

**General Services Committee**  
**October 18, 2022**  
**Minutes**

**Members Present:** Committee Chair James Nabywaniec, Legislators Philip Reed, John Peck, Jeremiah Maxon, Robert Ferris, Corey Grant, Chairman of the Board William Johnson

**Others Present:** Legislators Patrick Jareo, Frances Calarco, Anthony Doldo, County Administrator Robert Hagemann, Deputy Administrator Sarah Baldwin, County Attorney David Paulsen, Planning Director Michael Bourcy, Airport Manager Grant Sussey, Secretary Torri Richmire

Chairman Nabywaniec called the meeting to order at 6:00 p.m. The Committee approved the minutes of the September Committee meeting as presented. Chairman Nabywaniec offered privilege of the floor, however no one present wished to address the Committee.

Chairman Nabywaniec introduced Greater Watertown Regional Mobility Manager Frank Doldo who introduced Greater Watertown Mobility Manager Brandi Smith, Citibus Transportation Director Kyle Meehan and Jefferson County Mobility Manager John Exford. Mr. Exford advised that he and the mobility management team met with caseworkers, educators, employment agencies, medical facilities, human service agencies and clients receiving services at 40-50 different places to gather as much data as possible to learn where transportation is needed and how they would benefit from a transportation system operating within Jefferson County. He stated that in September they held input sessions at housing and senior complexes and subsidized housing facilities to find out if there was a transportation system, how would it benefit them. From all the input they received the mobility management team has put together a draft of four routes throughout the county, as follows: (each starting and ending in Watertown)

1. Theresa, Alexandria Bay, Clayton, Lafargeville, Dexter
2. Carthage, Black River, Fort Drum
3. Sackets Harbor, Adams, Adams Center
4. Gouverneur, Antwerp, Philadelphia, Evans Mills, Fort Drum, Leray

He explained that these routes would run continually Monday - Friday 3-5 times throughout the day with an approximate 1 ½ - 2 hour loop. He advised that Route 1 will adjust the schedule to accommodate flights in and out of Watertown International Airport, Route 2 going to Carthage will meet the Lewis County bus for transfer of students going to Jefferson Community College (JCC) and Route 4 will meet the St. Lawrence County bus, as well as the Trailways bus for seamless transfers. He stated that the plan is for all the county routes to have a seamless transfer with Watertown Citibus at Seaway Plaza, JCC, Salmon Run Mall and Samaritan Medical Center facility on outer Washington Street.

In response to questions, Mr. Exford stated that if inclement weather becomes an issue, buses may run a little off schedule but information will be posted publically regarding. Mr. Doldo advised that should the bus system have to shutdown due to weather they will make a plan to get those



stranded to their home. He stated that instrumental in this program is First Mile, Last Mile which picks a person up at their home and delivers them to the closest bus stop, located in the bigger towns or villages, and then from the bus stop back home. He also advised that most of the drop off/pick up locations have cover from the elements but for those that don't, a shelter will be constructed.

Mr. Doldo reviewed their draft time line for public transportation stating that November 2022 the 5311 application is due and he is hoping that this Board of Legislators will pass a resolution this evening authorizing submission of the application. In 2023 he is anticipating the mobility management contract will be awarded, adoption of Public Law for Transportation, routes will be established with approval of the Board of Legislators and NYS Department of Transportation, and ordering of six buses. His goal for 2024 is to award a contract for a transportation provider for the countywide system and to phase in the routes.

In response to questions, Mr. Doldo stated that the approximate operating cost for the public transportation system will be \$800,000 - \$1.2M. On the capital side there will be the purchase of six buses totaling approximately \$858,798 but he advised that the funding stream is 80% Federal, 10% State and 10% Local Match and he stated that the third party vendor will cover the local match with no money coming from taxpayers to fund the transportation system.

He advised that the buses will be owned by Jefferson County and leased to the third party vendor for \$1 and the vendor will be responsible for insurance and maintenance. Replacement of the buses will be have a five year life and be replaced through the 5311 application process.

Mr. Doldo stated that the County is eligible to charge a 10% administrative fee based on the operating costs. He reviewed Jefferson County's potential responsibilities, as follows:

- Purchasing Department will be responsible to submit requests for purchase of buses, software, bus shelters etc.
- County Attorney will provide Public Law for Transportation and review advertising and third party contracts.
- Planning Department will oversee the mobility management employee, public transit, the first mile last mile program, billing and revenue and collect payments from NYSDOT State Transportation Operating Assistance.
- Information Services will assist with software and hardware technology
- Human Resources will assist with Title VI regarding the Civil Rights Act.

In response to questions, Planning Director Michael Bourcy stated that he is fortunate to have Sara Freda in his office who worked in Lewis County and was involved with their public transportation program and has been and will be an asset in helping him oversee the program. He stated that his department currently has two vacancies and if those positions are filled it will help to spread out the workload. He said that they can handle the extra responsibilities but may have to cut back on other programs they participate in as well as some grants that they oversee until those positions are filled.

In response to questions, Mr. Doldo advised that revenue will include fares, advertising and other grants secured. He also stated that Jefferson County will provide the initial funding and will



be reimbursed by federal, state and local shares.

Chairman Nabywaniec introduced a resolution Authorizing a Grant Application with New York State Department of Transportation for Jefferson County Rural Public Transportation and entertained a motion for consideration. A motion was duly made by Legislator Peck and seconded by Legislator Ferris. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing the Implementation, and Funding in the First Instance of the State Multi-Modal Program-Aid (and State Administered Federal Program-Aid) Eligible Costs, of a Capital Project, and Appropriating Funds Therefor and entertained a motion for consideration. A motion was duly made by Legislator Maxon and seconded by Legislator Peck. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing Agreement with the Town of Ellisburg to Transfer Ownership and Jurisdiction of County Road 121 to said Town and Amending the County Highway Map in Relation Thereto and entertained a motion for consideration. A motion was duly made by Legislator McBride and seconded by Legislator Reed. Legislator Jareo expressed his appreciation to Highway Superintendent James Lawrence and his staff for taking care of the road issues on CR121. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending the 2022 County Budget in Relation to the County Road Machinery Fund and entertained a motion for consideration. A motion was duly made by Legislator Maxon and seconded by Legislator Reed. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending an Agreement with the Development Authority of the North Country Related To Administration of HOME Funds To Include Administration of the HOME-ARP Funds and entertained a motion for consideration. A motion was duly made by Legislator Maxon and seconded by Legislator Grant. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing Agreement with the New York State Office of Indigent Legal Services (Distribution #12) and entertained a motion for consideration. A motion was duly made by Legislator Maxon and seconded by Legislator McBride. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending the 2022 County Budget in Relation to Recycling & Waste Management and entertained a motion for consideration. A motion was duly made by Legislator Ferris and seconded by Legislator Maxon. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Allowing the Enterprise Fund to Refinance Its Outstanding Principal Repayment to the General Fund and entertained a motion for consideration.



A motion was duly made by Legislator Ferris and seconded by Legislator Grant. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending the 2022 County Budget in Relation to the Sheriff's Department and entertained a motion for consideration. A motion was duly made by Legislator Ferris and seconded by Legislator Grant. Mr. Hagemann stated that the increase in overtime pay has been due to vacancies from a number of retirements and employees taking jobs elsewhere. He said that replacing those employees is taking time as there is a thorough background check. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Airport Manager Grant Sussey gave a brief update of what is happening at the Watertown International Airport, as follows:

- ✈ Wildlife Hazard Assessment Management Plan is ongoing - an update to the FAA's required hazard assessment plan and ecological study.
- ✈ The Access Loop Road - reconstruction of a portion of the existing entrance and installation of a circular road in front of the terminal to be completed in the Spring.
- ✈ Approach Lighting System for Runway 28 - addition of a 3,000 foot approach lighting system for a safe and reliable approach to Runway 28.
- ✈ Precision Path Indicator Lights - visual aids for pilots are in design and expected to be bid out early next year with construction in the Spring.
- ✈ Runway 10-28 Rehabilitation Design - replacement of deteriorating portions of the runway and connecting taxiways.
- ✈ Fuel Farm Project - in design, includes fueling facilities to meet FAA and national fire protection association standards and will provide additional fuel capacity to meet demands.
- ✈ Air Ambulance Hangar - steel is up and interior portions of the building are being finalized, all trades are onsite and doing their portion of construction.
- ✈ FAA to replace all electrical line distribution cables in 2023 for various navigation devices on the airfield that they maintain and operate.
- ✈ NYS Upstate Economic Development and Revitalization Project Grant is being reviewed and a resolution will be forthcoming: this grant will be for a 20,000 square foot terminal, jet bridge, restrooms, baggage claim, screening areas, airline workspace and restaurant flex space.

He also reported that September passenger numbers were up by 7% over last September, nearly matching 2019 figures. Jet fuel gallons sold are up 25% over this time last year due to corporate jet activity.

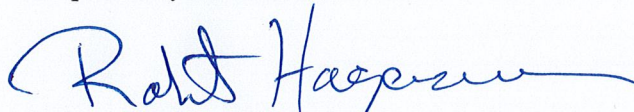
In response to a question, Mr. Hagemann advised that Jefferson County is working closely with the Development Authority of the North Country (DANC) regarding broadband access to county residents, stating that DANC is refining the map to determine parcels that are inhabited as opposed to vacant land. They will soon contact service providers and apply for grants to provide those areas of the county still lacking service.

There being no further business of the Committee, on a motion by Legislator Maxon



seconded by Legislator McBride and unanimously carried, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Robert F. Hagemann, III". The signature is written in a cursive style with a long horizontal flourish at the end.

Robert F. Hagemann, III  
Clerk of the Board