

County of Jefferson
Office of the County Administrator

Historic Courthouse
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July 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, July 18, 2023 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentation:

Carl Farone, Executive Director, Development Authority of the North Country - Update on Material Management Budget and Tipping Fees Adjustment

Resolutions:

1. Amending the 2023 County Budget and Capital Plan in Relation to the Watertown International Airport Runway 28 Medium-Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR)
2. Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the District Attorney's Office and Amending the 2023 County Budget in Relation Thereto
3. Amending the 2023 County Budget to Recognize Insurance Recovery and Allocating Same in Dog Control Department Budget
4. Accepting Donation for the Dog Control Department and Amending the 2023 County Budget in Relation Thereto
5. Authorizing an Agreement With Tetra Tech Services for Consulting and Plan Development Support for the Jefferson County Office of Fire and Emergency Management

6. Authorizing 2023-2027 Intergovernmental Agreements Between Jefferson County and Its Towns Relative to Road and Bridge Maintenance Services; Construction and Reconstruction of Roads; and Sanding, Snow and Ice Removal
7. Amending the 2023 County Budget and Capital Plan in Relation to the Highway Department Consolidated Highway Funding
8. Amending the 2023 County Budget in Relation to Recycling and Waste Management (Enterprise)
9. Amending the 2023 County Budget in Relation to Recycling & Waste Management (Baler)
10. Approving Appointment to the Jefferson County Planning Board
11. Authorizing an Agreement with AutoMon, LLC
12. Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the Probation Department and Amending the 2023 County Budget in Relation Thereto
13. Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the Sheriff's Office and Amending the 2023 County Budget in Relation Thereto

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. _____

Amending the 2023 County Budget and Capital Plan in Relation to the Watertown International Airport Runway 28 Medium-Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR)

By Legislator: _____

Whereas, By Resolution 272 of 2022, This Board of Legislators authorized an agreement with the Federal Aviation Administration (FAA) and New York State Department of Transportation (NYDOT), and

Whereas, By the same Resolution, This Board authorized an agreement with Baseline King Corporation, Inc. for the same project in the amount of \$3,748,519.05, and

Whereas, The Federal Aviation Administration has requested and authorized a change order associated with perimeter access points and precision approach surface markings to Runway 28 to facilitate the production of the amended Area Navigation (RNAV) Instrument Approach Procedure Runway 28 by the Eastern Service Center of the FAA Flight Procedures Team (FPT), and

Whereas, It is necessary to provide a Change Order for Baseline King Corporation in the amount of \$54,166.56, and to recognize additional federal and state revenue for this project.

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

Increase:

Revenue		
20900600 94589	Federal Aid – Airport Capital Projects	\$ 48,749.90
20900600 93589	Airport State Aid – DOT	\$ 2,708.33

Expenditure		
20561000 02097	Airfield Lighting	\$ 54,166.56

Decrease:

20561000 02001	Airport Facility	\$ 2,708.33
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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. _____

Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the District Attorney's Office and Amending the 2023 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Jefferson County District Attorney's Office has been awarded an NYS Division of Criminal Justice Services Gun Involved Violence Elimination (GIVE) Grant in the amount of \$223,033, and

Whereas, The GIVE initiative provides for preventative and enforcement strategies to focus efforts on hot spot policing, deterrence through community outreach and resource alignment, and specialized training, and

Whereas, Said grant will be used to partially offset salaries of existing positions, training, community engagement and contracted GIVE coordination.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said grant award, 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 this grant award on behalf of Jefferson County, and be it further

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

Increase:

Revenue		
01116500 93389	State Aid - Other Public Safety	\$ 223,033

Expenditure		
01116500 04313	Travel	\$ 2,500
01116500 04416	Professional Fees	95,547
01116500 04613	Training	7,500

Decrease:

01000000 30599	Appropriated Fund Balance	\$ 117,486
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Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2023 County Budget to Recognize Insurance Recovery
and Allocating Same in Dog Control Department Budget

By Legislator: _____

Whereas, The Dog Control Department has received an insurance settlement check in the amount of \$18,000 for damage to a county vehicle, and has requested that the settlement be used to purchase Mobile Data Terminals for four of the current Dog Control vehicles.

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

Increase:

Revenue		
01351000 92680	Insurance Recoveries	\$ 18,000

Expenditure		
01351000 04111	Trackable Durable Expendables	\$ 18,000

Seconded by Legislator: _____

State of New York)
)
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. _____

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

By Legislator: _____

Whereas, The Jefferson County Dog Control Department has received donations in the amount of \$280, and

Whereas, The donations will be used to purchase 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		\$ 280
Expenditure			
01351000 04518	Canine Supplies		\$ 280

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 an Agreement With Tetra Tech Services for Consulting and Plan Development
Support for the Jefferson County Office of Fire and Emergency Management

By Legislator: _____

Whereas, Jefferson County issued a request for proposals for a master services agreement with the County Office of Fire and Emergency Management to support the County with the development of emergency plans, facilitation of emergency services exercises, and to provide support in the event of an actual disaster response, and

Whereas, Said Master Services agreement will be available for utilization by all Jefferson County Departments, as well as first response agencies, at the expense of such outside agency, and

Whereas, The County reviewed all proposals submitted and determined the best proposal was provided by Tetra Tech Services, and

Whereas, Contractual costs will be determined as per the hourly fee schedule as proposed based on time of Tetra Tech staff for distinct project assignments including NYS mandated and grant funded plans, and

Whereas, The term of the agreement shall be for three years from date of execution, with two extensions of one year each possible with written approval of both parties.

Now, Therefore, Be it Resolved, That Jefferson County enter into an agreement with Tetra Tech Services for the services set forth in the request for proposals, and be it further

Reserved, That the Chairman of the Board of Legislators is hereby authorized to execute such agreement on behalf of Jefferson County, subject to the approval of the County Attorney as to form and content.

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 2023-2027 Intergovernmental Agreements Between Jefferson County and Its Towns Relative to Road and Bridge Maintenance Services; Construction and Reconstruction of Roads; and Sanding, Snow and Ice Removal

By Legislator: _____

Whereas, The County’s road, bridge and snow removal programs rely heavily on the use of Town Highway Departments, and

Whereas, The Board of Legislators has established policies governing the use of local municipal highway and public works departments to further the County programs, and

Whereas, In the interest of budgetary and operational stability, the County desires to enter into a five year agreement with the Towns for the provision of services needed to implement the aforesaid County programs.

Now, Therefore, Be It Resolved, That, Pursuant to Section 119-o of the General Municipal Law, the Chairman of the Board is hereby authorized to execute agreements with the Towns for this purpose, subject to approval of the County Attorney as to form and content, under the same provisions currently in effect, with the following exceptions: the base per mile reimbursement for snow removal for all Towns shall be \$7,000 in 2023, and then increased by the CPI-W annually (with a minimum increase of 2% each year and a maximum of 4%), as determined by the average of the monthly rates for the preceding October - September period; the base rate of \$3.50 per gallon will also be subject to change based on OGS diesel fuel prices (\$100 per mile change for every increase/decrease of \$0.50 change in fuel price), and salt prices of \$80 per ton (\$100 per mile change for every increase/decrease of \$10/ton change in salt price). In addition, summer rental rates for tandem-axle dump trucks shall be \$60 per hour, single-axle trucks shall be \$30 per hour, and all other equipment shall be reimbursed at the established DOT rates.

Seconded by Legislator: _____

State of New York)
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 2023 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 2023-2024 Consolidated Local Street and Highway Improvement Program (CHIPS), and

Whereas, The funding includes \$3,437,087.56 over and above the 2023 Adopted County Budget apportioned across regular CHIPS, paving and extreme winter recovery, and

Whereas, The County Highway Superintendent has requested that this additional revenue be recognized and appropriated into various Highway Department and Capital accounts.

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

Increase:

Revenue

05900300 93501	Consolidated Highway Aid	\$ 3,437,087.56
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Expenditure

05331000 04480	Highway Pavement Marking	\$ 200,000.00
05331000 04585	Operating Supplies	30,000.00
05511000 04686	Hired Machines	200,000.00
05511200 04930	Paving County Roads	2,007,087.56
20511300 02810	Yellow Flagged Repair	1,000,000.00

Transfers

05995000 09007	Transfer to Capital Bridges	\$ 1,000,000.00
20900600 950315	Interfund Transfer Roads	1,000,000.00

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. _____

Amending the 2023 County Budget in Relation to Recycling and Waste Management

By Legislator: _____

Whereas, Per Resolution 156, This Board of Legislators appropriated Enterprise Fund fund balance to pay for the repair to the Maintenance Shop damaged in the December wind and snow event, and

Whereas, Insurance recovery funds have been received to cover the cost, less the \$5,000 deductible, and need to be recognized.

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

Increase:

Revenue		
15910100 92680	Insurance Recoveries	\$ 158,600

Decrease:

Fund Balance		
15000000 30599	Appropriated Fund Balance	\$ 158,600

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 2023 County Budget in Relation to Recycling & Waste Management

By Legislator: _____

Whereas, By Resolutions 111 and 137, This Board of Legislators allocated \$500,000 of American Rescue Plan Act funding towards a replacement baler at the Transfer Station, and

Whereas, \$300,000 additional is needed to cover the purchase.

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

Increase:

Expenditure		
15816000 02410	Baler	\$ 300,000
Fund Balance		
15000000 30599	Appropriated Fund Balance	\$ 300,000

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. _____

Approving Appointment to the Jefferson County Planning Board

By Legislator: _____

Resolved, That pursuant to Section 239-c of the General Municipal Law, the following individual is hereby appointed to the Jefferson County Planning Board to fill a vacant term that expires December 31, 2025.

John Stinson

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

John R Stinson
21440 Main Str Rodman

July 12, 2023

Involvement in land use planning:

Rodman Planning Board Chairman, 15 yrs.

Continuing Education:

Attended every yearly Local Government Conference since 2009, 5-1/2 hours credits per year.
Attended many Jefferson County/JCC sponsored Land Use Planning Workshops, 2-hour credits.

Other Boards & Functions

Rodman Fire District Commissioner
Rodman Board of Assessment Review
Rodman Volunteer Fireman

Personal Info

Married to Karen Brown-Stinson, 50 yrs. in August.
Two sons, 3 grandchildren

Born & raised on dairy farms in Jefferson County, mostly in Rodman.
Rodman resident for approximately 68 years, except for 12 years of ARMY active duty.
Retired in 2014

Job History

Worked on various dairy farms during my teen year's
Twelve years ARMY active duty, 8 years of Army Reserves.
Five years as a Civilian Purchasing Agent, Ft Drum.
Five years as a Civilian Contract Specialist, Ft Drum.
One year as a Contract Specialist, for the DOT, Federal Highway Administration.
One year as a Supervisory Contracting Officer, Ft Drum.
Seven years as a Contract Administrator for the Defense Contract Manage Agency.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Agreement with AutoMon, LLC

By Legislator: _____

Whereas, The Probation Department utilizes a web-based software program for case management services through AutoMon, LLC known as Caseload Explorer to provide technical support services to Probation related to this program, and

Whereas, AutoMon, LLC has been awarded the contract to provide software associated with this program, and the expense is already included in the Adopted 2023 County Budget.

Now, Therefore, Be It Resolved, That Jefferson County desires to enter into an agreement with AutoMon, LLC for said services for the period August 10, 2023 through August 9, 2024, and be it further

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

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. _____

Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the Probation Department and Amending the 2023 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Jefferson County Probation Department has been awarded an NYS Division of Criminal Justice Services Gun Involved Violence Elimination (GIVE) Grant in the amount of \$100,798, and

Whereas, The GIVE initiative provides for preventative and enforcement strategies to focus efforts on hot spot policing, deterrence through community outreach and resource alignment, and specialized training, and

Whereas, Said grant will be used to partially offset salary and fringe benefits of existing positions and for overtime costs, electronic monitoring and training.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said grant award, 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 this grant award on behalf of Jefferson County, and be it further

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

Increase:

Revenue		
01314000 93389	State Aid - Other Public Safety	\$ 100,798

Expenditure		
01314000 01300	Overtime	\$ 10,000
01314000 04313	Travel	2,000
01314000 04419	Electronic Home Detention	10,000
01314000 04613	Training	2,000

Decrease:

01000000 30599	Appropriated Fund Balance	\$ 76,798
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Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the Sheriff's Office and Amending the 2023 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Jefferson County Sheriff's Office has been awarded an NYS Division of Criminal Justice Services Gun Involved Violence Elimination (GIVE) Grant in the amount of \$34,117, and

Whereas, The GIVE initiative provides for preventative and enforcement strategies to focus efforts on hot spot policing, deterrence through community outreach and resource alignment, and specialized training, and

Whereas, Said grant will be used for Sheriff's overtime costs, community engagements and specialized training.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said grant award, 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 this grant award on behalf of Jefferson County, and be it further

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

Increase:

Revenue		
01311000 93389	State Aid - Other Public Safety	\$ 34,117
Expenditure		
01311000 01300	Overtime	\$ 24,117
01311000 04313	Travel	2,500
01311000 04613	Training	7,500

Seconded by Legislator: _____