

County of Jefferson
Office of the County Administrator



Historic Courthouse
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October 13, 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, October 18, 2022 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentations:

Frank Doldo, Greater Watertown Regional Mobility Manager - Jefferson County Coordinated Transportation Plan Update

Resolutions:

1. Authorizing a Grant Application with New York State Department of Transportation for Jefferson County Rural Public Transportation
2. 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
3. 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
4. Amending the 2022 County Budget in Relation to the County Road Machinery Fund
5. 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

6. Authorizing Agreement with the New York State Office of Indigent Legal Services (Distribution #12)
7. Amending the 2022 County Budget in Relation to Recycling & Waste Management
8. Allowing the Enterprise Fund to Refinance Its Outstanding Principal Repayment to the General Fund
9. Amending the 2022 County Budget in Relation to the Sheriff's Department

Informational Item:

- Planning Department 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 a Grant Application with New York State Department of Transportation
for Jefferson County Rural Public Transportation

By Legislator: _____

Whereas, Pursuant to Resolution 292 of 2021, This Board of Legislators adopted the Jefferson County Coordinated Transportation Plan which describes development and implementation of a countywide public transportation system in coordination with the City of Watertown's CitiBus system, and

Whereas, Jefferson County requested the City of Watertown hire a Mobility Manager to develop a rural public transit system in conformance with the County Coordinated Transportation Plan, and

Whereas, Jefferson County is submitting a grant request to the New York State Department of Transportation (NYSDOT), pursuant to Section 5311, Title 49 United States Code, for a Project to receive capital funding to provide mobility management services for rural Jefferson County for the 2023 - 2024 federal fiscal years, and

Whereas, Such funding will also provide for the procurement of buses for countywide rural public transportation in subsequent years, and

Whereas, Jefferson County will commit to the required local share, and

Whereas, Jefferson County is committed to apply to the NYSDOT for future grant funding to provide countywide rural public transportation for the 2024 - 2025 federal fiscal years, including commitment of the applicable local share at that time, and

Whereas, Jefferson County and NYSDOT will enter into a continuing agreement authorizing the undertaking of the Project and reimbursement of the Federal and applicable State Shares, and

Whereas, Jefferson County will issue a Request for Proposals to provide Mobility Management Services for the 2023 - 2025 fiscal years, with the option of two (2) one-year contract extensions for the project described above, and

Whereas, Jefferson County will issue a Request for Proposals for a separate entity to be the third-party transportation provider for the 2024 - 2026 fiscal years, with the option of two (2) one-year contract extensions, for the project described above.

Now, Therefore, Be It Resolved That the Jefferson County Board of Legislators hereby approves the submission of the grant application to NYSDOT, including a commitment by Jefferson County to contract with separate entities as described above, and be it further

Resolved, That 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 the 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 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

By Legislator: _____

Whereas, A project for the County of Jefferson, the reconstruction of 8.04 miles of County Road 47, P.I.N. 7MA518.30A (the Project) is eligible for funding under Title 23 U.S. Code, as amended, and New York State's Multi-Modal Program administered by the NYS Department of Transportation (NYSDOT), and

Whereas, By Resolutions 279 of 2021 and 116 of 2022, the County committed \$1,050,000 of American Rescue Plan funding and \$50,000 State Multi-Modal Program aid for the project, and

Whereas, NYSDOT has issued a new contract document requiring a new county resolution, and

Whereas, The County of Jefferson desires to advance the Project by making a commitment of advance funding of the non-local share and funding of the full local share of the costs of the Project.

Now, Therefore, Be It Resolved, That the 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 sum of \$1,100,000 or so much thereof as is necessary is hereby appropriated from account 20511200 02760 in the 2022 County Budget and made available to cover the cost of participation in the Project, and be it further

Resolved, That in the event the full federal and non-federal share costs of the project exceed the amount appropriated above, the Jefferson County Board of Legislators shall convene as soon as possible 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 Board of Legislators is hereby authorized to execute all necessary agreements, certifications or reimbursement requests for Federal Aid and/or Multi-Modal Program Funding 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 all Project costs that are not so eligible, and be it further

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

Resolved, That this Resolution shall take effect immediately.

Seconded by Legislator: _____

State of New York)
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 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

By Legislator: _____

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

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

Whereas, The Jefferson County Highway Superintendent has recommended the removal of County Road 121 including all drainage structures located thereon except Bridge H38 (BIN 33839) from the County Highway System and that ownership of said roadway be transferred to the Town of Ellisburg as hereinafter set forth.

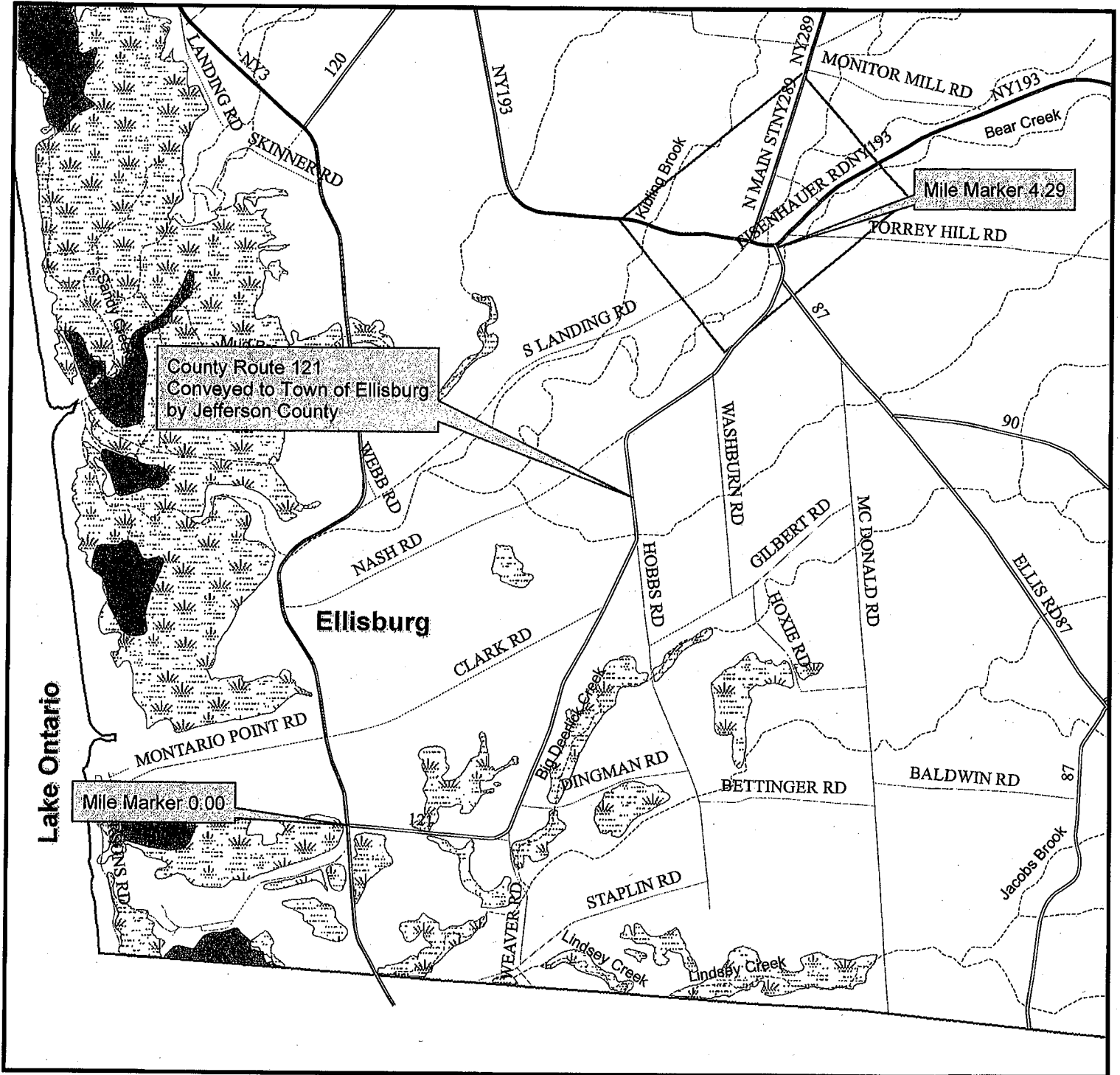
Now, Therefore, Be it Resolved, That the Chairman of the Board and the Highway Superintendent be and hereby are authorized to execute an intergovernmental agreement with the Town of Ellisburg to transfer ownership of County Road 121, including all drainage structures located thereon except Bridge H38 (BIN 33839) (and which road commences at the intersection with New York State Route 3 located at mile marker 0.00, thence runs northeasterly to the intersection with New York State Route 193 at mile marker 4.29, for a total distance of 4.29 miles) to the Town of Ellisburg, and be it further

Resolved, That upon conveyance of the above described County Road 121 to the Town of Ellisburg, it shall be deleted from the Jefferson County Highway System Map, and be it further

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

Seconded by Legislator: _____

Town of Ellisburg



Jefferson County

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



Updated: Oct. 1, 2022

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2022 County Budget in Relation to the County Road Machinery Fund

By Legislator: _____

Whereas, The Adopted 2022 County Budget includes funding for purchase of three replacement pickup trucks in the Road Machinery Fund, and

Whereas, Two trucks have been ordered and remaining budget available is insufficient due to escalating costs, and

Whereas, Funds are available for transfer within the Road Machinery Fund including revenue from equipment sale.

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

Increase:

Expenditure		
10513000 02403	Pickup Truck Replacement	\$ 50,867
Revenue		
10900400 92665	Sale of Equipment	\$ 19,241

Decrease:

Expenditure		
10513000 02404	Dump Truck Replacement	\$ 8,964
10513000 02460	Snow Removal Equipment	22,662

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. _____

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

By Legislator: _____

Whereas, Resolution No. 54 of 1993 adopted by the Jefferson County Board of Supervisors authorized the formation of a three county organization, known as the North Country HOME Consortium (NCHC), for the purpose of obtaining HOME Investment Partnership Program funds from the U.S. Department of Housing and Urban Development (HUD), and

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

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

Whereas, Per Resolution 255 of 2021 this Board of Legislators accepted \$2,988,032 of Fiscal Year 2021 HOME-ARP funds, and subsequently reappropriated said funds per Resolution 46 of 2022, and

Whereas, Per Resolution 105 of 2020, This Board of Legislators authorized an agreement with the Development Authority of the North County (DANC), as a subrecipient for FY2021, 2022, and 2023 in partnership with the County and the NCHC to assist with the distribution and administration of the HUD HOME program funding awarded in the three County area to municipal and non-profit housing providers as approved by the NCHC Board.

Now, Therefore, Be It Resolved, That Jefferson County shall enter into an amended agreement with DANC which provides that DANC shall be a subrecipient of the 2021 HOME-ARP funds and will be responsible for working cooperatively with the Jefferson County Department of Planning in the administration of the HOME-ARP Program, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute the above referenced agreement with DANC and all necessary application documents and reports with HUD on behalf of the County, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with the New York State Office of Indigent Legal Services
(Distribution #12)

By Legislator: _____

Whereas, In 2003, The State created the Indigent Legal Services Fund to assist counties in providing indigent legal services, primarily through reimbursing payments to attorneys representing indigent defendants, and

Whereas, This funding was contingent on a "maintenance of effort", wherein each county needed to spend at least as much as the prior year to receive it, and

Whereas, In 2010, the State created the Indigent Legal Services Board, which now oversees the fund and in order to receive the maximum amount allowable, the County must enter into an agreement with the Board as it has in past years, and

Whereas, The proposal for "Distribution #12" has been accepted by the Office of Indigent Legal Services, which covers the period January 1, 2022 through December 31, 2024 in the amount of \$194,358 (\$64,786 per year), and an agreement for it must be authorized.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the New York State Office of Indigent Legal Services for the \$194,358 grant, and that the Chairman of the Board is hereby authorized to execute said agreement on behalf of the County, subject to the review and approval of the County Attorney.

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 in Relation to Recycling & Waste Management

By Legislator: _____

Whereas, The Adopted 2022 County Budget includes funding for purchase of a replacement pickup truck in the Enterprise Fund, and

Whereas, Escalating costs will exceed budgeted amount, and

Whereas, Funds are available for transfer within the Recycling and Waste Management Fund including revenue from equipment sale.

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

Increase:

Expenditure		
15816000 02403	Pickup Truck Replacement	\$ 24,446

Revenue		
15910100 92665	Sale of Equipment	\$ 14,250

Decrease:

Expenditure		
15816000 02484	Skid Steer Loader	\$ 10,196

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. _____

Allowing the Enterprise Fund to Refinance Its Outstanding
Principal Repayment to the General Fund

By Legislator: _____

Whereas, Pursuant to Resolution 57 of 2010, the General Fund provided a capital equity transfer of \$1,300,000 to the Enterprise Fund for improvements to its transfer station operation, including the demolition of the original transfer station building and construction of a new transfer station building, and

Whereas, In lieu of bonding for the project, said capital equity transfer was to be repaid by the Enterprise Fund over the period of 15 years with interest, and

Whereas, For the first three subsequent years an annual repayment to the General Fund of \$100,000 was made by the Enterprise Fund, and

Whereas, The Enterprise Fund experienced negative cash flow in 2014, 2015, and 2016 resulting in no annual reimbursements to the General Fund and by Resolution 277 of 2016 this Board of Legislators altered the original repayment plan to \$50,000 per year for 20 years with interest, and

Whereas, Cash flow has become consistently more positive and it is the desire of this Board to return to the original repayment schedule as long as cash flow continues to be positive.

Now, Therefore, Be It Resolved, That in 2022 the Enterprise Fund make up for the lower annual reimbursements to the General Fund by reimbursing an additional \$400,000, and be it further

Resolved, That beginning in 2023, the Enterprise Fund reimburse the General Fund a minimum of \$50,000 annually until the debt is fully retired.

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 in Relation to the Sheriff's Department

By Legislator: _____

Whereas, Sheriff's Office and Corrections overtime costs are higher than anticipated, and

Whereas, The cost of food supplies for inmates is exceeding the budget amounts due to price increases, and

Whereas, Insurance settlement checks have been received for damage to patrol units, and

Whereas, Funding is also available due to vacancies, the decreased volume of outboarding inmates, and costs less than anticipated for furnishings, other equipment and medical fees.

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

Increase:

Revenue

01311000 92680	Insurance Recoveries	\$ 18,366
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Expenditure

01311000 01300	Overtime	\$ 80,000
01311000 043102	External Fleet Expense	14,366
01315000 01300	Overtime	252,000
01315000 04512	Food Supplies	68,000

Decrease:

01311000 01110	Temporary	\$ 40,000
01311000 04434	DARE Expenses	5,000
01315000 01100	Personal Services	134,000
01315000 01110	Temporary	55,000
01315000 02401	Automotive Equipment	10,000
01315000 04102	Office Furnishings	1,200
01315000 04111	Trackable Durable Items	6,800
01315000 04114	Maintenance/Repairs	20,000
01315000 04219	Insurance	5,000
01315000 04413	Medical Fees	31,000
01315000 04415	Advertising	4,000
01315000 04616	Outboarding Inmates	50,000
01315000 08020	Health Benefits	34,000

Seconded by Legislator: _____



Planning Department Report August - 2022

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

County Planning Board

Alexandria (T) – one year moratorium on site plan review uses in the Marine Residential District.

Alexandria Bay (V) – a special use permit for a new child day care business.

Clayton (T) – two greenhouse additions to a greenhouse/nursery/winery business.

Ellisburg (T) – a special use permit for a 5 MW solar energy facility.

Pamelia (T) – site plan review for a new storage building at an existing contractor business.

Watertown (C) – site plan review for an internet teller machine (ITM).

Watertown (T) – site plan review for a 29,300 square foot office/manufacturing business.

Watertown (T) - site plan review for a 29,300 square foot office/manufacturing business.

Watertown (T) – site plan review for a forty by sixty foot structure addition.

Watertown (T) – site plan review for a 12,000 square foot retail strip building.

Deferiet paper mill Brownfield Opportunity Area

Staff participated in conference calls and a tour of the hydro facility and redevelopment area.

Jefferson County Broadband

Staff participated in online meetings with DANC staff to discuss areas of greatest need.

Fort Drum WayPoint 2030

Staff attended and participated in the Fort Drum WayPoint 3030 workgroup session at JCC. Included small group discussions and updates from various military and civilian staff regarding the on and off post developments and partnerships influencing the near and long term military future. Fort Drum's status, current and future trends were discussed. Infrastructure goals, local partnerships, support to training, and force modernization were topics covered.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (V) – Staff met with the Village Board to finalize the sign law update at a special meeting early in the month, and met with the Village Board another evening to assist during the public hearing and final adoption of the sign law update to the zoning law.

LeRay (T) – Staff met with the comprehensive plan committee and presented a chapter on community facilities.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Snowmobile Grant-in-Aid Program

On behalf of the five Jefferson County snowmobile clubs, submitted the application for funding (Phase II) for the 2022-2023 season.

MS4 Coalition

Staff met with the MS4 storm water coalition coordinator's 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: Prepared 2022 parcel layer for departmental use and sent parcel and land use data to be posted to the County's map viewer; provided Census figures to the Town of Brownville; created map of priority soils for selected parcels; produced Distressed Municipalities map based on Restore New York Communities Initiative data; digitized mill buildings in Deferiet and produced map of same.



Planning Department Report September - 2022

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program

- 2020 Award. 7 rehab projects - \$27,705

North Country HOME Consortium

4 rehab projects - \$77,307

County Planning Board

Adams (T) – site plan review for a roofing contractor office and storage building.

Brownville (T) – one year moratorium regarding the installation or modification of cell towers or other structures for use of cell phone or personal wireless facilities.

Chaumont (V) – site plan review to convert some first floors into commercial space, and upper floors into residential units.

Chaumont (V) – site plan review to construct a new restaurant.

Dexter (V) – site plan review to convert an existing building into a small truck and auto repair.

LeRay (T) – area variances for rear yard setbacks for a new 5 MW solar facility.

City of Watertown – use variance and area variance for a second free standing sign that exceeds the maximum allowable signage.

City of Watertown – an area variance for a second sign on the back side of the building facing I-81, which exceeds the maximum allowable signage.

Watertown (T) – site plan review of a 28,000 square foot medical office building.

Transportation

Transportation Workgroup – Planning staff met online with local transportation group.

Staff met with Volunteer Transportation Center Mobility Management staff to discuss the 5311 Grant Application (2021 – 2023) process.

Deferiet Paper mill Brownfield Opportunity Area

Staff participated in conference calls to discuss RESTORE-NY application.

Jefferson County Broadband

Staff participated in online meetings with DANC staff to discuss areas of greatest need.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (V) – Staff met with the zoning update committee to discuss the zoning law update draft to focus on that now the sign law has been adopted.

LeRay (T) – Staff met with the comprehensive plan committee and presented a Fort Drum and Watertown International Airport Compatibility Chapter. Members made suggestions, will rework and make the draft more complete with additional research.

Rodman (T) – Staff provided the Town with informational documents describing the benefits of a comprehensive plan and how to prepare one.

Training

Staff coordinated a local government training session on site plan review and special use permits with the NYS DOS at Jefferson Community College.

Staff attended “How the Electric Grid Works” webinar sponsored by United Solar Energy Supporters.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

Agricultural District Inclusion process. Staff prepared resolutions for public hearing, SEQR, and modification.

Snowmobile Grant-in-Aid Program

On behalf of the 5 Jefferson County snowmobile clubs, submitted the application for funding (Phase II) for the 2022-2023 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: 2021-2022 Project Year HOME award map; 2021 Census Estimates spreadsheet for Jefferson County municipalities; Henderson Fire District boundary map; Deferiet map showing Deferiet Development LLC parcels.