

**County of Jefferson**  
**Office of the County Administrator**



**Historic Courthouse**  
195 Arsenal Street, 2<sup>nd</sup> Floor  
Watertown, NY 13601-2567  
Phone: (315) 785-3075 Fax: (315) 785-5070

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August 11, 2022

**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, August 16, 2022 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Authorizing Agreements with the Federal Aviation Administration, the New York State Department of Transportation, McFarland Johnson and Amending the 2022 County Budget and Capital Plan in Relation Thereto
2. Authorizing Agreement New York State Unified Certification Program as a Non-Certifying Partner
3. Amending the 2022 County Budget in Relation to the Airport
4. Accepting Donations on Behalf of the Watertown International Airport and Amending the 2022 County Budget
5. Authorizing Agreement in Relation to the FY2021-2022 New York State Interoperable Communications Targeted Grant
6. Authorizing Agreement in Relation to the FY2021-2022 NYS Public Safety Answering Points Operations Grant
7. Amending the 2022 County Budget in Relation to FY2019 Hazmat Grant Program
8. Amending the 2022 County Budget and Capital Plan in Relation to the Highway Department

Consolidated Highway Funding

9. Establishing Time and Place for a Public Hearing on the 2022 Inclusions of Viable Agricultural Land in NYS Certified Agricultural Districts
10. Recognizing NYS Governor's Traffic Safety Committee Child Passenger Safety Program Grant and Amending the 2022 County Budget in Relation Thereto
11. Amending the 2022 County Budget in Relation to Dispatch

**Informational Item:**

- Planning Reports (May/June)

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. \_\_\_\_\_**

Authorizing Agreements with the Federal Aviation Administration, the New York State Department  
of Transportation, McFarland Johnson and Amending the 2022 County  
Budget and Capital Plan in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, Jefferson County anticipates a grant offer from Federal Aviation Administration (FAA), and New York State Department of Transportation (NYSDOT) for the acquisition of an Airport Police Car in the amount of \$72,000 and \$4,000 respectively, and

Whereas, An airport police vehicle is important to support law enforcement patrol and ensure the airport's security needs are met per the requirements of 49 CFR 1542, and

Whereas, The airport is required to have an Airport Emergency Plan that includes Unmanned Aerial Aircraft countermeasures plan that includes law enforcement response in accordance with 14 CFR 139, and

Whereas, The County's airport consultant on this project, McFarland Johnson, intends to complete grant administration at a cost not to exceed \$5,000 and the County is expected to incur \$1,000 in reimbursable administrative expenses in relation to the project.

Now, Therefore, Be It Resolved, That upon award of the grants, Jefferson County enter into agreements with the FAA, NYSDOT, and McFarland Johnson for said project and that the Chairman of the Board is hereby authorized to execute said agreements on behalf of the County, subject to approval of the County Attorney as to form and content, and be it further

Resolved, That the 2022 County Budget is amended as follows:

**Increase**

Revenue:

20900600 94589	Federal Aid - Airport Capital Projects	\$ 72,000
20900600 93589	State Aid - DOT	4,000

Expenditure:

20561000 02077	Airport Automotive Equipment	\$ 80,000
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**Decrease**

20698900 02064	Property Improvements	\$ 4,000
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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. \_\_\_\_\_**

Authorizing Agreement New York State Unified Certification Program  
as a Non-Certifying Partner

By Legislator: \_\_\_\_\_

Whereas, By Resolution 41 of 2006, Jefferson County assumed ownership of Watertown International Airport, and

Whereas, Requirements of 49 CFR 26 have established certain requirements as it relates to participation of disadvantaged business enterprises in transportation projects, and

Whereas, It is necessary to update the airport's sponsorship from City of Watertown to Jefferson County in the Memorandum of Understanding with New York Unified Certification Program for Disadvantaged Business Enterprise as a Non-Certifying Partner.

Now, Therefore, Be it Resolved, That Jefferson County enter into said agreement with New York State Unified Certification Program and that the Chairman of the Board of Legislators is hereby authorized to execute said agreement on behalf of the County, subject to approval of the County Attorney as to form and content.

Seconded by Legislator: \_\_\_\_\_

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2022 County Budget in Relation to the Airport

By Legislator: \_\_\_\_\_

Whereas, The 2021 Adopted County Budget provided for the replacement of a passenger/cargo van, and

Whereas, A purchase order was issued in late 2021 but was subsequently cancelled by the vendor, necessitating an order from a new bid, and

Whereas, Funding is needed to cover the increased cost.

Now, Therefore, Be It Resolved, That the 2022 County Budget is amended as follows:

**Increase:**

Expenditure		
01561000 02401	Automotive Equipment	\$ 26,000

**Decrease:**

Expenditure		
01199000 04963	Contingent Account	\$ 26,000

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. \_\_\_\_\_**

Accepting Donations on Behalf of the Watertown International Airport  
and Amending the 2022 County Budget

By Legislator: \_\_\_\_\_

Whereas, Jefferson County received cash donations from Convalt Energy, DigiCollect Corporation, Air Methods LifeNet of NY, Hi-Lite Airfield Services, WPBS, Jefferson County LDC, BCA Architects & Engineers, Jade Stone Engineering, PLLC, World Fuel Services, and McFarland Johnson to support the Greater Watertown Chamber of Commerce Business After Hours event at the Watertown International Airport, and

Whereas, The County also received various non-cash donations for the same event from Runningboards Marketing, First Round and Conley's Flight School, and

Whereas, This Board of Legislators must recognize said donations and the 2022 County Budget must be amended to recognize and allocate the cash donations.

Now, Therefore, Be It Resolved, That Pursuant to County Law Section 215 (3), this Board of Legislators gratefully accepts said donations, and be it further

Resolved, That the 2022 County Budget is amended as follows:

**Increase:**

Revenue		
01561000 92705	Gifts and Donations	\$ 6,250
Expenditure		
01561000 04415	Advertising	\$ 6,250

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 FY2021-2022 New York State  
Interoperable Communications Targeted Grant

By Legislator: \_\_\_\_\_

Whereas, Jefferson County has been awarded a FY2021-2022 NYS Interoperable Communications Targeted Grant (SICG) in the amount of \$1,433,203 for the period January 1, 2022 through December 31, 2024, and

Whereas, The County must enter into an agreement with the New York State Division of Homeland Security and Emergency Services (DHSES) 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, DHSES processes grants through an electronic format, and

Whereas, The funding will cover payments to be contained in the 2023 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: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Agreement in Relation to the FY2021-2022 NYS Public Safety  
Answering Points Operations Grant

By Legislator: \_\_\_\_\_

Whereas, The New York State Division of Homeland Security and Emergency Services (DHSES) has awarded Jefferson County \$185,195 from the FY2021-2022 NYS Public Safety Answering Points Operations Grant for the period January 1, 2022 through December 31, 2022, and

Whereas, The County must enter into an agreement with the New York State DHSES to receive these grant funds to be utilized for the sustainment of the Jefferson County Public Safety Answering Point (911 Center) by supporting Jefferson County 911 Center, and

Whereas, DHSES processes grants through an electronic format, and

Whereas, Said revenue and expenditure grant funds are already contained in the 2022 County Budget.

Now, Therefore Be It Resolved, That the County of Jefferson hereby accepts the \$185,195, 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: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2022 County Budget in Relation to FY2019 Hazmat Grant Program

By Legislator: \_\_\_\_\_

Whereas, By Resolution 151 of 2021, This Board of Legislators recognized Federal Domestic Preparedness Equipment Program funding for the FY2019 Hazmat Grant Program, and

Whereas, By Resolution 70 of 2022, This Board reappropriated unspent funding into the 2022 County Budget, and

Whereas, Jefferson/Lewis County Hazmat suits are in need of replacement and there are funds available to cover the purchase.

Now, Therefore, Be It Resolved, That the 2022 County Budget is hereby amended as follows:

**Increase:**

01341400 04111	Trackable Durable Expendables	\$ 35,396
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**Decrease:**

01341400 02100	Equipment	\$ 22,896
01341400 04428	Public Safety Svcs-Other Govt	12,500

Seconded by Legislator: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2022 County Budget and Capital Plan in Relation  
to the Highway Department Consolidated Highway Funding

By Legislator: \_\_\_\_\_

Whereas, The New York State Governor and Legislature have reached an agreement on the State FY 2022-2023 Consolidated Local Street and Highway Improvement Program (CHIPS) funding, and

Whereas, The funding includes an Extreme Winter Recovery apportionment of \$799,995, and PAVENY funding of \$1,200,005, over and above the 2022 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 2022 County Budget is hereby amended as follows:

**Increase:**

Revenue		
05900300 93501	Consolidated Highway Aid	\$ 2,000,000
Expenditure		
05511000 04482	Surface Treatment	\$ 200,000
05511200 04930	Paving	1,500,000
20511200 02701	Road Construction	150,000
20511300 02810	Yellow Flagged Repair	150,000
Transfers		
05995000 09007	Transfer to Capital Bridges	\$ 150,000
05995000 09008	Transfer to Capital Roads	150,000
20900600 950315	Interfund Transfer Roads	300,000

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. \_\_\_\_\_**

Establishing Time and Place for a Public Hearing on the 2022 Inclusions of  
Viable Agricultural Land in NYS Certified Agricultural Districts

By Legislator: \_\_\_\_\_

Whereas, New York State Agriculture and Markets Law Article 25AA, Section 303-b requires that Counties establish an annual thirty day period within which to accept requests by landowners to have viable agricultural land included in a certified Agricultural District, and

Whereas, The Jefferson County Board of Legislators passed Resolution No. 98 of 2004, Establishing an Annual Thirty Day Period, June 1 through June 30, for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, In accordance with Section 303-b of Article 25AA of the New York State Agriculture and Markets Law, the requests for inclusion were referred to the Agricultural and Farmland Protection Board for review and recommendation, and

Whereas, The recommendation of the Agricultural and Farmland Protection Board concerning the inclusion proposals has been submitted to the Clerk of the Board.

Now, Therefore, Be It Resolved, That a Public Hearing concerning the inclusion of viable agricultural land in certified Agricultural Districts before the Districts' established review periods be held before this Board of Legislators on Tuesday, October 4, 2022 at 6:00 p.m. in the Chambers of the Board of Legislators, 195 Arsenal Street, Watertown, New York, and be it further

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

Seconded by Legislator: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Recognizing NYS Governor's Traffic Safety Committee Child Passenger Safety Program  
Grant and Amending the 2022 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, The Jefferson County Sheriff's Department has been awarded a NYS Governor's Traffic Safety Committee Child Passenger Safety Program grant in the amount of \$2,800.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby accepts said grant award for the project period October 1, 2022 through September 30, 2023, 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, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2022 County Budget is hereby amended as follows:

**Increase:**

Revenue:

01311000 94389	Federal Aid Criminal Justice	\$ 2,800
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Expenditure:

01311000 04112	Memberships and Dues	\$ 200
01311000 04313	Travel	300
01311000 04585	Operating Supplies	750
01311000 04613	Training	1,550

Seconded by Legislator: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2022 County Budget in Relation to Dispatch

By Legislator: \_\_\_\_\_

Whereas, This Board of Legislators authorized an employment agreement between the County of Jefferson and the Jefferson County Sheriff's Employees for the period of January 1, 2021 through December 31, 2025 after the 2022 County Budget was adopted, and

Whereas, The Dispatch Department overtime account will be expended before year-end due to increased rates and many vacancies.

Now, Therefore, Be It Resolved, That the 2022 County Budget is hereby amended as follows:

**Increase:**

01311200 01300	Overtime	\$ 125,000
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**Decrease:**

01199000 04964	Salary Adjustment	\$ 25,000
01311200 01100	Personal Services	100,000

Seconded by Legislator: \_\_\_\_\_

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

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\_\_\_\_\_  
Clerk of the Board of Legislators

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## Planning Department Report May - 2022

### COUNTY PLANNING AND ECONOMIC DEVELOPMENT

#### Community Development Block Grant (CDBG) Housing Program:

2020 Award - Staff completed drawdowns for administrative and program delivery funds at \$6,725.

2021 Award - Staff continued to work with OCR staff to make 2021 funds available.

#### North Country HOME Consortium

Staff completed drawdown for one homebuyer project for \$13,600.

#### County Planning Board

(T) Clayton – Site plan review of a storage building and office for an excavation and dock company.

(T) Hounsfield – Site plan review for a self-storage facility.

(T) Watertown – Moratorium on the installation or modification for use of towers or other structures for cell phone and personal wireless facilities.

(T) Watertown – Site plan review for a loading dock at an existing freight warehouse.

V) Alexandria – Site plan review to convert an existing office into a juice bar.

#### Legislative Redistricting

Staff made a presentation to the Finance and Rules Committee on the final draft legislative district plan.

#### Airport

Participated in two virtual Zoom Meetings regarding three potential Wind Turbines that may be constructed in the Town of Rutland. Discussed potential impacts to Watertown International Airport operations including AirMethods medivac functions, Fort Drum Army Airfield Wheeler Sack operations, and potential radar, fixed wing aircraft and helicopter training impacts.

#### Transportation

- Transportation Workgroup: Participated in an online meeting with local transportation related stakeholders.

### COMMUNITY PLANNING AND DEVELOPMENT

#### Municipal Project Assistance

Alexandria Bay (V) – Discussed further edits to the DRAFT sign law with the Zoning Update Committee.

LeRay (T) – Discussed the Transportation Chapter with the Comprehensive Plan Committee. Developed maps of Daily Traffic Counts, Highway Functional Classification, and Development Infrastructure

## **RESOURCE AND ENVIRONMENTAL MANAGEMENT**

### **Agriculture**

- Agricultural District Inclusion process: Prepared legal notices for the Watertown Daily Times and the Thousand Islands Sun identifying the 30 day review period of June 1 – 30, 2022.

### **Snowmobile Grant-in-Aid Program**

Submitted Phase 1 – GPS updates to NYS OPRHP for two clubs: Pulaski-Boylston Snowmobile Club and Winona Forest Recreation Area.

Submitted Phase 3 – Documentation verification and total reimbursement amounts in each category to NYS OPRHP.

### **MS4 Coalition**

Met with the MS4 Stormwater Coalition to discuss next steps and NYS DEC changes to program requirements.

Gathered data, conducted a public meeting and submitted the Final 2022 Annual Report for Jefferson County.

**NYS Septic System Replacement Program**: staff continues to evaluate grant applications. Staff awarded five grants for \$5,000 each to homeowners along the St. Lawrence River and Guffin Bay area of Lake Ontario.

## **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: Finalized maps for Legislative Districts for 2022, updated NYS Building Code Jurisdiction map.



## Planning Department Report June - 2022

### COUNTY PLANNING AND ECONOMIC DEVELOPMENT

#### Community Development Block Grant (CDBG) Housing Program:

- 2020 Award Staff completed drawdowns for one rehab project and administrative funds at \$42,125.
- 2021 Award Staff continued to work with OCR staff to make 2021 funds available.

#### North Country HOME Consortium

Staff worked with DANC staff to complete the 2022 Annual Action Plan.

#### County Planning Board

Alexandria (T) site plan review for a bottle and can redemption center.

Alexandria (T) site plan review for a resort to include support services and docks.

Champion (T) site plan review for additions to a veterinary clinic.

Clayton (V) area variance regarding minimum lot size for a proposed Dollar General retail store.

Watertown (C) area variance to reduce the required five feet of side yard landscaping/buffering for an existing restaurant.

#### Legislative Redistricting

Staff completed the process with the Board adopting a local law to establish the new district boundaries.

#### Airport

Staff attended zoom meetings regarding potential three wind turbines proposed within the Town of Rutland. Staff worked on a presentation for the Town Planning Board regarding Watertown International Airport compatibility issues.

#### Transportation

MPO – staff met with the approved County-wide Mobility Manager to discuss implementation of their MM contract.

Transportation Workgroup – staff met via zoom with local human service providers to discuss regional transportation needs.

NYS Association of Metropolitan Planning Organizations Working Group – staff met online with State MPO representatives to discuss statewide transit issues.

## COMMUNITY PLANNING AND DEVELOPMENT

### Municipal Project Assistance

**Alexandria Bay (V)** - Staff met with the Village of Alexandria Bay Zoning Update Committee on the DRAFT Sign Law portion of the Zoning Law. Staff also attended a workshop and discussed the update process and draft Sign Law with the Village Board of Trustees and Committee members to build a consensus on the draft and support moving toward adoption.

**LeRay (T)** - Staff met with the Committee regarding the Draft Chapter 5 Community Facilities for the Comprehensive Plan Update process. Staff created Recreational Facilities map for the Town of LeRay Comprehensive Plan.

**Worth (T)** - Staff digitized new zoning map for the Town's review and a map of forest and wildlife management land in Worth per the Town's request.

## RESOURCE AND ENVIRONMENTAL MANAGEMENT

### Agriculture

Agricultural District Inclusion Process - Staff accepted applications for individual inclusion process during June. Six applications were received.

### Snowmobile Grant-in-Aid Program

Submitted Phase 1 applications consisting of gps updates for two snowmobile club trail systems to NYS OPRHP. After contract execution, processed 70% payment invoices for two of the snowmobile clubs.

### MS4 Coalition

Attended the Stormwater Coalition Coordinator's meeting, where required procedures were discussed. Coordinated with Jefferson County Highway Dept. regarding their role in working with JC SWCD staff to initiate required data collection.

NYS Septic System Replacement Program Staff awarded \$5,000 grants to three homeowners for septic replacement projects on the St. Lawrence River and Moon Lake.

## 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: Road map with address points for the Redwood Fire District.