

County of Jefferson
Office of the County Administrator



Historic Courthouse
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June 15, 2023

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, June 20, 2023 at 6:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Amending the 2023 County Budget and Capital Plan in Relation to Watertown International Airport Pavement Marking
2. Amending the 2023 County Budget and Capital Plan in Relation to the Watertown International Airport Air Ambulance Hangar Construction Project
3. Amending the 2023 County Budget to Recognize Reserve Funds in the District Attorney's Office
4. Amending the 2023 County Budget in Relation to District Attorney's Overtime Account
5. Amending the 2023 County Budget in Relation to Jefferson County's Housing Improvement Program
6. Designating a Certifying Officer for the 2023 Community Development Block Grant Housing Application
7. Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2023 Jefferson County Snowmobile Trail GPS update and Minor Reroutes Pursuant to NYS Snowmobile Grant-In-Aid Program, and Making a Determination of Non-Significance

8. Amending the 2023 County Budget in Relation to Outboarding Inmates
9. Authorizing Agreement with Indian River School District for School Resource Officer, Establishing a Deputy Sheriff Position and Amending the 2023 County Budget
10. Authorizing FY2022 Operation Stonegarden Grant Agreement 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 Watertown International Airport Pavement Marking

By Legislator: _____

Whereas, Watertown International Airport must comply with Title 14 of the Code of Federal Regulations Part 139.311 requiring certain marking, signage and lighting standards, and

Whereas, Additional airfield surfaces require painting to meet said standards.

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

Increase:

Expenditure		
01561000 04480	Highway Pavement Marking	\$ 155,000
Transfers		
01899200 95031	From Capital Fund	\$ 155,000
20990100 09000	To General Fund	\$ 155,000

Decrease:

20698900 02064	Property Improvements	\$ 155,000
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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. _____

Amending the 2023 County Budget and Capital Plan in Relation to the Watertown
International Airport Air Ambulance Hangar Construction Project

By Legislator: _____

Whereas, By Resolution 160 of 2018, This Board of Legislators authorized an agreement with New York State Department of Transportation (NYSDOT) for the Air Ambulance Hangar Construction Project, and

Whereas, By Resolution 175 of 2021, This board authorized agreements with Black Horse Group, LLC, for general construction in the amount of \$2,179,286; Ontario HVAC Solutions, Inc. for mechanical and plumbing in the amount of \$240,354 and \$127,000 respectively; Northern Pioneer Contractors, Inc. for electrical in the amount of \$343,700; and McFarland Johnson Inc. for construction and grant administration in the amount of \$320,000, and

Whereas, Said resolution authorized the Chairman of the Board of Legislators to execute any change orders as recommended by the Airport Manager and County Administrator not to exceed the funding available, and

Whereas, Various field changes need to be made to the contracts related to construction including door and hardware materials, floor sealer, utility work, rock excavation, chain hoist, wind screen, fiber optic lines, security systems, and construction oversight, and

Whereas, Funds are available in the Airport Facility Capital account to cover the increased costs.

Now, Therefore Be It Resolved, That Jefferson County issue change orders for Black Horse Group, Ontario HVAC Solutions, Northern Pioneer Contractors, Inc., and McFarland Johnson Inc., and be it further

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

Increase:

Expenditure		
20561000 02078	Airport Air Ambulance Building	\$ 195,000

Decrease:

Expenditure		
20561000 02001	Airport Facility	\$ 195,000

and be it further

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

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Amending the 2023 County Budget to Recognize Reserve Funds in the District Attorney's Office

By Legislator: _____

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

Whereas, The District Attorney intends to purchase four vehicles and will utilize three vehicles for trade-in value, and

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

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

Increase:

Revenue		
01116500 94325	Federal Treasury Asset Forfeiture	\$ 98,334
Expenditure		
01116700 02401	Automotive Equipment	\$ 98,334

Seconded by Legislator: _____

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

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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 the 2023 County Budget in Relation to District Attorney's Overtime Account

By Legislator: _____

Whereas, By Resolution 250 of 2021, This Board of Legislators authorized Centralized Arraignment Part (CAP) Court, On-Call and Call-In Pay for staff attorneys, and

Whereas, CAP Court is currently covered by rotation of District Attorney staff attorneys seven days per week and unscheduled arraignments in Jefferson County continue to occur outside scheduled work hours resulting in costs exceeding what was anticipated, and

Whereas, Secretarial staff are incurring overtime due to clerical vacancy, and

Whereas, It is necessary to amend the budget to cover expenditures anticipated through year end, and

Whereas, Funding is available in the District Attorney's Personal Services account due to vacancies.

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

Increase:

Expenditure		
01116500 01300	Overtime	\$ 55,000

Decrease:

Expenditure		
01116500 01100	Personal Services	\$ 55,000

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2023 County Budget in Relation to Jefferson County's
Housing Improvement Program

By Legislator: _____

Whereas, By Resolution 166 of 2022 this Board of Legislators adopted Local Guidelines and Administrative Procedures for implementation and local administration of the 2021 CDBG Housing Award, and

Whereas, Said Guidelines include a requirement that if an owner-occupied unit rehabilitated by CDBG funds through this program is sold within five years of receiving such funds, the owner must make a pro-rata reimbursement to the County, and

Whereas, The County submitted a CDBG Income Report for the period 04/01/2022 to 03/31/2023 to the NYS Office of Community renewal (OCR), and

Whereas, The County has received clearance from OCR to retain recaptured CDBG funds in the amount of \$13,800 and the 2023 County Budget must be amended to recognize this revenue and appropriate it to the proper account.

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

Increase:

Revenue		
30866800 92170	Community Development Recapture Income	\$ 13,800
Expense		
30866800 04021	Community Development Expense	\$ 13,800

Seconded by Legislator: _____

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

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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. _____

Designating a Certifying Officer for the 2023 Community Development
Block Grant Housing Application

By Legislator: _____

Whereas, By Resolution 125 of 2023, the Board of Legislators authorized the submission of an application to the NYS Office for Community Renewal (OCR) for a 2023 Community Development Block Grant, and

Whereas, Jefferson County will apply for a grant from the NYS OCR through its 2023 Community Development Block Grant program to fund a housing rehabilitation program to benefit income eligible homeowners throughout Jefferson County, and

Whereas, The Board of Legislators agrees to comply with all state and federal regulations that are applicable to that funding, and

Whereas, In accordance with the National Environmental Policy Act of 1969 and the related authorities listed at 24 CFR Part 58 the County is required to conduct an Environmental Review before grant award funds are released, and

Whereas, The NYS Office of Community Renewal, as the agency responsible for administering HUD funding in New York State, requires that local communities administering programs with that funding must designate a Certifying Officer with authority to monitor compliance with the environmental review process.

Now, Therefore Be it Resolved, That Michael J. Bourcy, Director of the Jefferson County Department of Planning is hereby appointed as Certifying Officer for Jefferson County with authority to monitor compliance with 24 CFR Part 58 of the federal regulations, and be it further

Resolved, That any problems or complaints related to this compliance shall be reported to the County Administrator, who will determine what action is required under the regulations.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2023 Jefferson County Snowmobile Trail GPS update and Minor Reroutes Pursuant to NYS Snowmobile Grant-In-Aid Program, and Making a Determination of Non-Significance

By Legislator: _____

Whereas, Article 27 of New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, and

Whereas, Having reviewed the criteria contained in 6NYCRR, Section 617.7, Jefferson County finds that there will be no significant adverse environmental impact resulting from the digital update, minor reroutes, and addition to the snowmobile trails through Jefferson County, and

Whereas, Jefferson County Board of Legislators passed Resolution No. 46 of 2023, establishing an annual budget for funds awarded from New York State Office of Parks, Recreation and Historic Preservation (NYSOPRHP) for maintenance services to be performed by each snowmobile club pursuant to an annual agreement governed by NYSOPRHP program requirements, and

Whereas, It is the County's intent to support the development and maintenance of snowmobile trails as an important economic and recreational resource for Jefferson County, and

Whereas, An Environmental Assessment Form has been completed which reviews potential environmental impacts and determines that no significant impacts will occur.

Now, Therefore, Be It Resolved, That Jefferson County shall assume lead agency status for this action pursuant to State Environmental Quality Review Act and has determined that this is an unlisted action and will not have any adverse environmental impacts, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Environmental Assessment Form and the Determination of Significance and forward same to all involved agencies.

Seconded By Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2023 County Budget in Relation to Outboarding Inmates

By Legislator: _____

Whereas, The Sheriff has identified growth in the county jail inmate population that is resulting in female inmates being outboarded, and

Whereas, It is necessary to amend the budget to cover the increased expenditures anticipated through year end, and

Whereas, Some funds are available within the Corrections Personal Services account due to vacancies.

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

Increase:

01315000 04616	Outboarding Inmates	\$ 225,000
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Decrease:

01199000 04963	Contingent Account	\$ 100,000
01315000 01100	Personal Services	125,000

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 Agreement with Indian River School District for School Resource Officer,
Establishing a Deputy Sheriff Position and Amending the 2023 County Budget

By Legislator: _____

Whereas, By Resolution 75 of 2023, This Board of Legislators authorized an agreement with the Indian River School District to continue to provide a School Resource Officer with no cost to the County and the School District indemnifying and holding harmless the County, and

Whereas, The Jefferson County Sheriff's Office has negotiated and agreed to provide an additional School Resource Officer to the Indian River School District under the same conditions, for the period of September 1, 2023 through December 31, 2025.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the Indian River School District for the period of September 1, 2023 through December 31, 2025 for the provision of an additional School Resource Officer, and be it further

Resolved, That the Indian River School District agrees to fund 100% of all of the program costs, including but not limited to salary, benefits, equipment, training, overtime and supplies, and be it further

Resolved, That a new position of Deputy Sheriff be created in the Sheriff's Office (3110-066), and be it further

Resolved, That the Chairman of the Board is hereby authorized to execute a Memorandum of Agreement with the Indian River School District as outlined above on behalf of the County of Jefferson with the approval of the County Attorney as to form and content, and be it further

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

Increase:

Revenue		
01311000 92260	Public Safety Services-Other Governments	\$ 26,225
Expenditure		
01311000 01100-066	Personal Services	\$ 17,150
01311000 04514	Uniforms & Clothing	1,000
01311000 04585	Operating Supplies	1,000
01311000 08010	Retirement	2,230
01311000 08020	Health Benefits	3,535
01311000 08030	Social Security	1,310

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing FY2022 Operation Stonegarden Grant Agreement and
Amending the 2023 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Sheriff's Department has been awarded a \$33,550 FY22 Operation Stonegarden Program Grant (CFDA 97.067) from the New York State Division of Homeland Security and Emergency Services (NYSDHSES) for the purpose of increasing security at the border, and

Whereas, Said funds will be used for border security operations and provide for overtime payments for details of the Sheriff's Department, and

Whereas, Said grant requires an agreement with the NYSDHSES, which now processes grants through an electronic format, and possibly with other involved police agencies, and

Whereas, The 2023 County Budget must be amended to recognize the revenue and appropriate it to expenditure accounts.

Now, Therefore, Be It Resolved, That this Board of Legislators enter into an agreement with the NYSDHSES to accept the grant as described above, as well as any other agreements with involved police agencies necessary for the grant's programs, 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 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 943201	Federal Homeland Security - Sheriff	\$33,550
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Expenditures:

01311400 01300	Overtime	\$27,197
01311400 08010	Retirement	3,536
01311400 08030	Social Security	2,080
01311400 08040	Workers Compensation	737

Seconded by Legislator: _____