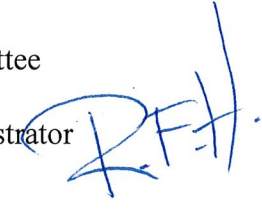


**County of Jefferson**  
**Office of the County Administrator**

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



April 13, 2023

**TO:** Members of General Services Committee  
**FROM:** Robert F. Hagemann, County Administrator   
**SUBJECT:** General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on **Tuesday, April 18, 2023 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Selecting an Airport Consultant and Authorizing Agreement for Airport Consultant Services at the Watertown International Airport
2. Authorizing Agreement with McFarland-Johnson, Inc. for Passenger Facility Charge Program Application Development Services and Amending the 2023 County Budget and Capital Plan in Relation Thereto
3. Amending the 2023 County Budget and Capital Plan in Relation to the Watertown International Airport for Purchase of Ground Services Equipment
4. Authorizing Agreement with McFarland Johnson for the Parking Lot Construction Design and Amending the 2023 County Budget and Capital Plan in Relation Thereto
5. Authorizing Agreements with the Federal Aviation Administration and McFarland Johnson for Backup Weather Equipment System and Amending the 2023 County Budget and Capital Plan in Relation Thereto
6. Accepting Donations for the Dog Control Department and Amending the 2023 County Budget in Relation Thereto
7. Amending the 2023 County Budget in Relation to the County Road Machinery Fund

8. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Marchiselli" Program Aid Eligible Costs of a Transportation Federal-Aid Project (CR 97 and Brown Road over Fish Creek), Appropriating Funds Therefor and Amending the 2023 County Budget and Capital Plan
9. Authorizing Agreement for Development and Submission of a Community Development Block Grant (CDBG) Housing Application to the NYS Office for Community Renewal, and the Development and Administration of Grant Program
10. Establishing Time and Place for Public Hearing Related to the 2023 Community Development Block Grant (CDBG) Application Process

**Informational Item:**

- Sheriff Barnett will give a department update

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

Selecting an Airport Consultant and Authorizing Agreement for Airport  
Consultant Services at the Watertown International Airport

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

Whereas, Jefferson County desires to receive grant monies from the Federal Aviation Administration and the New York State Department of Transportation for improvements to the Watertown International Airport, and

Whereas, A requirement of receiving such grants is that the County conduct a formal qualifications-based procurement process to select an Airport Consultant in Accordance with FAA Advisory Circular 150/5100-14, and

Whereas, Jefferson County Selection Committee has conducted such a process and determined that the firm of McFarland Johnson Inc. possesses the necessary expertise in providing aviation related professional services for similar facilities.

Now, Therefore, Be It Resolved, That McFarland Johnson Inc. is hereby selected to serve the County as its Airport Consultant for anticipated future projects listed on the Airport Masterplan through 09/30/28, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an agreement with McFarland Johnson Inc. for the provision of Airport Consultation Services for the period 10/1/2023 through 09/30/2028, subject to approval by 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. \_\_\_\_\_**

Authorizing Agreement with McFarland-Johnson, Inc. for Passenger Facility Charge Program  
Application Development Services and Amending the 2023 County Budget and Capital Plan  
in Relation Thereto

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

Whereas, Congress in 1992 authorized the Passenger Facility Charge (PFC) program thru the Federal Aviation Administration (FAA) for the collection of fees not to exceed \$4.50 per enplaned passenger at commercial airports controlled by public agencies, and

Whereas, Pursuant to Resolution 289 of 2016, the Board of Legislators authorized an application to the Federal Aviation Administration (FAA) for the Passenger Facility Charge (PFC) program at the Watertown International Airport, and

Whereas, The FAA approved the County PFC program and PFC funds were collected in 2017, 2018, 2019, 2020, 2021 & 2022 and recognized by Resolutions 155 of 2018, 168 of 2019, 128 of 2020, 84 of 2021, 68 of 2022, and 40 of 2023 respectively, and

Whereas, A total of \$476,925.30 Passenger Facility Charges were collected in the program application period for the period from 2017 thru 2022, and

Whereas, It is now necessary to develop the PFC program application for the period starting when the current program is expected to mature in early 2024.

Whereas, All planning services and administration costs expended to date would be reimbursable under the program, and

Whereas, It is necessary to enter an agreement with McFarland Johnson, Inc. to provide consultation and planning services for this project in the amount up to \$23,000 to help secure necessary approval from the FAA and airlines in order to implement this new program period.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with McFarland Johnson, Inc. for engineering design services and that the Director of Aviation is hereby authorized to execute said agreement, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2023 County Budget is hereby amended as follows:

**Increase:**

Expenditures		
01561000 04416	Professional Fees	\$ 23,000

Transfers		
01899200 95031	From Capital Fund	\$ 23,000
20990100 09000	To General Fund	23,000

**Decrease:**

Expenditures		
20561000 02071	PFC Projects	\$ 23,000

and be it further

Resolved, That the six-year Capital Plan is amended accordingly.

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 2023 County Budget and Capital Plan in Relation to the Watertown  
International Airport for Purchase of Ground Services Equipment

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

Whereas, Jefferson County is the sponsor and owner of the Watertown International Airport, and

Whereas, Ground service equipment is needed for Fixed Base Operations, specifically for aircraft charter handling operations, and

Whereas, A replacement recycling container is needed for the airport facility due to the age and condition of the current container, and

Whereas, Funds are available within the airport capital budget.

Now, Therefore, Be It Resolved, That the 2023 County Budget is amended as follows:

**Increase:**

Expenditure

01561000 02068	Airp Ground Service Equipment	\$ 150,000
01561000 02502	Recycling Containers	13,000

**Transfers:**

01899200 95031	From Capital Fund	\$ 163,000
20990100 09000	To General Fund	163,000

**Decrease:**

20698900 02001	Airport Facility	\$ 163,000
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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 with McFarland Johnson for the Parking Lot Construction  
Design and Amending the 2023 County Budget and Capital Plan in Relation Thereto

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

Whereas, By Resolution 351 of 2022, This Board of Legislators authorized reconstruction and expansion of the Watertown International Airport commercial air service terminal, and

Whereas, The main terminal parking lot, general aviation parking lot and associated parking lanes need drainage, grading, base, paving, and lighting improvements, and

Whereas, The County's selected airport consultant, McFarland Johnson, Inc. has provided a scope of services and fees to provide bid specifications, documents, and FAA layout coordination for these parking lot improvements at a cost up to \$90,000.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with McFarland Johnson Inc., for said project and that the Chairman is hereby authorized to execute said agreement on behalf of the County, including any change orders as recommended by the Director of Aviation and County Administrator, not to exceed the funding available, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2023 County Budget is amended as follows:

**Increase:**

Expenditure		
20561000 02073	Airport Parking Improvements	\$ 90,000

**Decrease:**

20698900 02064	Property Improvements	\$ 90,000
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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 Agreements with the Federal Aviation Administration and McFarland Johnson  
for Backup Weather Equipment System and Amending the 2023 County Budget  
and Capital Plan in Relation Thereto

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

Whereas, Accurate meteorological data is essential to aviation operation at the Watertown International Airport, and

Whereas, The airport's Automated Surface Observing System, owned and maintained by the National Oceanic and Atmospheric Administration, has frequently required maintenance and reported inaccurate visibility and current weather conditions, and

Whereas, Extended downtime for replacement sensors and technician availability to make necessary repairs affects the community's access to the national airspace and the performance of Essential Air Service, and

Whereas, The Director of Aviation recommends entering a Non-Federal Observation Program Memorandum of Agreement (MOA) with the Federal Aviation Administration to provide as-needed part-time Certified Aviation Weather Observers and install backup weather observation equipment, and

Whereas The County's selected airport consultant, McFarland Johnson, Inc. has provided a scope of services and fees to provide bid specifications, documents, and FAA coordination for the equipment at a cost of \$42,087.

Now, Therefore, Be It Resolved, That Jefferson County enter into an MOA with the Federal Aviation Administration and enter into an agreement with McFarland Johnson Inc., for said project, and that the Chairman is hereby authorized to execute said agreements on behalf of the County, including any change orders as recommended by the Director of Aviation and County Administrator, not to exceed the funding available, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2023 County Budget is amended as follows:

**Increase:**

Expenditure

20561000 02076	Weather Equipment System	\$ 42,087
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**Decrease:**

20698900 02064	Property Improvements	\$ 42,087
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and be it further



Resolved, That the six-year Capital Plan is amended accordingly.

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

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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

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

Accepting Donations for the Dog Control Department and  
Amending the 2023 County Budget in Relation Thereto

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

Whereas, The Jefferson County Dog Control Department has recently received donations, one in the amount of \$1,200 from Subaru of America, Inc. and two totaling \$250 in memory of Marcia Sanderson, and

Whereas, The 2023 Adopted County Budget includes donation revenue estimated at \$250, and

Whereas, The donation amount which exceeds the revenue estimate included in the Adopted 2023 Budget will be used to purchase computer equipment for the dog control program.

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

Resolved, That the 2023 County Budget is amended as follows:

**Increase:**

Revenue			
01351000 92716	Dog Control Donations		\$ 1,200
Expenditure			
01351000 04111	Trackable Durable Items		\$ 1,200

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 2023 County Budget in Relation to the County Road Machinery Fund

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

Whereas, The Adopted 2023 County Budget includes funding intended to purchase three pickup trucks in the Road Machinery Fund, due to an increase in price, existing funding is enough for only two, and

Whereas, The Highway Superintendent is requesting additional funds to allow the purchase of two more pickup trucks, and

Whereas, The Highway Superintendent is requesting a replacement snow pusher attachment be purchased due to the deterioration of the 35 year old one used to clean snow from parking areas, and

Whereas, Funds are available for transfer due to the purchase of a used track hoe in order to expedite delivery.

Now, Therefore, Be It Resolved, That the 2023 County Budget is amended as follows:

**Increase:**

Expenditure		
10513000 02403	Pickup Truck Replacement	\$ 95,000
10513000 02460	Snow Removal Equipment	25,000

**Decrease:**

Expenditure		
10513000 02464	Track Hoe	\$ 120,000

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 "Marchiselli" Program Aid Eligible Costs of a Transportation Federal-Aid Project (CR 97 and Brown Road over Fish Creek), Appropriating Funds Therefor and Amending the 2023 County Budget and Capital Plan

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

Whereas, A Project for the Replacement of CR 97 and Brown Road over Fish Creek, PIN 775393 (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 at the ratio of 80% Federal funds and 20% non-federal funds, and

Whereas, By Resolutions 130 of 2020 and 85 of 2021, the County of Jefferson approved the above project by making a commitment of \$324,000 for the cost of Preliminary Design, Right of Way Incidentals and Preliminary Engineering Phases of the Project, and

Whereas, The County of Jefferson desires to advance the Project by making a commitment of 100% of the non-federal share of the cost of All Phases of the Project.

Now, Therefore, Be It Resolved, That the Jefferson County 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 all Phases of the Project or portions thereof, and be it further

Resolved, That the sum of \$453,000, which includes Preliminary Engineering and Design Phases of the Project, or so much thereof as is necessary is hereby appropriated from Account 20511300 02861 in the 2023 County Budget, and made available to cover the cost of participation in the above phase 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 above, 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 2023 County Budget is amended as follows:

**Increase:**

Revenue		
20900600 93592	State Aid Bridges	\$ 45,450
20900600 94592	Federal Aid Bridges	103,200

Expenditure		
20511300 02861	CR97 Brown Road over Fish Creek	\$129,000

**Decrease:**

Fund Balance		
20000000 30599	Appropriated Fund Balance	\$ 19,650

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 Agreement for Development and Submission of a Community Development Block Grant (CDBG) Housing Application to the NYS Office for Community Renewal, and the Development and Administration of Grant Program

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

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

Whereas, Jefferson County intends to apply for 2023 Federal Community Development Block Grant (CDBG) funds from the NYS Office for Community Renewal (OCR), and

Whereas, The County issued a Request for Proposals for the three year period 2022 - 2024 to identify qualified community development firms that could assist with grant preparation, program development, and program implementation for CDBG Housing assistance initiatives, and

Whereas, Through the RFP process, Avalon Associates was identified as having the required credentials, expertise, and experience to assist the County in developing a CDBG housing application for a sum of \$7,500, which would be a County cost and is contained in the 2023 budget, and

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

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Avalon Associates as described for the terms above for the 2023 CDBG Housing Grant, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute said agreement on behalf of the County, subject to approval by the County Attorney as to form and content.

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

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

Establishing Time and Place for Public Hearing Related to the 2023 Community  
Development Block Grant (CDBG) Application Process

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

Whereas, Jefferson County is in the process of evaluating grant opportunities in anticipation of a 2023 Community Development Block Grant (CDBG) Program administered by the NYS Office of Community Renewal, and

Whereas, The CDBG application process requires applicants to hold a public hearing to obtain the views of the general public on community development needs.

Now, Therefore, Be It Resolved, Pursuant to Section 104(A)(2) of the Federal Housing and Community Development Act, as amended, a CDBG public hearing shall be held on Tuesday, June 6, 2023 at 6:00 p.m. in the Jefferson County Board of Legislators Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY, and be it further

Resolved, Notice of such public hearing shall be given in accordance with law, and be it further

Resolved, The Chairman of the Board of Legislators is hereby authorized to execute all necessary CDBG application documents, and the Planning Director is hereby authorized as the County's agent to act in connection with the submission of any authorized application and to provide any supplemental information that may be required by the NYS Office of Community Renewal.

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

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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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