

County of Jefferson
Office of the County Administrator



Historic Courthouse
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March 14, 2024

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, March 19, 2024 at 6:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Accepting Donations for the Dog Control Department and Amending the 2024 County Budget in Relation Thereto
2. Amending the 2024 County Budget and Capital Plan in Relation to Bridge Projects
3. Amending Resolution 195 of 2023 in Relation to Equipment Rental Rate Schedule
4. Adopting Guidelines and Administrative Procedures in Relation to the County's Housing Improvement Program Funded by a 2023 NYS Community Development Block Grant (CDBG) Award
5. Establishing Time and Place for Public Hearing Related to the 2024 Community Development Block Grant (CDBG) Application Process
6. Authorizing Agreement for Raise the Age Relative to Probation Department
7. Approving the 2024 Stop DWI Plan
8. Amending the 2024 County Budget in Relation to the Governor's Traffic Safety Committee's Stop-DWI High Visibility Enforcement Grant

9. Amending the 2024 County Budget in Relation to the Governor's Traffic Safety Committee's Stop-DWI Funding Grant
10. Reappropriate NYS Governor's Traffic Safety Child Passenger Safety Grant Relative to the Sheriff's Department and Amending the 2024 County Budget in Relation Thereto

Informational Items:

1. Monthly Departmental Reports:
 Planning

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

RFH:jdj

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. _____

Accepting Donations for the Dog Control Department and
Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, The Jefferson County Dog Control Department received restitution for 2023, in the amount of \$995 which was not expended in 2023, and

Whereas, The 2024 Adopted County Budget includes donation revenue estimated at \$500; and donations in the amount of \$2,400 from Subaru of America, Inc. and in the amount of \$100 from Cecilia Perkins have been received, and

Whereas, The late 2023 restitution as well as the 2024 donation amount which exceeds the revenue estimate included in the Adopted 2024 Budget will be used to purchase canine supplies.

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 2024 County Budget is amended as follows:

Increase:

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 995
Revenue		
01351000 92716	Dog Control Donations	\$2,000
Expenditure		
01351000 04518	Canine Supplies/Expenses	\$2,995

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2024 County Budget and Capital Plan in Relation to Bridge Projects

By Legislator: _____

Whereas, By Resolution 135 of 2023, This Board of Legislators allocated American Rescue Plan Act (ARPA) funding including to a number of bridge projects, and

Whereas, The Highway Superintendent has requested re-allocation of such funds to a bridge which is in immediate need of replacement.

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

Increase:

Expenditure		
20511300 02878	H14 McDonald Road/Lindsey Creek	\$500,000

Decrease:

Expenditure		
20511300 02876	M28 CR8	\$500,000

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 Resolution 195 of 2023 in Relation to Equipment Rental Rate Schedule

By Legislator: _____

Whereas, By Resolution 195 of 2023, the Board of Legislators authorized intergovernmental agreements between the County and its towns relative to road and bridge maintenance services; construction an reconstruction of roads; and sanding, snow and ice removal and

Whereas, Said agreements included certain machinery and equipment reimbursement to be made at the rates specified in the New York State Department of Transportation Equipment Rental Rate Schedule, and

Whereas, The County Superintendent of Highways has requested and Town Highway _____ Superintendents have agreed to change the reimbursement to be based on a County rate schedule.

Now, Therefore, Be it Resolved, That “Jefferson County Equipment Rental Rate Schedule” be substituted for “New York State Department of Transportation Equipment Rental Rate Schedule” in Section 12. A. 2. of the agreements, and be it further,

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute the above referenced amendments subject to approval by the County Attorney as to form and content, and be it further

Resolved, That this resolution shall be effective January 1, 2024.

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. _____

Adopting Guidelines and Administrative Procedures in Relation to the
County's Housing Improvement Program Funded by a 2023 NYS
Community Development Block Grant (CDBG) Award

By Legislator: _____

Whereas, Jefferson County has received a Community Development Block Grant (CDBG) for the 2023 Program Year (581HR301-23) from the New York State Office of Community Renewal to implement and administer a county-wide Housing Improvement Program, and

Whereas, Local Guidelines and Administrative Procedures have been developed for implementation and administration of the program in compliance with applicable federal, state and local regulations, and

Whereas, The Guidelines and Administrative Procedures are updated for each CDBG housing award to incorporate changes to meet program and regulatory requirements associated with the award, and

Whereas, The Guidelines and Administrative Procedures must be adopted by the Board of Legislators.

Now, Therefore, Be It Resolved, That this Board of Legislators, having been provided with a draft copy of the Guidelines and Administrative Procedures for Jefferson County for the 2023 grant award hereby adopts them and they shall become effective immediately for all County-sponsored housing rehabilitation activities conducted with 2023 Small Cities Community Development Block Grant funding.

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

Summary description of the 2023 Jefferson County CDBG Housing Program

- This grant was awarded for larger projects that will require more resources to address the problems that are identified in each property. It is similar to the program that was recently completed with CDBG funding from Program Year 2021. Where possible, the CDBG funds will be combined with other resources (eg: HOME Consortium funds available through Neighbors of Watertown).
- No limit is specified for the CDBG financing and grants are expected to be larger for projects that are approved under this program.
- The project area includes all communities in Jefferson County except the city of Watertown where other CDBG funding is already available to support local housing rehabilitation activities.
- Eligibility is limited to single-family owner-occupied properties with owners who qualify as low or moderate income.
- The asset test threshold has been increased to \$35,000.
- Rental apartments will not be eligible for assistance under this program.
- Mobile homes will not be eligible for assistance under this program.
- Prohibits any activities in Coastal Zones or Coastal Barrier Resource Areas and to require NYS-DEC approval for any project that includes work on wells or septic systems in or adjacent to a wetland area. Those restrictions come from the environmental review process that was required for this grant.
- Under the rules established by HUD and published in the Code of Federal Regulations at 24 CFR Part 35, we are required to use special procedures to eliminate lead-based paint hazards in housing where rehabilitation work is completed under this program. In most cases, the HUD funding that is provided under this program will exceed the \$25,000/unit threshold in the Lead Paint Rule and full "abatement" will be required in each property. That work will be done by licensed abatement contractors.
- We are also required to use special procedures for handling regulated asbestos containing materials for rehabilitation activities under this program. Those rules are established by EPA under the Clean Air Act (42 USC 7401 et seq.) and by the NYS Department of Labor (12 NYCRR Part 56).
- Releases will be required from each applicant giving the county and the NYS Housing Trust Fund Corporation (HTFC) the unrestricted right to use photographs taken of the property and/or the applicant and releasing the county and the HTFC from any liability for use of those materials.
- Before bids are solicited from local contractors, each project must be reviewed by the State Historic Preservation Office (SHPO), by the Tribal Historic Preservation Office (THPO) and by the DEC (for work in sensitive environmental areas). The THPO review is required only for projects that include ground disturbance (eg: for septic systems) where buried artifacts might be affected.

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Establishing Time and Place for Public Hearing Related to the 2024 Community Development Block Grant (CDBG) Application Process

By Legislator: _____

Whereas, Jefferson County is in the process of evaluating grant opportunities in anticipation of a 2024 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, May 7, 2024 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: _____

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 Raise the Age Relative to Probation Department

By Legislator: _____

Whereas, New York State has directed implementation of Raise the Age and has provided grant funding in the amount of \$99,519 through the Division of Criminal Justice Services (DCJS), and

Whereas, Said grant funds a Probation Officer to cover all Raise the Age related activities including related training, and

Whereas, Funding has been allocated in the Adopted County Budget, and

Whereas, An agreement needs to be authorized with DCJS for this funding for the period of April 1, 2023 through March 31, 2024.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts the \$99,519 and authorizes the Chairman of the Board to electronically execute the above referenced agreement.

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 the 2024 Stop DWI Plan

By Legislator: _____

Whereas, This Board is in receipt of the Stop DWI Budget for County Fiscal Year 2024.

Now, Therefore, Be It Resolved, That the plan for the coordination of County, Town, City and Village efforts to reduce alcohol related traffic injuries and fatalities during 2024 be and is hereby adopted as the Jefferson County Stop DWI Plan for 2024, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Certification Page of the 2024 Stop-DWI Plan on behalf of Jefferson County, and be it further

Resolved, That, Upon approval of said Stop DWI Plan by the Commissioner of the New York State Department of Motor Vehicles, expenditure of Stop DWI funds in accordance with said Plan and the 2024 Jefferson County Budget is hereby authorized.

Seconded by Legislator: _____

State of New York)
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 2024 County Budget in Relation to the Governor's Traffic Safety
Committee's Stop-DWI High Visibility Enforcement Grant

By Legislator: _____

Whereas, By Resolution 271 of 2023, this Board of Legislators accepted \$24,000 in New York State Stop-DWI High Visibility Enforcement Grant funding, and

Whereas, There remains \$18,767.13 unspent, to be shared with the Watertown City Police Department, NYS Park Police, Black River Police, Dexter Police and the Jefferson County Sheriff's Department, and

Whereas, The 2024 County Budget must be amended to appropriate said remaining funding and allocate it to the appropriate accounts.

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

Increase:

Revenue:

01331500 94389	Federal Aid Criminal Justice	\$18,767.13
01311000 92614	Stop DWI Svcs Sheriff	4,266.05

Expenditure:

01311000 01300	Overtime	\$ 4,266.05
01331500 04414	Supporting Services	4,266.05
01331500 04428	Public Safety Svcs. - Other Govt	14,501.08

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 2024 County Budget in Relation to the Governor's Traffic Safety
Committee's Stop-DWI Funding Grant

By Legislator: _____

Whereas, By Resolution 229 of 2023, this Board of Legislators accepted \$16,500 in New York State Stop-DWI funding grant, and

Whereas, There remains \$16,104.51 unspent, to be shared with STOP-DWI Partners and Agencies with the purpose of furthering the STOP-DWI mandate of Education, Rehabilitation, Enforcement, and Prosecution, and

Whereas, The 2024 County Budget must be amended to appropriate said remaining funding and allocate it to the applicable accounts.

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

Increase:

Revenue:

01331500 93389	State Aid Other Public Safety	\$16,104.51
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Expenditure:

01331500 04313	Travel	\$ 2,104.51
01331500 04585	Operating Supplies	7,000.00
01331500 04613	Training	7,000.00

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. _____

Reappropriate NYS Governor's Traffic Safety Child Passenger Safety Grant Relative to the Sheriff's Department and Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, By Resolution 328 of 2023, This Board of Legislators accepted \$6,021 NYS Governor's Traffic Safety Committee Child Passenger Safety funding, and

Whereas, There remain unspent grant funds that must be reappropriated and placed in the appropriate expenditure lines for 2024.

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

Increase:

01000000 30599	Appropriated Fund Balance	\$ 6,021
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Expenditure:

01311000 01300	Overtime	\$ 6,021
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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



Planning Department Report January - 2024

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2021 Award \$55,207 for two rehab projects, program delivery and administration. The 2021 CDBG Award has been completely spent.

North Country HOME Consortium

- \$45,000 for County and DANC annual admin costs.
-

County Planning Board

Alexandria (T) – site plan review and area variance for two self-storage buildings.

LeRay (T) – site plan review for an accounting firm office.

Pamelia (T) – site plan review to establish a used vehicle retail operation.

City of Watertown – zoning map amendment from residential to planned campus.

Transportation

- MPO- Staff reviewed and recommended approval to the Policy Committee of the Draft Unified Work Program for 2024-2025 for the Watertown Jefferson County Area Transportation Council.

- Public Transportation – Staff met with Mobility Manager to discuss public transportation grant status and other updates.

Fort Drum Sustainability Committee

Staff met with the committee to discuss various topics including the Fort Drum Economic Impact Model and Fort Drum Day in Albany.

2024 Eclipse Day Committee

Staff participated in the County Committee meeting.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

LeRay (T) – Met with the Comp Plan committee to discuss Chapter 11, Vision, Goals and Strategies and future land use map process and recent building permits throughout the Town. Created a map of 2018-2023 new building permits by residential and commercial structures.

Town of Alexandria – Identified the Redwood Lighting District boundaries.

Village of Carthage, Deferiet and town of Wilna – Participated in a SWOT meeting for a joint comprehensive plan update.

Training

- Save the River in Clayton, NY.
- Webinar: Planning and Zoning for Battery Energy.
- CDBG Program Implementation webinar.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

NYS Septic System Replacement Program – Staff closed out the last project funded under Round 2 of the Program. Altogether 16 septic systems were replaced representing a total investment of \$209,287.00 fueled by the \$75,000 grant. Septic systems were replaced on the following priority waterbodies: the St. Lawrence River (9), Moon Lake (4), Guffin Bay (2) and the Indian River (1). Staff relayed interest is additional funding for this program. Additional water bodies are being considered by the State.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning flood maps, parcels, zoning, and county map viewer.

Other Geographic Information System (GIS) Tasks (not associated with projects above)

Our GIS Specialist supports planners with various projects and other County Departments. Examples include: update to NYS Building Code Jurisdiction maps; comparison map of 2010 to 2023 land use for the County; comparison map of 2008 to 2023 agricultural districts in the County; completion of yearly Census Boundary and Annexation Survey; custom map series of Jefferson County broken into quadrants with separate city map.



Planning Department Report February - 2024

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

- 2023 Award. The County was awarded \$1,000,000 to continue our homeowner rehabilitation program. Staff worked on completing required forms and notice publications in order to begin utilizing the funds.

North Country HOME Consortium

- \$37,420 for three rehab projects and administration costs.

County Planning Board

Alexandria (T)	Site Plan Review, private event venue in an existing barn.
Clayton (T)	Site Plan Review, storage buildings.
Hounsfield (T)	Site Plan Review, boat storage facility.
Pamela (T)	Site Plan Review, expand an existing self-storage facility.
Pamela (T)	Site Plan Review, martial arts studio in an existing building.
Pamela (T)	Site Plan Review, warehouse and office for plumbing supply company.
Watertown (T)	Special Use Permit, six antennas on the Town's water tower.

Transportation

- MPO- Staff participated in NYSDOT 5310 Grant Evaluator training webinar.

2024 Eclipse Day Committee

Staff participated in a NYS Smaller Airports Webinar on Eclipse plans.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (V) – staff met with the Zoning Committee to discuss short term rentals.
Black River (V) – staff attended Black River Village Board meeting on the hazard with battery storage and the implication of the recent solar farm fire. Also met with the planning board to discuss the solar law update.
Orleans (T) – Provided assistance with Zoning Law updates
LeRay (T) – staff met with the Comp Plan Committee to discuss future land use map details and recent building permits.

Training

- How to Capture Federal EV Charging Funds for Your Community.
- HUD: Radon Webinar.
- SEQR Basics webinar
- Clean Energy Communities webinar
- Great Lakes/St. Lawrence River Adaptive Management Committee's Expedited Review of Plan 2014 webinar

RESOURCE AND ENVIRONMENTAL MANAGEMENT

MS4 Coalition

Staff met with the Coalition MS4 committee and with the Stormwater Coordinators and JC SWCD.

Hazard Mitigation

- Staff participated in two orientation trainings for the Hazard Mitigation Plan for Jefferson County.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning flood maps, parcels, zoning, and county map viewer.

Other Geographic Information System (GIS) Tasks (not associated with projects above)

Our GIS Specialist supports planners with various projects and other County Departments. Examples include: Generated a mailing list for the residents of Wilna, Carthage, and Deferiet for the Tug Hill Commission; mapped Neighbors of Watertown Board of Directors member home locations and juxtaposed them with the 2015 American Community Survey low-to-moderate income population over 50% by Census block groups and by tracts; prepared maps of low-to-moderate income populations over 50% by block groups and by tract for Lewis and St. Lawrence Counties.