

County of Jefferson
Office of the County Administrator

Historic Courthouse
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Watertown, NY 13601-2567
Phone: (315) 785-3075 Fax: (315) 785-5070



July 12, 2024

TO: Members of General Services Committee
FROM: Dylan M. Soper, Interim County Administrator
SUBJECT: General Services Committee Agenda

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Please let this correspondence serve as notification that the General Services Committee will meet on **Tuesday, July 16, 2024 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Authorizing Agreements with the Federal Aviation Administration and New York State Department of Transportation for the Watertown International Airport Runway 10-28 Rehabilitation Construction, State Environmental Quality Review Determination and Amending the 2024 County Budget and Capital Plan Related Thereto
2. Authorizing Agreements with McFarland Johnson and Baseline King Corporation in Relation to the Installation of Backup Weather Equipment, State Environmental Quality Review Determination, and Amending the 2024 County Budget and Capital Plan in Relation Thereto
3. Authorizing Agreements with Municipal Emergency Services for Acquisition of Aircraft Rescue and Firefighting Equipment for the Watertown International Airport
4. Amending the 2024 County Budget in Relation to the Highway Office Complex
5. Authorizing Intergovernmental Agreement with the Town of Henderson to Exchange Ownership and Jurisdiction of County Road 123 and Military Road with said Town and Amending the County Highway Map and Amending the 2024 County Budget in Relation Thereto.
6. Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the

Probation Department and Amending the 2024 County Budget in Relation Thereto

7. Authorizing an Agreement with AutoMon, LLC

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

DMS:jjj

cc:	Airport	Fire & Emerg. Mgmt. Serv.	Sheriff
	Buildings & Grounds	Highway/Recycling & Waste Mgt.	Weights & Measures
	District Attorney	Probation	County Attorney
	Dog Control	Public Defender	County Treasurer
	E-911		

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreements with the Federal Aviation Administration and New York State
Department of Transportation for the Watertown International Airport Runway 10-28
Rehabilitation Construction, State Environmental Quality Review Determination and Amending
the 2024 County Budget and Capital Plan Related Thereto

By Legislator: _____

Whereas, By Resolution 110 of 2022, the Board of Legislators authorized agreements with the Federal Aviation Administration (FAA), New York State Department of Transportation (NYSDOT), and McFarland Johnson, Inc. for the design and bidding of the Runway 10-28 Rehabilitation Design, and

Whereas, The Watertown International Airport anticipates grant funding from the FAA through the Airport Improvement Program (AIP) in Federal Fiscal Year 2024 for Runway 10-28 Rehabilitation Construction for \$3,415,728, and

Whereas, The Watertown International Airport anticipates a NYSDOT grant in Federal Fiscal Year 2024 for an amount up to \$189,763, and

Whereas, The local cost share of AIP grant is \$189,763, and

Whereas, A Categorical Exclusion Determination was prepared and approved by the Federal Aviation Administration on July 20, 2022 in accordance with the National Environmental Protection Act, And a subsequent review was completed pursuant to 6 NYCRR Part 617 in relation to the State Environmental Quality Review Act (SEQR), and

Whereas, The proposed improvements are classified as a Type II action under SEQR per NYCRR Part 617.5(c)(2), "replacement, rehabilitation, or reconstruction of a structure of facility, in kind, on the same site, including upgrading buildings to meet energy, or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4", and section 617.5(c)(9), "Construction or expansion of primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or use variance and is consistent with local land use controls, but not radio communication or microwave transmission facilities".

Now, Therefore, Be It Resolved, That Pursuant to 6 NYCRR Part 617, Jefferson County has determined the proposed improvements are classified as a Type II action and no further action is required, and be it further

Resolved, That Jefferson County enter into an agreement with the FAA to accept said grant funds through AIP in the amount of \$3,415,728, and be it further

Resolved, That Jefferson County enter into an agreement with NYSDOT to accept said grant funds in an amount up to \$189,763, and be it further

Resolved, That Jefferson County, upon award of the FAA grant, enter into agreements with the FAA, NYSDOT for said project and that the Chairman of the Board is hereby authorized and directed to execute said agreements on behalf of the County, subject to review of the County Attorney as to form and content, and be it further

Resolved, That the 2024 County Budget is hereby amended as follows:

Increase:

Revenue

20900600 94589	Federal Aid – Airport Capital Projects	\$3,415,728
20900600 93589	Airport State Aid – DOT	189,763

Expenditure

205610000 02087	Runway 10-28	\$3,795,254
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Decrease

20698900 02064	Property Acquisition/Improvements	\$ 189,763
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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. _____

Authorizing Agreements with McFarland Johnson and Baseline King Corporation in relation to
the Installation of Backup Weather Equipment, State Environmental Quality Review
Determination and Amending the 2024 County Budget and Capital Plan in Relation Thereto

By Legislator: _____

Whereas, By Resolution 121 of 2023, the Board of Legislators authorized agreements with the Federal Aviation Administration to enter the Non-Federal Weather Observation Program and McFarland Johnson Inc. for design services associated with the project, and

Whereas, By Resolution 111 of 2023 the Board of Legislators approved \$105,000 of American Rescue Plan Act (ARPA) funding for the project, and

Whereas, McFarland Johnson has since completed said design, coordinated the bidding process and recommends that the low bidder, Baseline King Corporation be awarded contracts for general construction in the amount of \$138,118, and

Whereas, The County's selected airport consultant on the project, McFarland Johnson Inc., will assist in construction inspection and oversight at a cost not to exceed \$15,000, and

Whereas, A review was completed pursuant to 7 NYCRR Part 617 in relation to the State Environmental Quality Review Act (SEQR), and

Whereas, The proposed improvements are classified as a Type II action under SEQR per NYCRR Part 617.5(c)(9), "Construction or expansion of primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or use variance and is consistent with local land use controls, but not radio communication or microwave transmission facilities", and

Whereas, Additional local funds are needed in the amount of \$48,118 to fully fund the project.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Baseline King Corporation, for general construction in the amount of \$138,118, and be it further

Resolved, That Jefferson County enter into an agreement with McFarland Johnson Inc. for an amount not to exceed \$15,000, and be it further

Resolved, That Pursuant to 6 NYCRR Part 617, Jefferson County has determined the proposed improvements are classified as a Type II action and no further action is required, and be it further

Resolved, That the Chairman of the Board of Legislators, be and is hereby authorized and directed to execute said agreements on behalf of the County, including any changes orders as recommended by the Director of Aviation and County Administrator, not to exceed available funding, subject to review of the County Attorney as to form and content, and be it further

Resolved, that the 2024 County Budget is hereby amended as follows:

Increase:

Expenditure

20561000 02076	Weather Equipment System	\$48,118
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Decrease:

20698900 02064	Property Improvements	\$48,118
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and be it further

Resolved, That the six year Capital Plan is hereby 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 Agreements with Municipal Emergency Services for Acquisition of Aircraft Rescue
and Firefighting Equipment for the Watertown International Airport

By Legislator: _____

Whereas, By Resolution 309 of 2023, the Board of Legislators authorized an agreement with McFarland-Johnson, Inc for the completion of formulation steps for the acquisition of Aircraft Rescue and Firefighting Equipment (Protective Clothing, SCBA, & Equipment) for the Watertown International Airport, and

Whereas, The County's selected airport consultant on this project, McFarland Johnson, Inc., has coordinated the bidding process and recommends that the lower bidder, Municipal Emergency Services, Inc., be awarded the purchase contract in the amount of \$251,643.98, and

Whereas, Funding is available in the airport capital account established for said purchase.

Now, Therefore, Be it Resolved, That Jefferson County, enter into agreements with Municipal Emergency Services, Inc., for said project and that the Chairman of the Board is hereby authorized and directed 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 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. _____

Amending the 2024 County Budget in Relation to Highway Office Complex

By Legislator: _____

Whereas, By Resolution 279 of 2021, The Board of Legislators allocated American Rescue Plan Act (ARPA) funding including \$500,000 towards the construction of a new Highway Administration Building, and

Whereas, By Resolution 135 of 2023, The Board allocated \$500,000 additional in ARPA funding towards the project, and

Whereas, By Resolution 53 of 2024, The Board entered into agreements for the construction of the building and appropriated an additional \$100,000 for the project, and

Whereas, The purchase and install of a new generator for the Highway Office Complex has been recommended by the Superintendent of Buildings & Grounds and Superintendent of Highway, as opposed to repurposing a used and undersized generator, and

Whereas, Funds are available for transfer in the Road Machinery Fund to pay for the cost of the generator.

Now, Therefore, Be It Resolved, That the 2024 County Budget is hereby amended as follows:

Increase:

Transfers		
10995000 09006	Transfer to Capital Projects	\$35,000
20900600 95031	Interfund Transfer	\$35,000
Expenditure		
20501000 02052	Highway Office Complex	\$35,000

Decrease:

10513000 02600	Shop Equipment	\$35,000
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Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Intergovernmental Agreement with the Town of Henderson to Exchange Ownership and Jurisdiction of County Road 123 and Military Road with said Town, Amending the County Highway Map and Amending the 2024 County Budget 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 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, 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 123 from the County Highway System and that ownership of said road be transferred to the Town of Henderson as hereinafter set forth, and

Whereas, The Jefferson County Highway Superintendent has further recommended that Jefferson County assume ownership of Military Road, which is located in the Town of Henderson, 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 Henderson to transfer ownership of County Road 123 a/k/a Harbor Road, including all drainage structures located thereon (and which road commences at the intersection with New York State Route 3 at mile marker 0.00, thence runs northerly and thence northeasterly through the hamlet of Henderson Harbor to the intersection with New York State Route 3 at mile marker 3.81, for a total distance of 3.81 miles) to the Town of Henderson, and be it further

Resolved, That upon conveyance of the above described County Road 123 to the Town of Henderson, it shall be deleted from the Jefferson County Highway System Map, and be it further

Resolved, That as part of the transfer of ownership of County Road 123 to the Town of Henderson, Jefferson County shall pay the amount of \$768,000.00 to the Town of Henderson from Jefferson County Road Account #0551120004930, for the specific purpose of rehabilitating County Road 123 and for which Jefferson County would otherwise be responsible in the absence of such transfer of ownership, and be it further

Resolved, That said agreement also transfer ownership of a portion of the town road called Military Road located in the Town of Henderson, including all drainage structures located thereon (and which road commences at the intersection with North School House Road at mile marker 0.00, thence runs southerly and thence easterly to the intersection of Snowshoe Road and County Road 178 at mile marker 1.37, for a total distance of 1.37 miles) to the County, and be it further

Resolved, That upon conveyance of the above described Military Road to the County, it shall be added to 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 transfer of ownership as above described, and be it further

Resolved, That the 2024 County Budget is hereby amended as follows:

Increase:

Transfers

20990100 09005	Interfund Transfer to County Road Fund	\$768,000
05900300 95031	Interfund Transfer From Capital Fund	\$768,000

Expenditure

05511200 04930	Paving County Roads	\$768,000
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Decrease:

20511200 02723	CR 123	\$768,000
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Seconded by Legislator: _____

State of New York)

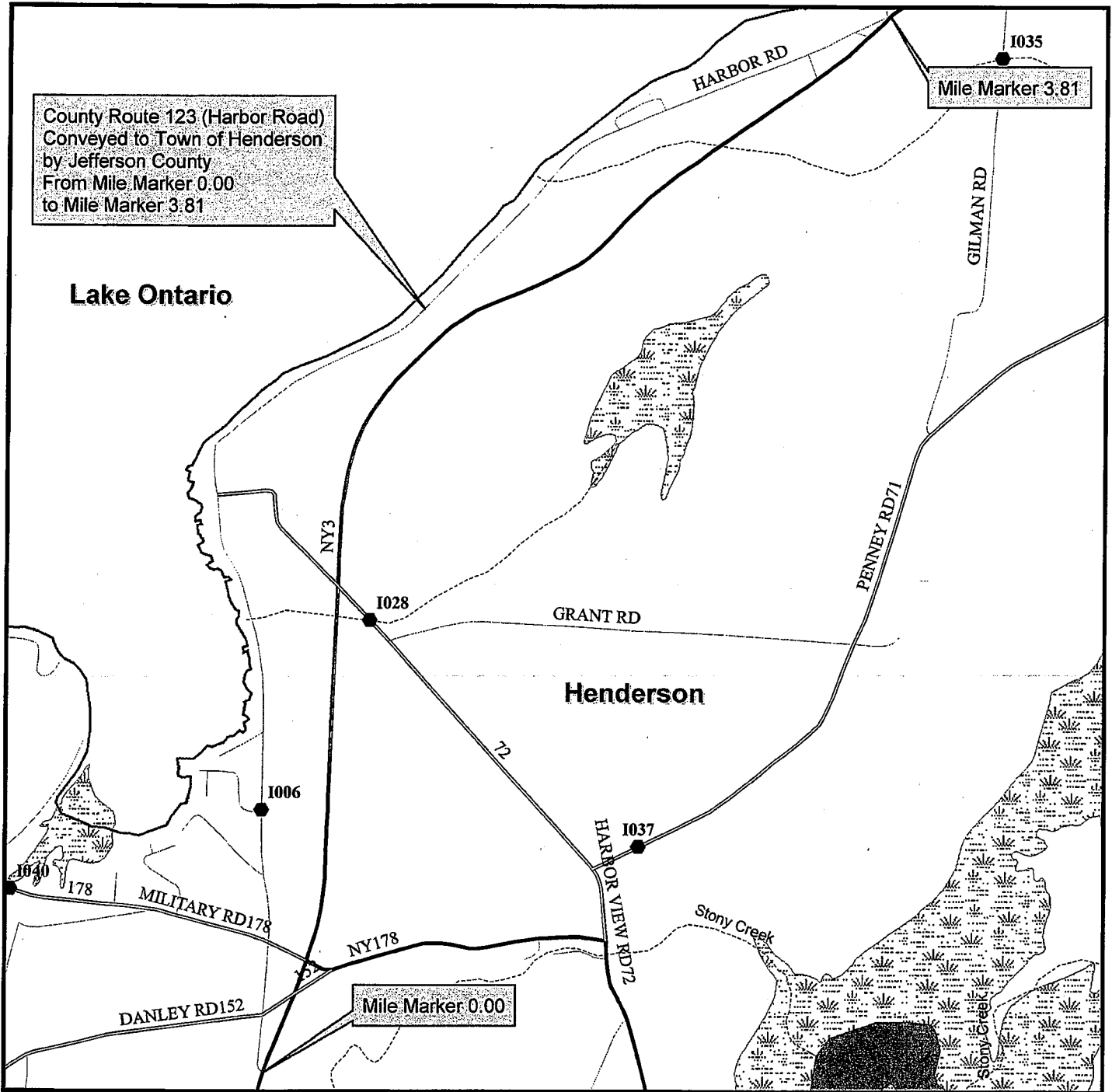
) ss.:
County of Jefferson)

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

Town of Henderson



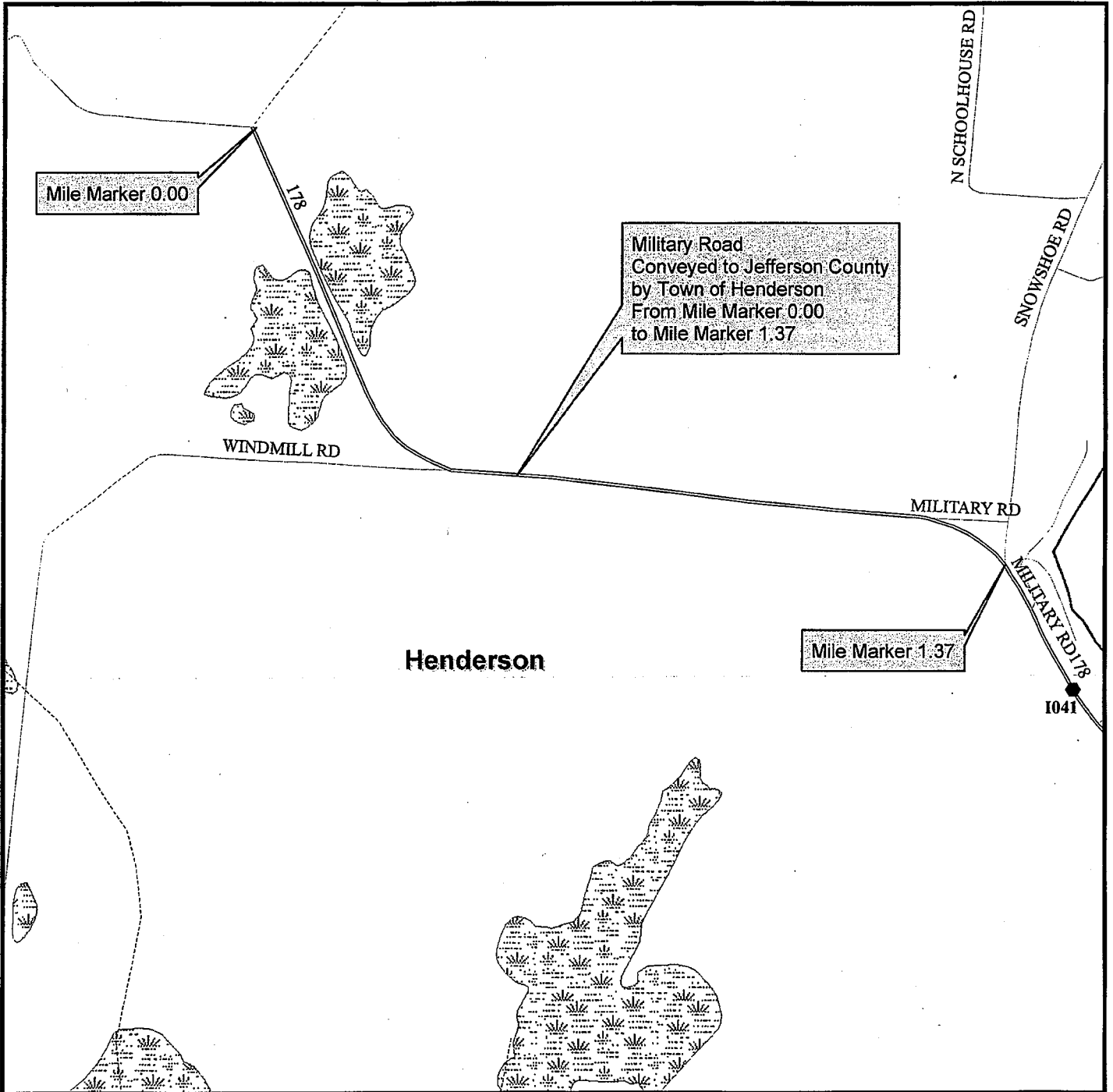
Jefferson County

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



Updated: June 6, 2024

Town of Henderson



Jefferson County

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



Updated: June 6, 2024

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Recognizing NYS Division of Criminal Justice Services GIVE Grant Award to the Probation Department and Amending the 2024 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 \$187,650, 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 2024 County Budget is hereby amended as follows:

Increase:

Revenue		
01314000 93389	State Aid - Other Public Safety	\$187,650

Expenditure		
01314000 01300	Overtime	\$ 18,600
01314000 04419	Electronic Home Detention	10,000
01314000 04613	Training	3,100

Decrease:

01000000 30599	Appropriated Fund Balance	\$155,950
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Seconded by Legislator: _____

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 the program, and

Whereas, AutoMon, LLC has been awarded the contract to provide software associated with the program, and funds are included in the Adopted 2024 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, 2024 through August 9, 2025, 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)

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
