

County of Jefferson
Office of the County Administrator

Historic Courthouse

195 Arsenal Street, 2nd Floor

Watertown, NY 13601-2567

Phone: (315) 785-3075 Fax: (315) 785-5070



March 17, 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, March 22, 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, New York State Department of Transportation and McFarland Johnson, Inc. for a Wildlife Hazard Assessment and Airport Wildlife Management Plan and Amending the 2022 County Budget and Capital Plan in Relation Thereto
2. Authorizing Lead Agency Status and a Determination of Non-Significance in Accordance with the State Environmental Quality Review (SEQR) Act for Medium Approach Lighting System (MALSR)
3. Amending the 2022 County Budget to Recognize Reserve Funds in the District Attorney's Office
4. Authorizing an Intermunicipal Agreement Between the County of Jefferson and County of Oswego for the Purpose of Purchase and Maintenance of Microwave Communications Equipment for Joint Use With Emergency Communication Systems
5. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Bridge NY" Program Aid Eligible Costs of a Transportation Federal-Aid Project (Weaver Road over Skinner Creek), Appropriating Funds Therefor and Amending the 2022 County Budget and Capital Plan
6. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Bridge NY" Program Aid Eligible Costs of a Transportation Federal-Aid Project

(Oxbow-Rossie Road (CR25) over Vrooman Creek), Appropriating Funds Therefor and Amending the 2022 County Budget and Capital Plan

7. Amending the 2022 County Budget to Reappropriate Road Machinery Fund Equipment
8. Amending the 2022 County Budget and Capital Plan in Relation to Lake Ontario Flooding
9. Reappropriating Funds from FY2018 Operation Stonegarden Grant Relative to the Sheriff's Department and Amending the 2022 County Budget in Relation Thereto
10. Authorizing Agreements for an Additional Allocation for The Governor's Traffic Safety Committee's Stop-DWI Crackdown Enforcement Grant and Amending the 2022 County Budget in Relation Thereto

Informational Item:

- Planning Reports

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, New York State
Department of Transportation and McFarland Johnson for a Wildlife Hazard
Assessment and Airport Wildlife Management Plan and Amending
the 2022 County Budget and Capital Plan in Relation Thereto

By Legislator: _____

Whereas, Jefferson County is required to develop a new Wildlife Hazard Assessment and Wildlife Management Plan to address significant Watertown International Airport layout changes, and

Whereas, A grant offer is anticipated from the Federal Aviation Administration (FAA) and New York State Department of Transportation (NYSDOT) for the Airport Wildlife Hazard Assessment and Wildlife Management Plan in the amounts of \$180,000 and \$10,000 respectively, and

Whereas, The County's selected airport consultant, McFarland Johnson, employs a Qualified Airport Wildlife Biologist authorized to complete this assessment, and

Whereas, McFarland Johnson has prepared a scope of work and estimate for the Wildlife Hazard Assessment and Airport Wildlife Management Plan for a cost not to exceed \$193,756, and

Whereas, The County is expected to incur \$6,244 in reimbursable administrative and preliminary expenses in relation to the project.

Now, Therefore, Be it Resolved, That Jefferson County enter agreements with the FAA and NYSDOT to accept said grant funds in the amounts of \$180,000 and \$10,000 respectively, and be it further

Resolved, That Jefferson County enter into a service agreement with McFarland Johnson for said project, and be it further

Resolved, That the Chairman of the Board is hereby authorized and directed to execute said agreements on behalf of the County, including any change orders as recommended by the Airport Manager, 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 2022 County Budget is hereby amended as follows:

Increase:

Revenue		
20900600 94589	Federal Aid – Airport Capital Projects	\$180,000
20900600 93589	Airport State Aid – DOT	10,000

Expenditure		
20561000 020993	Wildlife Hazard Mgmt Plan	\$200,000

Decrease:

20698900 02064	Property Improvements	\$ 10,000
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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 Lead Agency Status and a Determination of Non-Significance in
Accordance with the State Environmental Quality Review (SEQR) Act for
Medium Approach Lighting System (MALSR)

By Legislator: _____

Whereas, By Resolution 117 of 2020, This Board of Legislators authorized design of an approaching lighting system at the Watertown International Airport for which construction is being planned, and

Whereas, The proposed improvements are classified as a Type 1 action under SEQR and an Environmental Assessment Form had been completed in conjunction with Passero Associates in 2009 with an update in 2014, and a further update completed in conjunction with McFarland Johnson in 2019, and

Whereas, Jefferson County indicated the desire to assume Lead Agency status under SEQR and solicited responses on part of all other agencies involved in the action to determine their potential interest in assuming the designation of Lead Agency, and

Whereas, No other agency indicated interest in assuming lead agency status, and

Whereas, During the completion of the engineering design for the above referenced project, McFarland Johnson recommended updates to the Environmental Assessment Form based on field reconnaissance completed.

Now, Therefore, Be it Resolved, Pursuant to 6 NYCRR sec. 617.6, Jefferson County continues to hereby accept and assumes responsibility to act as lead agency for the environmental review for the above described action, and be it further

Resolved, Through a review of Environmental Assessment Form and consideration of criteria in 6 NYCRR sec. 617.7(c), the County concludes the action will not have significant adverse impact on the environmental and corresponding Negative Declaration will be made, and be it further

Resolved, The Chairman of the Board of Legislators is hereby authorized to execute the Determination of Significance, and be it further

Resolved, The Negative Declaration will be filed with all appropriate parties in accordance with 6 NYCRR Sec. 617.12

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2022 County Budget to Recognize
Reserve Funds in the District Attorney's Office

By Legislator: _____

Whereas, The District Attorney's Office received forfeiture funds, to be used to purchase equipment which will assist in investigation and prosecution efforts, and

Whereas, Said funds must be recognized in the appropriate budget lines.

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

Increase:

Revenue:

01116500 92626	District Attorney Forfeitures	\$ 45,000
01116500 92627	DTF Forfeitures	15,000

Expenditure:

01116500 02100	Departmental Equipment	\$ 45,000
01116900 02100	Departmental Equipment	15,000

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 an Intermunicipal Agreement Between the County of Jefferson and County of
Oswego for the Purpose of Purchase and Maintenance of Microwave Communications
Equipment for Joint Use With Emergency Communication Systems

By Legislator: _____

Whereas, The Counties of Jefferson and Oswego are part of a multi-county consortium cooperating in the interconnection and sharing of technical resources for emergency communications systems in each member county, and

Whereas, Oswego County intends to improve its microwave link between Mexico and Sandy Creek by the purchase of new equipment, and said improvement will benefit Jefferson County by improving communications and system redundancy, and

Whereas, By Resolution 72 of 2019, this Board of Legislators accepted a FY18 NYS Interoperable Communications Targeted Grant, of which there is funding available for use by Oswego County to purchase and install this equipment, and

Whereas, Oswego County's system improvement will avoid Jefferson County having to make a similar investment in improving microwave communication links in the southern end of Jefferson County, and

Whereas, Intermunicipal cooperation in this matter promotes efficiency and economy for both municipalities:

Now, Therefore, Be it Resolved, That the Chairman of the Board is authorized and directed to execute an intermunicipal agreement with the County of Oswego providing that Jefferson County fund the purchase of certain microwave communications equipment to be owned, maintained, insured and otherwise controlled by Oswego County, subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing the Implementation and Funding in the First Instance 100% of the
Federal Aid and State "Bridge NY" Program Aid Eligible Costs of a Transportation
Federal-Aid Project (Weaver Road over Skinner Creek), Appropriating
Funds Therefor and Amending the 2022 County Budget and Capital Plan

By Legislator: _____

Whereas, A Project for Weaver Road over Skinner Creek, PIN 775404 (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 by Federal funds (CFDA 20.205) and non-federal funds, and

Whereas, The County of Jefferson desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the Preliminary Design and Right of Way Incidental Phases of the Project.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby approves the above-subject project, and be it further

Resolved, That the 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 Project or portions thereof, and be it further

Resolved, That the Board of Legislators hereby agrees that Jefferson County shall be responsible for all costs of the project which exceed the amount of the Bridge NY funding awarded to Jefferson County, and be it further

Resolved, That the sum of \$239,476, which includes the Preliminary Design and Right of Way Incidental Phases, or so much thereof as is necessary is hereby appropriated from Account 20511300 02855 in the 2022 County Budget, and made available to cover the cost of participation in the above phases 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 below, the Jefferson County Board of Legislators shall convene to appropriate said excess amount immediately upon the notification by the Chairman of the Jefferson County Board of Legislators thereof, and be it further

Resolved, That the Chairman of the Jefferson County 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, and be it further

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

Increase:

Expenditure		
20511300 02855	H02 Weaver Road/Skinner Creek	\$ 239,476
Revenue		
20900600 94592	Federal Aid Bridges	\$ 227,502
20000000 30599	Appropriated Fund Balance	11,974

and be it further

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

Seconded by Legislator: _____

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

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 the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Bridge NY" Program Aid Eligible Costs of a Transportation Federal-Aid Project (Oxbow-Rossie Road (CR25) over Vrooman Creek), Appropriating Funds Therefor and Amending the 2022 County Budget and Capital Plan

By Legislator: _____

Whereas, A Project for Oxbow-Rossie Road (CR25) over Vrooman Creek, PIN 775403 (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 by Federal funds (CFDA 20.205) and non-federal funds, and

Whereas, The County of Jefferson desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the Preliminary Design and Right of Way Incidental Phases of the Project.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby approves the above-subject project, and be it further

Resolved, That the 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 Project or portions thereof, and be it further

Resolved, That the Board of Legislators hereby agrees that Jefferson County shall be responsible for all costs of the project which exceed the amount of the Bridge NY funding awarded to Jefferson County, and be it further

Resolved, That the sum of \$201,325, which includes the Preliminary Design and Right of Way Incidental Phases, or so much thereof as is necessary is hereby appropriated from Account 20511300 02838 in the 2022 County Budget, and made available to cover the cost of participation in the above phases 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 below, the Jefferson County Board of Legislators shall convene to appropriate said excess amount immediately upon the notification by the Chairman of the Jefferson County Board of Legislators thereof, and be it further

Resolved, That the Chairman of the Jefferson County 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, and be it further

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

Increase:

Expenditure		
20511300 02838	C37 Oxbow-Rossie (CR25)/Vrooman	\$ 201,325
Revenue		
20900600 94592	Federal Aid Bridges	\$ 191,258
20000000 30599	Appropriated Fund Balance	10,067

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. _____

Amending the 2022 County Budget to Reappropriate Road Machinery Fund Equipment

By Legislator: _____

Whereas, By Resolution 43 of 2021, This Board of Legislators reappropriated unspent funds from 2020 related to a pick-up truck for which the vendor could not meet the build-out deadline, and

Whereas, A purchase order for said truck was issued in 2021 but was not able to be built due to supply chain issues, and

Whereas, Those funds must be re-appropriated again to purchase a pick-up truck.

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

Increase:

10000000 30599	Appropriated Fund Balance	\$ 45,000
Expenditure		
10513000 02403	Pick-Up Truck	\$ 45,000

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 2022 County Budget and Capital Plan in Relation to Lake Ontario Flooding

By Legislator: _____

Whereas, Flooding of Lake Ontario on October 31, 2019 resulted in FEMA assessments of County Roads 6, 57, 59 and 125 requiring mitigation pursuant to Federal Disaster Declaration 4472 DRNY, and

Whereas, Funding must be used for this specific purpose, and

Whereas, The local match will be made in-kind.

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

Increase:

Revenue

05900300 93960	State Aid Emergency Disaster Assist	\$ 1,728.91
05900300 94960	Federal Aid Emergency Disaster Assist	10,373.45
20900600 950315	Interfund Transfers Roads	12,102.36

Expenditure

05995000 09007	Transfer to Capital Bridges	\$ 12,102.36
20511300 02800	Lake Ontario Flood Mitigation	12,102.36

and be it further

Resolved, That the six year capital plan is hereby 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. _____

Reappropriating Funds from FY2018 Operation Stonegarden Grant Relative to the Sheriff's
Department and Amending the 2022 County Budget in Relation Thereto

By Legislator: _____

Whereas, By Resolution 120 of 2019, This Board of Legislators recognized FY18 Operation Stonegarden Program grant funding, and

Whereas, By Resolutions 86 of 2020 and 74 of 2021 this Board reappropriated remaining unspent funds from FY18 Operation Stonegarden grant, and

Whereas, There remain unspent amounts in the FY18 Operation Stonegarden grant to be reappropriated and placed in the appropriate expenditure lines for 2022.

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

Increase:

Appropriated Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 51,448.52
Expenditures		
01311400 01300	Overtime	\$ 4,574.75
01311400 02100	Equipment	34,960.86
01311400 04114	Maintenance	4,630.00
01311400 04115	Telephone	2,200.00
01311400 04214	Utilities	200.00
01311400 04428	Public Safety Personal Svcs - Other Govt	1,000.00
01311400 08010	Retirement	1,843.99
01311400 08030	Social Security	1,543.85
01311400 08040	Workers Compensation	495.07

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreements for an Additional Allocation for The Governor's Traffic Safety
Committee's Stop-DWI Crackdown Enforcement Grant and
Amending the 2022 County Budget in Relation Thereto

By Legislator: _____

Whereas, By Resolutions 108 and 109 of 2022, This Board of Legislators recognized The New York State Stop-DWI Foundation Crackdown Enforcement Grant of \$17,500 for the period October 1, 2021 through September 30, 2022, and

Whereas, Jefferson County has been notified of an additional allocation of \$6,000 for that period to be shared with the Black River Police Department, NYS Park Police and the Jefferson County Sheriff's Department, and

Whereas, Agreements must be authorized with the Governor's Traffic Safety Committee and the aforementioned agencies, and

Whereas, The 2022 County Budget must be amended to recognize said funding and allocate it to the appropriate accounts.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute agreements as necessary to obtain and distribute funding as described above, subject to the review 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

01331500 94389	Federal Aid Criminal Justice	\$ 6,000
01311000 92614	Stop DWI Services - Sheriff	3,000

Expenditure

01311000 01300	Overtime	\$ 3,000
01331500 04428	Public Safety Svcs. - Other Govt	3,000
01331500 04414	Supporting Services	3,000

Seconded by Legislator: _____



Planning Department Report February - 2022

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2020 Processed \$35,000 for one housing rehab project.
 - 2021 Staff continued to work with our consultant to complete the Environmental Review process.
- Staff participated in online training for the CDBG Housing program.

North Country HOME Consortium

Staff processed \$39,462 for two housing rehab projects and admin funds.
Staff participated in online training for the HUD HOME Housing program ERR process.

County Planning Board

- Clayton (T) – Site Plan Review for a cold storage building for boats.
- Dexter (V) – Special Use Permit to construct a storage building for an antique fire truck display.
- Orleans (T) – Site Plan Review to renovate and reopen a vacant convenience store.
- Watertown (T) – Site Plan Review to construct two storage buildings at a boat manufacturer.
- Watertown (T) – A twelve month moratorium on commercial solar energy facilities approved locally.

Legislative Redistricting

Staff continued to work with the Ad-hoc Committee to develop options.

Transportation

- MPO - Coordinated with City staff to finalized an RFP for County-wide mobility management services.

Fort Drum Compatibility Committee

Coordinated with the Fort Drum Planner regarding a question about airspace/noise concerns over Antwerp (V).

Broadband

Staff participated in discussions with DANC.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (V) - Continued working on a draft sign law.

LeRay (T) - Continued working with the Town of LeRay on its Comprehensive Plan. Met with the planning committee to discuss Chapter 2, demographic, housing, and land use trends.

Hounsfield (T) – Staff attended a meeting with the Town Planning Board to discuss proposed project at the new Airport Business Park. Staff is assisting the Planning Board with draft changes to their zoning law to update regulations for industrial uses.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

- 8-Year Review – Staff submitted the Eight Year Review report and updated maps for the SE Agriculture District to NYS Department of Agriculture and Markets for their review.

Snowmobile Grant-in-Aid Program

Worked the last club to pay them for 2020-2021 funds after they executed their contract.

NYS Septic System Replacement Program Staff continued to review grant applications in preparation for the upcoming construction season.

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: Created three more Legislative Redistricting prospective plans with supporting maps and statistics; developed table of LATFOR populations for Jefferson County villages; produced list of proposed Southeast Agricultural District parcels with owners to send to New York State; prepared Southeast Agricultural District map series and metadata and submitted to Cornell Institute for Resource Information Sciences as required; provided list of 2020 Census populations by town for the Department of Emergency Services; reformatted the Town of Brownville zoning map and sent it to the Town; and prepared a spreadsheet of parcels with selected attributes about age and type of structures for the Village of Clayton.



Planning Department Report January - 2022

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2020 Award: Project Review Committee approved the first project.
- 2021 Award: Staff continued to work with consultant to prepare necessary forms for program implementation.

North Country HOME Consortium

- \$63,090 in Federal HOME funds were passed through, representing activity on two single family homes and administrative fees.

County Planning Board reviews

Champion (T) – Area variances and site plan review to construct a larger convenience store.

LeRay (T) – Use variance request for a free standing sign for a medical office.

Census

- Submitted Boundary and Annexation survey to the Census Bureau.

Legislative Redistricting

- Staff conducted three presentations to small groups of legislators to review the legislative redistricting process and the recommended changes.

Transportation

- MPO Transit technical group met to discuss future MPO projects. Staff also assisted City staff with the preparation of an RFP for Rural Mobility Management Services for the County.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (V) - Continued working with the Zoning Update Committee regarding a draft sign law.

LeRay (T) - Continued working with the Town of LeRay on its Comprehensive Plan. Met with the planning committee to discuss finalizing the Strengths, Weaknesses, Opportunities and Areas of Concern/Priority. Also reviewed a Draft Chapter 1 of the Comprehensive Plan that included public input results to date.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

- Agricultural District Inclusion process.
- 8-Year Review
- AFPB

Agricultural Development Council

Staff is working with a group to develop guidance to local municipalities for decommissioning plans for solar development.

Snowmobile Grant-in-Aid Program

Worked with the NYS OPRHP to recognize materials submitted in June to ensure they acknowledged the Phase 1 updates submitted at that time.

Also working with several clubs to ensure they're gps updates meet the timeline set by NYS OPRHP.

MS4 Coalition

Participated in the zoom call meeting to discuss annual issues, and status.

Food Policy Council of Jefferson County

Staff participates on the Governance and Policy Committee and participated in committee and council virtual meetings.

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: Maps of the Jefferson County Corporate Park, including aerial imagery and parcel maps, for Jefferson County Economic Development; update to the dog control enforcement map for Jefferson County Dog Control; and parcel map for the Thousand Islands Snowmobile Club.



Planning Department Report December 2021

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2020 Award. Staff continued to prepare for the start of the program.
- 2021 Application. The County received notice of award of \$1,000,000 for housing rehabilitation.

North Country HOME Consortium

- \$118,005 in Federal HOME funds were passed through, representing activity on six single family homes and administrative fees.

County Planning Board

239m reviews

Clayton (T) – An area variance for a boat storage building.

Deferiet (V) - A zoning amendment for battery energy storage system regulations.

LeRay (T) - A site plan review construction of a 5,243 square foot car wash.

LeRay (T) – A site plan review construction of a 4,000 square foot car wash.

Pamelia (T) – An area variance for lighting of a previously approved truck travel center.

Watertown (T) – A site plan review for a 3,600 square foot bank.

Watertown (T) - A site plan review modification to a previously approved chicken hatchery to increase the size.

Legislative Redistricting:

Staff met with the Redistricting Adhoc Committee to review potential redistricting options.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (v) – Staff met with the Zoning Update Committee reviewing and discussing draft signage regulations in the Village. Committee plans to measure Business District sidewalk widths to allow the sandwich board regulations to be based on actual sidewalk dimensions.

LeRay (T) Comprehensive Plan Update – Staff met with the committee to finalize the Strengths, Weaknesses, Opportunities and Threats (SWOT) issues as part of the planning process.

Training

Staff continues to participate in virtual training as available.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Snowmobile Grant-in-Aid Program

Worked with NYS OPRHP staff to so they recognized Phase I submittals made this past June 2021. Requested one club re-gps their trails to meet state requirements for updating.

NYS Septic System Replacement Program

Staff began reviewing applications and completed site inspections for Round 2 of the Program.

Food Policy Council of Jefferson County

Staff participates on the Governance and Policy Committee and participated in committee and council virtual meetings.

Agricultural Development Council

Staff is working with a group to develop guidance to local municipalities for decommissioning plans for solar development.

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. Researched the review status of various projects the department had received calls about.

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: Developing several more proposed plans for Legislative Redistricting; creating multiple maps for Legislative Redistricting; and developing tables of on/off Fort Drum populations for proposed districts in LeRay, city vs. town population for proposed districts in the City of Watertown, and tables for municipal populations of each district per plan. Also create 2021 County Planning Board Referrals by Town map, and determined septic suitability of soil types within properties of applicants to the Septic Replacement Grant and created map of applicant parcels.