

County of Jefferson
Office of the County Administrator



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September 16, 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, September 21, 2021 at 6:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentation:

Broadband Study - Development Authority of the North Country, Laurie Marr and David Wolf

Resolutions:

1. Authorizing Agreement with NYS Division of Criminal Justice Services in Relation to Aid to Prosecution Program
2. Authorizing Agreement for Development and Submission of a Community Development Block Grant Housing Application to the NYS Office for Community Renewal, and for Development and Administration of Grant Program
3. Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2021 Jefferson County Snowmobile Trail GPS Update and Minor Reroutes Pursuant to NYS Snowmobile Grant-In-Aid Program, and Making a Determination of Non-Significance
4. Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of Conducting an Eight Year Review of the Jefferson County Southeast Agricultural District No. 1, and Conducting a Coordinated Review with NYS Department of Agriculture & Markets Pursuant to State Environmental Conservation Law "State Environmental Quality Review" Act
5. Adopting Modifications Pursuant to the Eight Year Review of the Jefferson County Southeast Agricultural District, No. 1

6. Authorizing an Agreement with the Community Action Planning Council to Promote Fair and Equal Housing
7. Amending the 2021 County Budget to Recognize Insurance Recovery and Allocating Same in Sheriff's Department Budget
8. Authorizing Agreement with Global Tel*Link Corporation for Provision of Computer Tablets and Enhanced Services for the Jefferson County Jail
9. Amending the 2021 County Budget in Relation to Recycling & Waste Management

Informational Item:

- Planning Report

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

RFH:tlr

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|-----|---------------------|--------------------------------|--------------------|
| 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. _____

Authorizing Agreement with NYS Division of Criminal Justice Services
in Relation to Aid to Prosecution Program

By Legislator: _____

Whereas, The Jefferson County District Attorney's Office has been awarded an Aid to Prosecution grant from the NYS Division of Criminal Justice Services Bureau of Justice Funding (BJF) in the amount of \$55,860, for the period April 1, 2021 through March 31, 2022, and

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

Whereas, BJF now processes grants through an electronic format.

Now, Therefore, Be It Resolved, That Jefferson County 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 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 for Development and Submission of a Community Development Block Grant Housing Application to the NYS Office for Community Renewal, and for Development and Administration of Grant Program

By Legislator: _____

Whereas, Jefferson County remains committed to pursuing affordable housing resources to assist low to moderate income County residents to improve the quality of the County's housing stock, and

Whereas, Jefferson County intends to apply for 2021 Federal Community Development Block Grant (CDBG) funds from the NYS Office for Community Renewal, and

Whereas, The County issued a Request for Proposals for the three year period 2019-2021 to identify qualified community development firms that could assist with grant preparation, program development, and program implementation for CDBG housing assistance initiatives, and

Whereas, Through the RFP process, Avalon Associates was identified as having the required credentials, expertise, and experience to assist the County in developing a CDBG housing application for a sum of \$7,500, which would be a County cost and is contained in the 2021 Budget, and

Whereas, Avalon Associates has also proposed, if a CDBG grant is awarded, to develop the housing program and assist in grant administration for a lump sum of \$15,000 (eligible grant expense); provide program delivery services (e.g., qualifying applicants; inspecting properties; preparing loan and construction documents) for \$2,250 per housing unit (eligible grant expense); and fixed general and grant administration services fees as authorized by the grant program (eligible grant expense).

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Avalon Associates as described for the terms above for the 2021 CDBG Housing Grant, 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 Jefferson County, subject to the review of the County Attorney as to form and content, 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: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2021 Jefferson County Snowmobile Trail GPS Update and Minor Reroutes Pursuant to NYS Snowmobile Grant-In-Aid Program, and Making a Determination of Non-Significance

By Legislator: _____

Whereas, Article 27 of New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, and

Whereas, Having reviewed the criteria contained in 6NYCRR, Section 617.7, Jefferson County finds that there will be no significant adverse environmental impact resulting from the digital update, minor reroutes and addition to the snowmobile trails through Jefferson County, and

Whereas, Jefferson County Board of Legislators passed Resolution No. 89 of 2021, establishing an annual budget for funds awarded from New York State Parks, Recreation and Historic Preservation for maintenance services to be performed by each snowmobile club pursuant to an annual agreement governed by New York State Parks, Recreation and Historic Preservation program requirements, and

Whereas, It is the County's intent to support the development and maintenance of snowmobile trails as an important economic and recreational resource for Jefferson County, and

Whereas, An Environmental Assessment Form has been completed which reviews potential environmental impacts and determines that no significant impacts will occur.

Now, Therefore, Be It Resolved, That Jefferson County shall assume lead agency status for this action pursuant to State Environmental Quality Review Act and has determined that this is an unlisted action and will not have any adverse environmental impacts, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Environmental Assessment Form and the Determination of Significance and forward same to all involved agencies.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of Conducting an Eight Year Review of the Jefferson County Southeast Agricultural District No. 1, and Conducting a Coordinated Review with NYS Department of Agriculture & Markets Pursuant to State Environmental Conservation Law "State Environmental Quality Review" Act

By Legislator: _____

Whereas, The Board of Legislators is required to review New York State certified agricultural districts every eight years, and

Whereas, The Jefferson County Southeast Agricultural District No. 1 is undergoing an eight year review, and

Whereas, The eight year review process is an action subject to environmental review in accordance with Article 8 of the New York State Environmental Conservation Law "State Environmental Quality Review (SEQR)" Act, and

Whereas, Part 1 of an Environmental Assessment Form has been completed which evaluates potential environmental impacts, and

Whereas, Jefferson County has received notice from NYS Department of Agriculture and Markets that they do not object to the County being the lead agency.

Now, Therefore, Be It Resolved, That Jefferson County shall assume lead agency status for this action pursuant to SEQR and has determined that this is an unlisted action and will not have any adverse environmental impacts, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Environmental Assessment Form and Determination of Significance and forward same to all involved agencies.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Adopting Modifications Pursuant to the Eight Year Review of the Jefferson County
Southeast Agricultural District, No. 1

By Legislator: _____

Whereas, In May 2020 the Board of Legislators formally received notification from the New York State Department of Agriculture and Markets to commence the Eight Year Review of the Jefferson County Southeast Agricultural District No. 1, and

Whereas, In accordance with the provisions of the New York State Agriculture and Markets Law, Article 25AA, as amended, a review notice was published and the Jefferson County Southeast Agricultural District No. 1 was placed on file with the County for a thirty (30) day review and modification period, and

Whereas, During the review period, 2,617 acres of land were requested to be added and 64 acres of land were requested to be removed from the District, and

Whereas, The District and proposed modifications were referred to the Jefferson County Agriculture and Farmland Protection Board for its review and recommendations, and

Whereas, The report of the County Agriculture and Farmland Protection Board with its recommendation to modify and re-establish the district for eight years has been duly received by this Board of Legislators, and

Whereas, A public hearing was held on July 19, 2021 at which time consideration was given to the original Agricultural District, the recommendation of the County Agriculture and Farmland Protection Board, and the proposed modifications to the District.

Now, Therefore, Be It Resolved, That, Pursuant to Section 303-a of the New York State Agriculture and Markets Law, the Jefferson County Board of Legislators does hereby modify and re-establish the Jefferson County Southeast Agricultural District, No. 1, to consist of 52,492 acres of land, for a period of eight years. The modified boundary is depicted on a set of maps entitled Jefferson County Southeast Agricultural District, No. 1.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Agreement with the Community Action Planning Council
to Promote Fair and Equal Housing

By Legislator: _____

Whereas, Jefferson County is the grant recipient of U.S. Department of Housing and Urban Development funding from the Community Development Block Grant and HOME Programs, and said funds are committed to housing assistance programs for income eligible County residents, and

Whereas, To ensure compliance with funding requirements the County is obligated to promote and further fair and equal housing opportunities for residents of Jefferson County consistent with federal legislation and regulations, and

Whereas, To accomplish this objective the County has annually entered into a contract for the provision of fair housing services including acting as the County's fair housing office for public education, information and referral, and complaint assistance, and

Whereas, Funds for a fair housing contract are appropriated in the 2021 County Budget.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to enter into an agreement, subject to the approval of the County Attorney, with the Community Action Planning Council in the amount of \$8,000 for promoting and furthering fair and equal housing opportunities in the County for the period October 1, 2021 through September 30, 2022.

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 to Recognize Insurance Recovery
and Allocating Same in Sheriff's Department Budget

By Legislator: _____

Whereas, The Sheriff's Department has received insurance settlement checks in the amount of \$4,583.33 and 8,843.70 for damage to patrol units, and has requested that the settlement be used to supplement the external fleet expense line for repairs.

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

Increase:

| | | |
|-----------------|------------------------|--------------|
| Revenue | | |
| 01311000 92680 | Insurance Recoveries | \$ 13,427.03 |
| Expenditure | | |
| 01311000 043102 | External Fleet Expense | \$ 13,427.03 |

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 with Global Tel*Link Corporation for Provision of
Computer Tablets and Enhanced Services for the Jefferson County Jail

By Legislator: _____

Whereas, Global Tel*Link was selected under a Request for Proposals to supply electronic equipment and communication services for utilization of inmates and detainees at the Jefferson County Jail, and

Whereas, Global Tel*Link will supply IP-Enabled computed tablets and enhanced communications, information services, educational, entertainment products, and mail scanning services and the cost of such services will be charged to the inmates facility account, and

Whereas, Jefferson County will receive a commission of 20% on gross revenue generated by inmate usage of enhanced services, and

Whereas, Global Tel*Link is the current provider of telecommunication services for inmate use at the Jefferson County Jail.

Now, Therefore, Be it Resolved, That the Chairman of the Board is hereby authorized and directed to execute an agreement with Global Tel*Link on behalf of Jefferson County, for the period April 30, 2021 through April 30, 2024, subject to the approval 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. _____

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, By Resolution 128 of 2021, This Board of Legislators amended the Budget due to the rising cost of recycling containers, in order to purchase three, and

Whereas, Although a bid was issued for three containers, they are only available in quantities of two and the Budget needs to be amended to have enough funding for purchase of four containers, and

Whereas, The 2021 Adopted Budget included \$130,000 for replacement of scales and construction of a new scale house, and

Whereas, By Resolution 129 of 2021, This Board amended the budget due to the rising cost of equipment and materials, and

Whereas, National Grid recently advised that a new 200 amp entrance is required, which will cost more than remains in the account, and

Whereas, Funding is available from the sale of equipment.

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

Increase:

| | | |
|----------------|---------------------------|-----------|
| Revenue | | |
| 15910100 92675 | Gain-Disposition of Asset | \$ 36,300 |

| | | |
|----------------|-----------------------------|-----------|
| Expenditure | | |
| 15816000 02500 | Buildings/Grounds Equipment | \$ 26,300 |
| 15816000 02502 | Recycling Containers | 10,000 |

Seconded by Legislator: _____



Planning Department Report August 2021

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2018 Award: \$22,818 expended for one project, and administrative fees. This award has been completed.
- 2020 Award. The County was notified that it was awarded \$800,000 for housing rehab. Staff viewed required webinars for award winners.

North Country HOME Consortium

- \$114,853 in Federal HOME funds were expended, representing activity on six single family rehab projects, two home buyer project and administrative fees. Staff viewed training webinars.

County Planning Board

239m reviews

- Adams (V) – Six month moratorium on installation of solar energy systems.
- Alexandria (T) – area variance of a garage extension that does not meet minimum setback requirements.
- Lyme (T) – zoning amendments for the addition of short term rental regulations.
- Lyme (T) – special use permit for a 250 seat event venue with five support cabins.
- Sackets Harbor (V) – zoning amendments for solar regulation and additional minor amendments throughout.
- Watertown (C) – zoning amendment for one parcel, for a bank expansion project.
- Watertown (C) – site plan review for a new bank lending center and sky bridge addition to existing bank.
- Watertown (T) – site plan review for a new 29,000 sf chicken hatchery.
- Watertown (T) – site plan review for a new 357 unit apartment complex.
- Watertown (T) – special use permit for a new 357 unit apartment complex.

Airport

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

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 with the Zoning Update Committee to discuss the rest of the new schedule of uses that include modern uses and simplification as well as new uses and related 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.

LeRay (T) Comprehensive Plan Update – Staff met with the committee to discuss an initial draft of Chapter 1 of the Comp Plan. Created an age of commercial structures map for inclusion into the Comprehensive Plan.

Deferiet (V) – Finalized zoning map on behalf of Village.

Training

Staff finalized land use training session in September with NYSDOS staff.

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

Staff submitted four clubs Phase II application materials their trail systems. Initiated the SEQR process for the Phase 1 submittals.

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 continued to address questions and develop criteria to review and rate applications for Round 2 of the Program.

Proposed Marine Sanctuary

Staff attended virtual public meeting.

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; prepared 2021 proposed inclusions locator, aerial, and county map for New York Certified Agricultural Districts; mapped HOME project locations for 2020-2021; determined eligible parcels for Septic Replacement Grant and mapped boundary areas; composed map series and parcel owner mailing list for Thousand Island Snowmobile Club trails for 2021; and found and formatted 2020 Census blocks, block groups, tracts, municipalities, towns, and places data for Planning Department use.