

County of Jefferson
Office of the County Administrator



Historic Courthouse
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October 12, 2023

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

Please let this correspondence serve as notification that the General Services Committee will meet on ***Tuesday, October 17, 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 in Relation to the Watertown International Airport
2. Authorizing Agreement for Janitorial Services for Jefferson County Office Buildings
3. Amending the 2023 County Budget in Relation to the Dispatch
4. Amending the 2023 County Budget to Recognize Restitution Funds and Allocating Same in Dog Control Department Budget
5. Authorizing Agreements for Municipalities to Join the North Country HOME Consortium
6. Authorizing Agreements for The Governor's Traffic Safety Committee's Stop-DWI High Visibility Enforcement Grant and Amending the 2023 County Budget in Relation Thereto
7. Amending the 2023 County Budget in Relation to the Sheriff's Department

If any Committee member has inquiries regarding agenda items, please do not hesitate to contact me.

RFH:tlr

cc: Airport
Buildings & Grounds
Code Enforcement
District Attorney

Dog Control
Fire & Emerg. Mgmt./E-911
Highway/Recycling & Waste Mgt.
Planning

Probation/Stop DWI
Public Defender
Sheriff
Weights & Measures

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Amending the 2023 County Budget in Relation to the Watertown International Airport

By Legislator: _____

Whereas, The Watertown International Airport is required to maintain runways, taxiways, and aprons in accordance the Airport Certification Manual by the Federal Aviation Administration to comply with 14 CFR Part 139, and

Whereas, Additional funds are needed to maintain fueling operations and meet demand, and

Whereas, Various transfers are needed to cover anticipated expenses and meet fuel operation requirements through the end of the year, and

Whereas, Funds are available within the airport budget including revenue from increased fuel sales.

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

Increase:

Revenue

01561000 91776 FBO Sale of Fuel & Oil \$150,000

Expenditure

01561000 04216	Trash & Waste Removal	\$ 1,000
01561000 043101	Internal Fleet Expense	15,000
01561000 04311	Gasoline & Oil	5,000
01561000 04407	Credit Card Fees	12,000
01561000 04415	Advertising	7,000
00561000 04575	Cost of Fuel & Oil Sales	110,000

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 for Janitorial Services for Jefferson County Office Buildings

By Legislator: _____

Whereas, In accordance with New York State procurement guidelines, Janitorial Services are a Preferred Source Service offered by NYS Industries for the Disabled (NYSID), A Preferred Source Facilitating Entity, and

Whereas, The Arc Jefferson - St. Lawrence (The Arc), as a member organization of NYSID, is currently providing janitorial services to Jefferson County, and

Whereas, Continuation of said agreement will provide the County with necessary janitorial services, while also providing training and work experience for the clients of The Arc, and

Whereas, NYSID, The Arc and Jefferson County wish to continue the janitorial services agreement for a one year term (1/1/24 - 12/31/24), as per proposal from NYSID, with rates to take effect on January 1, 2024.

Now, Therefore, Be It Resolved, That the Board of Legislators hereby authorizes the award of a contract to NYSID for janitorial services for County facilities, with The Arc as the supplier of said services, in accordance with the County's specifications, at a cost not to exceed \$630,813, and be it further

Resolved, That the Chairman of the Board is hereby authorized to execute said contract on behalf of Jefferson County, subject to approval by 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. _____

Amending the 2023 County Budget in Relation to the Dispatch

By Legislator: _____

Whereas, Dispatch overtime costs are higher than anticipated, and

Whereas, Funding is available due to vacancies resulting in underexpended salary.

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

Increase

Expenditure		
01311200 01300	Overtime	\$ 120,000

Decrease

Expenditure		
01311200 01100	Personal Services	\$ 120,000

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 the 2023 County Budget to Recognize Restitution Funds
and Allocating Same in Dog Control Department Budget

By Legislator: _____

Whereas, The Dog Control Department has received a restitution check in the amount of \$669.05, and has requested that the funds be used to cover medical fees.

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

Increase:

Revenue		
01314000 91580	Restitution	\$ 669.05
Expenditure		
01351000 04413	Medical Fees	\$ 669.05

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. _____

Authorizing Agreements for Municipalities to Join the North Country HOME Consortium

By Legislator: _____

Whereas, Resolution 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 (HIPP) funds from the US Department of Housing and Urban Development (HUD), and

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

Whereas, HIPP includes a process for non-participating municipalities to join the NCHC, and

Whereas, The Lead County has the authority to sign cooperation agreements with new members.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any above referenced agreement with municipalities in St. Lawrence, Lewis and Jefferson Counties subject to approval by 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 Agreements for The Governor’s Traffic Safety Committee’s Stop-DWI High Visibility Enforcement Grant and Amending the 2023 County Budget in Relation Thereto

By Legislator: _____

Whereas, The New York State Stop-DWI Foundation has successfully coordinated and obtained Stop-DWI High Visibility Enforcement Grant (formerly known as Crackdown Enforcement) for 44 counties throughout the state, and

Whereas, Jefferson County’s grant is for \$24,000 for the period October 1, 2023 through September 30, 2024 to be shared with the Watertown City Police Department, the NYS Park Police, Jefferson County Sheriff’s Department, Black River Police Department, and Dexter Police Department, and

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

Whereas, The 2023 County Budget must be amended to recognize said funding and allocate it to the appropriate accounts.

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

Revenue

01331500 94389	Federal Aid Criminal Justice	\$ 24,000
01311000 92614	Stop DWI Svcs Sheriff	5,500

Expenditure

01311000 01300	Overtime	\$ 5,500
01331500 04414	Supporting Services - Internal	5,500
01331500 04428	Public Safety Svcs. - Other Govt	18,500

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2023 County Budget in Relation to the Sheriff's Department

By Legislator: _____

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

Whereas, The cost of Sheriff's Office gasoline and Corrections food supplies are exceeding the budget amounts due to price increases, and

Whereas, Funding is available in revenue from the State Criminal Alien Assistance Program funding, and due to vacancies resulting in underexpended salary and benefits lines.

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

Increase

Revenue		
01311000 94322	Federal Aid - SCAAP	\$ 18,000

Expenditure		
01311000 01300	Overtime	\$ 162,000
01311000 04311	Gasoline and Oil	30,000
01315000 01300	Overtime	60,000
01315000 04512	Food Supplies	76,000

Decrease

Expenditure		
01311000 01100	Personal Services	\$ 120,000
01311000 08010	State Retirement	72,000
01315000 01100	Personal Services	118,000

Seconded by Legislator: _____