe	1,625
01561000 04589	Gravel, Stone, Sand	1,600
01561100 08010	State Retirement	5,000
01561100 08020	Health Benefits	14,000
01561100 08030	Social Security	2,000

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement in Relation to the FY21 New York State
Interoperable Communications Targeted Grant

By Legislator: _____

Whereas, Jefferson County has been awarded a FY20 NYS Interoperable Communications Targeted Grant (SICG) in the amount of \$761,649 for the period January 1, 2021 - December 31, 2022, and

Whereas, The County must enter into an agreement with the New York State Division of Homeland Security and Emergency Services to receive these grant funds to enhance public safety operations by strengthening communications infrastructure, and

Whereas, The grant will be used to continue lease/purchase payments for the P25 UHF Trunked Radio System authorized by Resolution 279 of 2016, and

Whereas, The funding will cover payments to be contained in the 2022 County Budget.

Now, Therefore Be It Resolved, That the County of Jefferson hereby accepts the grant, and 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 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 Intergovernmental Agreement with the Town of Hounsfield for Transfer of
Ownership of Culvert J033 and Amending the County Highway Map in Relation Thereto

By Legislator: _____

Whereas, By Resolution 76 of 1999 this Board authorized the "Jurisdictional Road
Reclassification Program" providing for the transfer of certain roads and parts thereof to the
Town in which the road is located upon the recommendation of the Highway Superintendent, and

Whereas, Sections 115-b and 115-c of New York Highway Law provide the County Board of
Legislators with the authority, upon the recommendation of the Highway Superintendent and
pursuant to a written agreement with the governing body of a town, to remove portions of roads
including culverts from the highway system upon the adoption of a resolution, and

Whereas, The Jefferson County Highway Superintendent has recommended the removal of
Culvert J033 located in the Town of Hounsfield on the town road called Military Road from the
County Highway System and that ownership of said culvert be transferred to the Town of
Hounsfield as hereinafter set forth.

Now, Therefore, Be it Resolved, That the Chairman of the Board and the Highway
Superintendent are hereby authorized to execute an intergovernmental agreement with the Town
of Hounsfield to transfer ownership of Culvert J033 to the Town, and be it further

Resolved, That upon conveyance of the above described section of county highway to the Town
of Hounsfield, it shall be deleted from the Jefferson County Highway System Map, and be it
further

Resolved, That the Chairman of the Board and County Attorney are hereby authorized to execute
all necessary documents to effectuate the transfer of ownership as above described.

Seconded by Legislator: _____

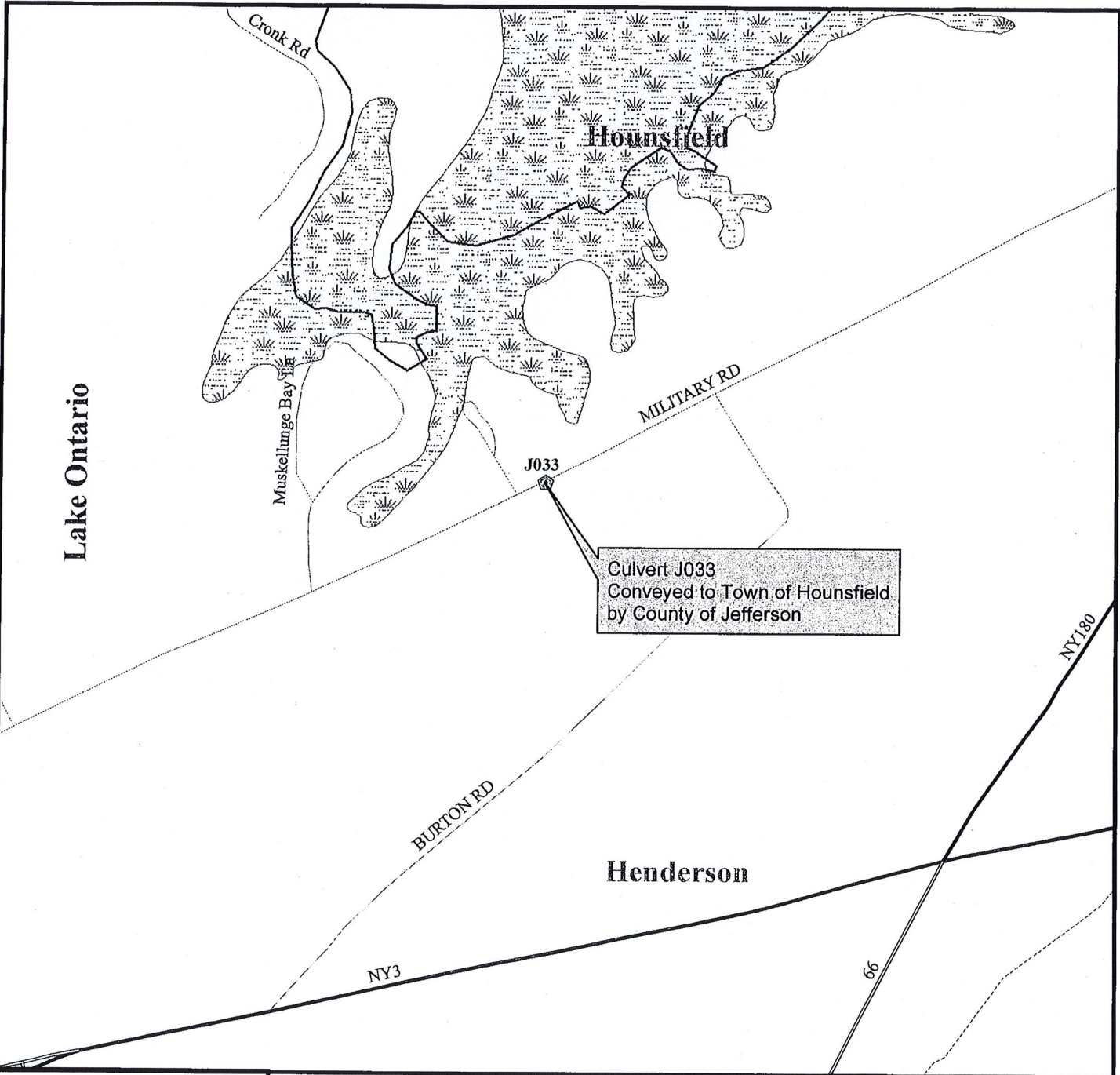
State of New York)
) ss.:
County of Jefferson)

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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

Bridge & Culvert Locations



Legend

- Town Bridge Location
- Town Culvert Location
- Village Bridge Location
- Village Culvert Location
- County Bridge Location
- County Culvert Location
- Closed Bridge Location

Jefferson County

Office of the Superintendent of Highways
 Jefferson County, New York
 James L. Lawrence, Superintendent



JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Marchiselli" Program Aid Eligible Costs of a Transportation Federal-Aid Project (Noble Street over West Creek) and Appropriating Funds Therefor

By Legislator: _____

Whereas, A Project for Noble Street over West Creek, PIN 775377 (the "Project") is eligible for Funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% federal funds and 20% non-federal funds, and

Whereas, By Resolution 209 of 2019, the County of Jefferson approved the above project by making a commitment of \$195,000 for the cost of the Preliminary Design and Right of Way Incidentals Phase, and

Whereas, The County of Jefferson desires to advance the Project by making a commitment of 100% of the non-federal share of the cost of the Final Design and Right of Way Acquisition of the Project, and

Whereas, The County has allocated a total of \$500,000 to this project through the Adopted 2019, 2020 and 2021 County Budgets.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby authorizes the Jefferson County Treasurer to pay in the first instance 100% of the federal and non-federal share of the cost of the Final Design and Right of Way Acquisition of the Project or portions thereof, and be it further

Resolved, That the sum of \$160,300, which includes the Preliminary Engineering Phase of the Project, or so much thereof as is necessary is hereby appropriated from Account 20511300 02904 in the 2021 County Budget, and made available to cover the cost of participation in the above phase of the Project, and be it further

Resolved, That in the event the full federal and non-federal share of the costs of the project exceed the amount appropriated above, the Jefferson County Board of Legislators shall convene to appropriate said excess amount immediately upon the notification by the Chairman of the Board of Legislators thereof, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal and State Aid, subject to the approval of the County Attorney as to form and substance, on behalf of the County of Jefferson with NYSDOT in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs, and permanent funding of the local share of federal-aid and state-aid eligible

Project costs and all Project costs within appropriations therefor that are not federal-or State-aid eligible, and be it further

Resolved, That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and be it further

Resolved, That this Resolution shall take effect immediately.

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 2021 County Budget in Relation to Road and Road Machinery Funds

By Legislator: _____

Whereas, Bids have resulted in increased costs for road striping and sign post steel and other materials, and

Whereas, Towns have been hired to perform more project work than originally anticipated due to lack of applications for temporary employment, and

Whereas, An additional lift is needed to repair vehicles which are backed up, and there is increased need for maintenance of other buildings-related equipment.

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

Increase:

Revenue		
10900400 92665	Sale of Equipment	\$ 34,017.50
Expenditure		
05331000 04480	Highway Pavement Marking	\$ 10,000.00
05331000 04585	Operating Supplies	10,000.00
05511000 04686	Hired Machines	180,000.00
10513000 02500	Building/Grounds Equipment	44,000.00
10513000 04211	Building/Prop Maintenance	15,184.27

Decrease:

Expenditure		
05331000 01110	Temporary	\$ 20,000.00
05511000 01110	Temporary	180,000.00
10513000 02403	Pickup Truck Replacement	18,825.93
10513000 02405	Service Truck Replacement	6,340.84

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Accepting HOME Investment Partnership American Rescue Plan Grant Funding
and Amending the 2021 County Budget in Relation Thereto

By Legislator: _____

Whereas, Resolution 54 of 1993 adopted by the Jefferson County Board of Supervisors authorized the formation of a three county organization, known as the North Country HOME Consortium (NCHC), for the purpose of obtaining HOME Investment Partnership Program funds from the U.S. Department of Housing and Urban Development (HUD), and

Whereas, Said resolution designated Jefferson County as the Lead County of the Consortium, which also includes Lewis and St. Lawrence Counties, and

Whereas, The American Rescue Plan (ARP) Act of 2021 appropriated funding to HUD to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations, to be allocated by formula to jurisdictions that qualified for HOME Investment Partnerships Program allocations in Fiscal Year 2021, and

Whereas, Jefferson County, acting as Lead County on behalf of the North Country HOME Consortium, is a qualified jurisdiction and has been awarded a 2021 HOME-ARP Grant in the amount of \$2,988,032 for the purpose outlined above.

Now, Therefore, Be It Resolved, That the Chairman of the Board is hereby authorized to execute said grant agreement on behalf of Jefferson County, subject to the approval by the County Attorney as to form and content, and be it further

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

Increase:

Revenue

30866800 94089	Federal Aid - ARP	\$ 2,988,032
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Expenditure

30865000 04005	Supportive Housing - ARP	\$ 2,988,032
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Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2021 County Budget for Corrections Insurance

By Legislator: _____

Whereas, Insurance coverage costs have increased unexpectedly by an average of 25% over last year, including medical professional liability covering corrections medical staff, and

Whereas, Funding is available in the Corrections Personal Services account due to vacancies.

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

Increase:

Expenditure		
01315000 04219	Insurance	\$ 21,885

Decrease:

Expenditure		
01315000 01100	Personal Services	\$ 21,885

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. _____

Approving the 2022 Stop DWI Plan

By Legislator: _____

Whereas, This Board is in receipt of the Stop DWI Budget for County Fiscal Year 2022.

Now, Therefore, Be It Resolved, That the plan for the coordination of County, Town, City and Village efforts to reduce alcohol related traffic injuries and fatalities during 2022 be and is hereby adopted as the Jefferson County Stop DWI Plan for 2022, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Certification Page of the 2022 Stop-DWI Plan on behalf of Jefferson County, and be it further

Resolved, That, Upon approval of said Stop DWI Plan by the Commissioner of the New York State Department of Motor Vehicles, expenditure of Stop DWI funds in accordance with said Plan and the 2022 Jefferson County Budget is hereby authorized.

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. _____

Supporting Operation Green Light for Active Military Service Members
Transitioning to Veteran Status in Civilian Life

By Legislator: _____

Whereas, The residents of Jefferson County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served their country and this community in the Armed Forces and whose contributions and sacrifices have been vital in maintaining the freedoms and way of life enjoyed by our citizens, and

Whereas, Jefferson County seeks to honor these individuals who have placed themselves in harm's way for the good of all, and who continue to serve their community as they transition to civilian life, and

Whereas, Approximately 200,000 service members transition to civilian communities annually and studies indicate from 44% to 72% of service members experience high levels of stress during transition from military to civilian life, including a high risk for suicide during their first year after military service, and

Whereas, Operation Green Light is a collaboration between the NYS Association of Counties, NYS Council of Education Associations, the NYS County Veteran Service Officers Association and the 62 counties of New York State to show support for veterans and raise awareness about the challenges they face and the resources available to assist them and their families.

Now Therefore Be It Resolved, With designation as a Green Light for Military Service County, Jefferson County hereby declares November 1st 2021 through Veterans Day, November 11th 2021 a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service, and be it further

Resolved, That in observance of Operation Green Light, Jefferson County will display green lights and encourages its citizens to do so as well to honor all those who helped to preserve freedom.

Seconded by Legislator: _____



Planning Department Report September 2021

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2020 Award. Staff is working with the consultant to develop the Environmental Review Record to be able to request the release of the funds. Staff participated in webinars.

-2021 Application. Staff is working with the consultant to complete the application.

North Country HOME Consortium

- \$178,384 in Federal HOME funds were passed through, representing activity on nine single family homes and administrative fees. Staff viewed training webinars.

County Planning Board

239m reviews

Alexandria Bay (V) – a site plan review for a commercial sign.

Alexandria Bay (V) – a site plan review to renovate a vacant office building and reopen.

Henderson (T) – a site plan review to renovate a vacant hotel/restaurant to reopen.

Watertown (C) – an area variance to allow less parking than required.

Watertown (T) – a site plan review to convert a former office building into a convenience store that sells gas.

Intergovernmental Reviews

IGR 2021 – 7 - a funding request to establish a water district to the west of the Village of Adams.

Airport

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

Deferiet Brownfield Opportunity Area

Staff participated in a walk-through of the hydro facility located on-site.

Fort Drum

Staff participated in the Fort Drum Symposium.

CEDS

Staff attended meeting to review and discuss final draft of the CEDS Report.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (v) – Staff met with the Zoning Update Committee to discuss signage in the Village.

LeRay (T) Comprehensive Plan Update – Staff met with the committee to discuss the initial results of the Community Survey. Also discussed next month's public meeting, what can be displayed and how input can be managed effectively. Prepared a Special Places map and a New York State Certified Agricultural Districts map.

Training

Staff facilitated an in-person land use training session at JCC with NYSDOS staff. Staff continues to participate in virtual training as available.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

Staff coordinated AFPB meeting to review 2021 Annual Inclusion requests.

Southeast District 8 Year Review. Staff worked on a coordinated SEQR review with the NYS Department of Agriculture & Markets.

Snowmobile Grant-in-Aid Program

Requested an extension from NYP OPRHP for the final club so submit Phase 2 materials. Initiated the SEQR process for the Phase 1 submittals.

NYS Septic System Replacement Program

Staff continued to answer questions and accept applications from residents for Round 2 of the Program.

CLEAR (Coastal Lakeshore Economy and Resiliency Initiative)

Staff participated in 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/>

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 of GIS projects for 2021 include: maps of Census block housing unit changes throughout the County; maps for 2020 adjusted populations for 2010 legislative districts for City and County; proposed scenarios for 2020 legislative redistricting with maps of proposed plans, changed areas, and 2010 and 2020 populations; legislative district map of LeRay/Fort Drum area with 2020 block populations indicated; New York State Snowmobile Corridor Trails by Club in Jefferson County; New York State Snowmobile Corridor Thousand Island Club Trails; map of school building locations in Jefferson County; development pressure maps on selected farms; site maps for review.