

**County of Jefferson**  
**Office of the County Administrator**

**Historic Courthouse**  
195 Arsenal Street<sup>2nd</sup> Floor  
Watertown, NY 13601-2567  
Phone: (315) 785-3075 Fax: (315) 785-5070



To: Honorable Members of the Board of Legislators

This shall serve as notice that the Annual Session of the Jefferson County Board of Legislators will be convened on **Tuesday, November 12, 2024 at 6:00 p.m.** in the Board of Legislators Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY.

If you need additional information relative to any of the Board Session agenda items, please feel free to give me a call.

The agenda for the Session is as follows:

**ROLL CALL OF MEMBERS**

**PUBLIC HEARING - Tentative 2025 County Budget**

**PRIVILEGE OF THE FLOOR**

**READING OF MINUTES OF LAST SESSION, IF REQUESTED**

**PRESENTATION OF PETITIONS, NOTICES AND COMMUNICATIONS**

**REPORTS OF STANDING COMMITTEES**

Report of the Finance & Rules Committee on Financial Resolutions  
Report of the Finance & Rules Committee on Legislators' Expenses

**REPORTS OF COUNTY OFFICERS AND OTHERS**

Report of the County Treasurer on Investments and Cash in Banks  
Report of the County Administrator on Budget Transfers for the month of October

**LOCAL LAWS, RESOLUTIONS AND MOTIONS**

1. Resolution No. 289                      Adopting 2025 Tentative Budget  
(Roll Call Vote)
2. Resolution No. 290                      Appropriation for the Conduct of County Government for  
(Roll Call Vote)                      Fiscal Year 2025

3. Resolution No. 291  
(Roll Call Vote) Adopting Capital Plan for 2025-2030
4. Resolution No. 292 Certification of Taxes to the City of Watertown
5. Resolution No. 293  
(Roll Call Vote) Levying Tax Map Maintenance Charges for 2025
6. Resolution No. 294 Appointing County Administrator
7. Resolution No. 295 Approving Appointment of Deputy County Administrator
8. Resolution No. 296 Payment of Legislators' Expenses
9. Resolution No. 297  
(Roll Call Vote) Amending the 2024 County Budget in Relation to County Attorney Account
10. Resolution No. 298 Approving Mortgage Tax Report
11. Resolution No. 299 Authorizing Facilities Lease Agreement between Jefferson-Lewis Workforce Development Board and the County of Jefferson and Authorizing Sublease with NYS Department of Labor
12. Resolution No. 300  
(Roll Call Vote) Recognizing Youth Employment Program Award to the Department of Employment & Training and Amending the 2024 County Budget in Relation Thereto
13. Resolution No. 301 Approving Jefferson County Administrative Policies and Procedures for Sexual Harassment
14. Resolution No. 302  
(Roll Call Vote) Commitment of Jefferson County Fund Balance Share of \$5,000,000 in Maintenance and Revitalization Capital Project Funds for Jefferson Community College.
15. Resolution No. 303 Authorizing An Agreement Related to Electronic Bidding Software and Services
16. Resolution No. 304 Authorizing the the Purchase of Electricity and Natural Gas at Variable Rates
17. Resolution No. 305  
(Roll Call Vote) Authorizing Agreements with Internet Service Providers for the Purpose of Funding Broadband Development and Construction Projects in Relation to the American Rescue Plan Act
18. Resolution No. 306 Reappointing Member to the Regional Fish and Wildlife Management Board

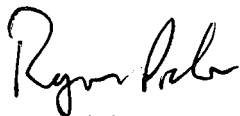
19. Resolution No. 307 Reappointing Member to Jefferson County Industrial Development Agency
20. Resolution No. 308 Reappointing Member to Jefferson County Industrial Development Agency
21. Resolution No. 309 Approving Reappointments to the Jefferson County Planning Board
22. Resolution No. 310 Reappointing Members to Soil & Water Conservation District Board of Directors
23. Resolution No. 311 Approving Reappointment to the Thousand Islands Bridge Authority
24. Resolution No. 312  
(Roll Call Vote) Amending the 2024 County Budget and Capital Plan in Relation to the Watertown International Airport Terminal Access Road
25. Resolution No. 313  
(Roll Call Vote) Authorizing Agreement in Relation to Construction of the Watertown International Airport Terminal and Gateway Redevelopment Project Passenger Boarding Bridge Construction
26. Resolution No. 314  
(Roll Call Vote) Amending the 2024 County Budget and Capital Plan for Repairs to The Workplace Building
27. Resolution No. 315 Authorizing an Agreement with New York State Division of Criminal Justice Services for GIVE Grant Award to the District Attorney's Office
28. Resolution No. 316 Amending the 2024 County Budget in Relation to Overtime in Dispatch
29. Resolution No. 317  
(Roll Call Vote) Increasing Tipping and Recycling Pickup Fees for Solid Waste and Recycling
30. Resolution No. 318  
(Roll Call Vote) Amending the 2024 County Budget in Relation to the HOME Investment Partnership Grant Program
31. Resolution No. 319 Authorizing an Agreement with the Community Action Planning Council (CAPC) to Promote Fair and Equal Housing
32. Resolution No. 320 Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2024 Inclusion of Viable Agricultural Land to Existing Agricultural Districts, and Making a Determination of Non-Significance

33. Resolution No. 321                    2024 Inclusion of Viable Agricultural Land in Certified Agricultural Districts Before the Districts' Established Review Periods
34. Resolution No. 322                    Amending the 2024 County Budget in Relation to Overtime in the Sheriff's Office
35. Resolution No. 323                    Amending the 2024 County Budget in Relation to FY 2024-2025 Law Enforcement Technology (LETECH) Program
36. Resolution No. 324                    Approving the 2025 Stop DWI Plan
37. Resolution No. 325                    Authorizing An Agreement with the NYS Unified Court System for Cleaning and Maintenance of Court Facilities
38. Resolution No. 326  
      (Roll Call Vote)                    Establishing a Specialist, Services for the Aging Position and Amending the 2024 County Budget in Relation to Alzheimer's Disease and Related Disorders Association Inc. Grant
39. Resolution No. 327                    Reappointing Members to the Community Services Board
40. Resolution No. 328  
      (Roll Call Vote)                    Authorizing An Agreement for the Provision of Services Relative to Opioid Settlement Funds Regional Abatement and Amending the 2024 County Budget in Relation Thereto
41. Resolution No. 329  
      (Roll Call Vote)                    Amending the 2024 County Budget to Allocate Additional State Aid for Community Services Mental Health Programs
42. Resolution No. 330                    Reappointing Member to Jefferson County Public Health Health Services Advisory Board
43. Resolution No. 331                    Reappointing Members to Jefferson County Public Health Professional Advisory Committee
44. Resolution No. 332                    Reappointing Members to the Emergency Medical Services (EMS) Advisory Board
45. Resolution No. 333                    Authorizing An Agreement with NMS Labs for Toxicology Testing Services
46. Resolution No. 334                    Authorizing An Agreement with Community Action Planning Council of Jefferson County, Inc. for the Provision of Nutritional Services by the Public Health Service
47. Resolution No. 335                    Amending the 2024 County Budget Relative to Public

Health Department Accounts in Relation to Medical  
Examiner Fees

48. Resolution No. 336 Authorizing Agreements in Connection with New York  
State Department of Health Lead Rental Registry
49. Resolution No. 337 Authorizing Acceptance of JUUL Labs Settlement Funds  
Designated for Jefferson County
50. Resolution No. 338  
(Roll Call Vote) Accepting New York State Shelter Arrears Eviction  
Foreclosure (SAEF) Program Allocation Funding from  
the NYS Office of Temporary and Disability Assistance  
and Amending the 2024 County Budget in Relation Thereto
51. Resolution No. 339  
(Roll Call Vote) Accepting New York State Family-Centered Case  
Management Services Program Allocation Funding from  
the NYS Office of Temporary and Disability Assistance  
and Amending the 2024 County Budget in Relation Thereto
52. Resolution No. 340  
(Roll Call Vote) Accepting Solutions to End Homelessness Program  
Funding from the NYS Office of Temporary and Disability  
Assistance and Amending the 2024 County Budget in  
Relation Thereto
53. Resolution No. 341  
(Roll Call Vote) Accepting United States Department of Agriculture  
(USDA) Food and Nutrition Service Funding and  
Amending the 2024 County Budget in Relation Thereto
54. Resolution No. 342  
(Roll Call Vote) Accepting New York State Code Blue Allocations from the  
Office of Temporary and Disability Assistance and  
Amending the 2024 County Budget in Relation Thereto
55. Resolution No. 343 Amending Rates of Reimbursement to Funeral Homes and  
Services for Indigent Burials
56. Resolution No. 344 Appointing Member to Community Action Planning  
Council

Sincerely,



Ryan Piche  
Clerk of the Board

RP: jdj  
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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 289**

Adopting 2025 Tentative Budget

By Legislator: Philip N. Reed, Sr.

Whereas, Pursuant to Section 357 of the County Law, the Finance & Rules Committee of this Board has reviewed the Budget Officer's 2025 Tentative Budget.

Now, Therefore, Be It Resolved, That the 2025 Budget Officer's Tentative Budget is hereby adopted as the Budget of the County of Jefferson for County fiscal year 2025.

Seconded by Legislator: Daniel R. McBride

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 290**

Appropriation for the Conduct of County Government  
for Fiscal Year 2025

By Legislator: Robert W. Cantwell, III

Whereas, Pursuant to Sections 354 and 355 of the County Law the Budget Officer has prepared and submitted to this Board the 2025 Budget Officer's Tentative Budget, and

Whereas, Said Tentative Budget has been reviewed by the Finance & Rules Committee of this Board in accordance with Section 357 of the County Law, and

Whereas, Said Tentative Budget has been adopted by this Board by Resolution No. \_\_\_\_.

Now, Therefore, Be It Resolved, That the numbers in the 2025 Budget Officer's Tentative Budget in the column entitled "Budget Officer's Recommendations," be inserted in the column entitled "Adopted," and be it further

Resolved, That, pursuant to Section 360 of the County Law, the several amounts specified in such budget in the column entitled "Adopted" be and are hereby appropriated for the objects and purposes specified, effective January 1, 2025.

Seconded by Legislator: Daniel R. McBride

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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\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 291**

Adopting Capital Plan for 2025 – 2030

By Legislator: John D. Peck

Whereas, Pursuant to Resolution No. 357 of 1992 and Section 99-g of the General Municipal Law, the Budget Officer has prepared and submitted as part of the 2025 Budget Officer's Tentative Budget a Six Year Capital Plan for the years 2025-2030.

Now, Therefore, Be It Resolved, That said Capital Plan be and is hereby adopted.

Seconded by Legislator: Philip N. Reed, Sr.

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 292**

Certification of Taxes to the City of Watertown

By Legislator: Daniel R. McBride

Resolved, That the Clerk of the Board be and is hereby authorized and directed to certify to the Clerk and the Assessor of the City of Watertown, the apportioned share of the 2025 County Tax to be levied on real property within the City as follows:

County Tax ..... \$

Seconded by Legislator: Philip N. Reed, Sr.

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 293**

Levying Tax Map Maintenance Charges for 2025

By Legislator: Robert W. Cantwell, III

Resolved, That, Pursuant to Section 503 of the Real Property Tax Law, the twenty-two Towns of the County be and are hereby charged \$303,973 for 2025 Tax Map Maintenance, and be it further

Resolved, That the Clerk of the Board of Legislators be and is hereby authorized and directed to apportion said sum among the twenty-two Towns in the County of Jefferson in accordance with Resolution No. 248 of 1987, and that the amount apportioned to each Town be and is hereby levied and assessed against the taxable property of the respective Town.

Seconded by Legislator: Daniel R. McBride

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 294**

Appointing County Administrator

By Legislator: Robert W. Cantwell, III

Whereas, Pursuant to Local Law No. 10 of 1986, as amended, the position of County Administrator is subject to reappointment by the Board of Legislators, and

Whereas, The current term of the Administrator, Ryan Piche will expire December 31, 2024, and

Whereas, The Jefferson County Board of Legislators wishes to reappoint Ryan Piche for a successive term.

Now, Therefore, Be It Resolved, That, pursuant to Jefferson County Local Law No. 10 of 1986, as amended, Ryan Piche be and is hereby appointed as County Administrator for the County of Jefferson for a two year term of office to expire December 31, 2026, consistent with all applicable resolutions and law and pursuant to the terms currently in place for said position and all other benefits afforded under the Management Personnel Policy Manual, and be it further

Resolved, That the salary of the County Administrator shall be adjusted annually during the term in accordance with the percentage increase per the Employment Agreement, as authorized by Resolution No. 180 of 2024.

Seconded by Legislator: Philip N. Reed, Sr.

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 295**

Approving Appointment of Deputy County Administrator

By Legislator: Daniel R. McBride

Resolved, That pursuant to Section 6 of Local Law No. 10 of 1986, upon the recommendation of the County Administrator, Dylan M. Soper be and is hereby appointed as Deputy County Administrator for a term consistent with that of the County Administrator, said term to expire on December 31, 2026.

Seconded by Legislator: Philip N. Reed, Sr.

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 296**

Payment of Legislators' Expenses

By Legislator: Daniel R McBride

Whereas, The Finance & Rules Committee is responsible for examining and auditing claims made by members of the Board, and

Whereas, Claims in the amount of \$374.84 have been audited and deemed allowable.

Now, Therefore, Be It Resolved, That the County Treasurer be and is hereby directed to draw checks payable to the claimants as audited.

Seconded by Legislator: Philip N. Reed, Sr.

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 297**

Amending the 2024 County Budget in Relation to County Attorney Account

By Legislator: Philip N. Reed, Sr.

Whereas, The County Attorney has requested additional funds to supplement the account for legal fees utilized for retention of outside counsel to handle legal matters subject to litigation, and

Whereas, Pending litigation matters to date have exhausted the annual budget appropriation for such fees and also exhausted the additional funds previously appropriated for such fees pursuant to Board of Legislators Resolution No. 218 of 2024.

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

**Increase:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$70,000

Expenditure		
01142000 04411	Legal Fees	\$70,000

Seconded by Legislator: John D. Peck

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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. 298**

Approving Mortgage Tax Report

By Legislator: Daniel R. McBride

Whereas, This Board is in receipt of the semi-annual Mortgage Tax Report showing the amount to be credited to each tax district in the County of the money collected during the preceding six months ended September 30, 2024.

Now, Therefore, Be It Resolved, That, pursuant to Section 261 of the Tax Law, this Board issue Tax Warrants for the payment to the respective tax districts of the amounts so credited and authorize and direct the County Treasurer to make payment of said amounts to the respective districts in accordance with the report.

Seconded by Legislator: John D. Peck

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 299**

Authorizing Facilities Lease Agreement between Jefferson-Lewis Workforce Development Board and the County of Jefferson and Authorizing Sublease with New York State Department of Labor

By Legislator: Philip N. Reed, Sr.

Whereas, On August 30, 2024 the property located at 1000 Coffeen Street was transferred from Watertown Savings Bank to the County of Jefferson, and

Whereas, The Department of Employment & Training and the New York State Department of Labor are co-located to function as the One Stop Career Center, and

Whereas, the County of Jefferson shall enter into a lease agreement and sublease agreement for a period of five years.

Now, Therefore, Be it Resolved that Jefferson County shall enter into a five year agreement for the term of September 1, 2024 to August 31 2029 to lease the space of 8940 sq. ft of office space at 1000 Coffeen Street upon the terms set forth in a lease agreement and a sublease agreement based on proportionate square footage occupied and direct expense incurred in connection with such occupancy, and be it further

Resolved, The initial rental rate for both the lease and sublease shall be set at \$20.00 per square foot, and be it further

Resolved, That the Chairman of the Board be and is hereby authorized and directed to execute the above referenced agreements on behalf of Jefferson County subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: Robert W. Cantwell, III

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 300**

Recognizing Youth Employment Program Award to the Department of Employment & Training and Amending the 2024 County Budget in Relation Thereto

By Legislator: Robert W. Cantwell, III

Whereas, The Office of Temporary and Disability Assistance has awarded \$511,728 under the Youth Employment Program (YEP) to the Jefferson County Department of Social Services and then redirected the funding to the Department of Employment & Training through the Jefferson-Lewis Workforce Development Board, and

Whereas, The YEP provides programmatic and financial instructions to youth ages 14 to 20 who are considered at-risk and unemployed facing poverty, dependence on public assistance programs and criminal justice involvement along with disabilities, with the goal of avoidance in violent crimes, and

Whereas, The intent of these programs are to support employment programs for youth at risk of gun violence as part of a statewide gun violence reduction intervention model.

Now, Therefore, Be it Resolved, that Jefferson County hereby accepts said grant award, and be it further

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

**Increase:**

Revenue

25634000 93954 State Aid SYEP (OTDA) \$45,235

Expenditure

25634000 04313	Travel	\$ 1,350
25634000 04612	Training Work Experience	1,000
25634000 046131	Staff Training	1,000
25634000 04624	Incidental Res/CInt/Inmte	1,200
25634000 08030	Social Security	1,530
25634000 08040	Workers Compensation	464

**Decrease:**

Fund Balance

25000000 30599 Appropriated Fund Balance \$19,691

Seconded by Legislator: Daniel R. McBride

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. 301**

Approving Jefferson County Administrative Policies and Procedures  
for Sexual Harassment

By Legislator: Daniel R. McBride

Whereas, Local Law No. 10 of 1986 provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, Title VII of the Civil Rights Act and The Civil Rights Act of 1991 requires local governments to provide a workplace that is free from sexual harassment, and

Whereas, On April 11, 2023 New York State released a revised sexual harassment prevention model policy, requiring employers to align with with new standards that include an expanded definition of sexual harassment, a new section on bystander intervention, and updated information on how employees may report to outside agencies, and

Whereas, Jefferson County has updated the Sexual Harassment policy adopted by the Board of Legislators on November 14, 2018 by Resolution 216 of 2018 to include the changes, and

Whereas, The Board of Legislators is committed to providing a work environment which is conducive to optimum performance and efficiency.

Now, Therefore, Be It Resolved, that the Administrative Policy Section 3.09 Human Resources: Sexual Harassment is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective November 12, 2024.

Seconded by Legislator: Robert W. Cantwell, III

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**ADMINISTRATIVE MEMORANDUM**  
**POLICIES AND PROCEDURES**

**County of Jefferson    Board of Legislators    Office of the County Administrator**

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**Section:**            HUMAN RESOURCES

**Issued:**

**Subsection:**      3.09 Sexual Harassment

**Revised:**

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**Introduction:**

Jefferson County is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All covered individuals are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Jefferson County's commitment to a discrimination-free work environment. Sexual harassment is against the law. All covered individuals have a legal right to a workplace free from sexual harassment and all covered individuals are urged to report sexual harassment by filing a complaint internally with Jefferson County. Covered individuals can also file a complaint with a government agency or in court under federal, state or local anti-discrimination laws.

**Policy:**

1.     Jefferson County's Policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant and all other persons providing services with Jefferson County. In the remainder of this document, the term "covered individuals" refers to those persons who are not direct employees of Jefferson County.
  
2.     Sexual harassment will not be tolerated. Any employee or covered individual who engages in sexual harassment or retaliation will be subject to action, including appropriate disciplinary action for employees.
  
3.     Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee or covered individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Jefferson County will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Jefferson County who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor or Department Head. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Jefferson County to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including Department Heads and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Jefferson County will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Jefferson County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including Department Heads and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. Jefferson County will provide all employees and covered individuals with a complaint form to report harassment and file complaints.
7. Department Heads and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of to:

Director of Human Resources  
Jefferson County Department of Human Resources  
175 Arsenal St.  
Watertown, NY 13601

8. This policy applies to all employees and covered individuals who must follow and uphold this policy. This policy must be provided to all employees and will be posted prominently in all work locations to the extent practicable and be provided to all employees upon hiring.

### **What Is "Sexual Harassment"?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression (perceived or actual), gender identity and the status of being transgender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify

exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Jefferson County's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which a covered individual finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "**quid pro quo**" harassment.

Any employee or covered individual who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

## **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body, or poking another individual's body;
  - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
  - Subtle or obvious pressure for unwelcome sexual activities; or
  - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
  - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
  - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
  - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
  - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, or name-calling;
  - Intentional misuse of an individual's preferred pronouns; or

- Creating different expectations for individuals based on their perceived identities:
  - Dress codes that place more emphasis on women's attire;
  - Leaving parents/caregivers out of meetings.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and all covered individuals as defined in this policy. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

### **Retaliation**

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity."

Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any government agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or Department Head of harassment;
- reported that another employee has been sexually harassed; or

- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** Jefferson County cannot prevent or remedy sexual harassment unless it knows about it. Any employee or covered individual who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, Department Head or Director of Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, Department Head or Director of Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all covered individuals are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Any covered individual who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All Department Heads and supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Director of Human Resources.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and Department Heads will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and Department Heads will also be subject to discipline for engaging in any retaliation.



## **Bystander Intervention**

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

## **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Jefferson County will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

Jefferson County recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

1. Upon receipt of complaint, Director of Human Resources or another individual designated by the County Administrator, will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the

2. "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
3. If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
4. Request and review all relevant documents, including all electronic communications.
5. Interview all parties involved, including any relevant witnesses;
6. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - b. A list of names of those interviewed, along with a detailed summary of their statements;
  - c. A timeline of events;
  - d. A summary of prior relevant incidents, reported or unreported; and
  - e. The basis for the decision and final resolution of the complaint, together with any corrective actions.
7. Keep the written documentation and associated documents in a secure and confidential location.
8. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written documentation.
9. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Jefferson County but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Jefferson County, employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

### **State Human Rights Law (HRL)**

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Jefferson County does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Go to [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

### **The United States Equal Employment Opportunity Commission:**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC

will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination". The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-869-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [infor@eeoc.gov](mailto:infor@eeoc.gov).

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

### **REFERENCE:**

Jefferson County Board of Legislators Resolution No. \_\_\_\_\_ of 2024

**FORMS:** Sexual Harassment Complaint Form

**ISSUED:** \_\_\_\_\_, 2024

Ryan M. Piche  
County Administrator

## Jefferson County

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for covered individuals to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Jefferson County Department of Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [www.ny.gov/programs/combating-sexual-harassment-workplace](http://www.ny.gov/programs/combating-sexual-harassment-workplace)**

### COMPLAINANT INFORMATION

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Select Preferred Communication Method:  Email  Phone  In person

### SUPERVISORY INFORMATION

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

## COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship to you:  Supervisor  Subordinate  Co-Worker  Other (please specify)

2. Please describe what happened and include as many details as possible. Please use additional sheet of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: \_\_\_\_\_

Is the sexual harassment continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

I certify that the information I have provided in this form is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made of the final determination (this may be done via email) and implement any corrective actions identified in the written documentation.

# Sexual Harassment Prevention Policy Notice



**Combating  
Sexual Harassment**

## **Sexual harassment is against the law.**

All employees have a legal right to a workplace free from sexual harassment, and Jefferson County is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, Jefferson County has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status. You are receiving this notice, as required by law, either at the time of hiring or during your annual sexual harassment prevention training.

**If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, Department Head or Director of Human Resources so we can take action.**

**Our complete policy may be found: [www.co.jefferson.ny.us/departments/humanresources](http://www.co.jefferson.ny.us/departments/humanresources)**

**Our Complaint Form may be found: [www.co.jefferson.ny.us/departments/humanresources](http://www.co.jefferson.ny.us/departments/humanresources)**

**If you have questions and to make a complaint, please contact:**

**Jefferson County Department of Human Resources  
175 Arsenal St.  
Watertown, NY 13601  
315-785-3147**

For more information and additional resources, please visit:

**[www.ny.gov/programs/combating-sexual-harassment-workplace](http://www.ny.gov/programs/combating-sexual-harassment-workplace)**



**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 302**

Commitment of Jefferson County Fund Balance Share of \$5,000,000 in Maintenance and Revitalization Capital Project Funds for Jefferson Community College

By Legislator: Philip N. Reed, Sr.

Whereas, The Jefferson Community College Master Plan outlines the need for significant long term capital investment in facilities and the College has requested funding assistance to finance the Plan, and

Whereas, As the local sponsor, Jefferson County has traditionally bonded for capital project needs for the College, which are matched dollar for dollar by the State of New York, and

Whereas, Through prudent financial planning, and the accumulation of fund balance, the County is positioned to provide the funds without the need to bond, therefore saving taxpayers potentially millions in interest, and

Whereas, Said funding is eligible to be matched by the State, resulting in a total of \$10,000,000 made available to the College for its projects, and

Whereas, This use of fund balance in conformance with the Fund Balance Policy and is part of the plan in maintaining an appropriate level of fund balance, while leveraging our position for the benefit of the taxpayers, and

Whereas, future requests for capital funding will be evaluated on as needed basis and funding sources determined by an assessment of economic outlook, County financial position, and interest rates.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby commits to providing up to \$5,000,000 for the purposes of maintenance and revitalization capital projects for Jefferson Community College.

Seconded by Legislator: John D. Peck

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 303**

Authorizing An Agreement Related to  
Electronic Bidding Software and Services

By Legislator: \_\_\_\_\_

Whereas, Jefferson County Purchasing Department is striving for new methods to increase staff productivity and mitigate staffing challenges, and

Whereas, Planet Bids is an electronic bidding service and software with automated systems that has demonstrated effectiveness to automate the competitive bidding process, streamline workflows, and increase overall responsiveness and productivity within the Purchasing Department, and

Whereas, Planet Bids has agreed to a six-month free trial, with no costs incurred by the County until February 2025, and a three percent annual increase thereafter, and

Whereas, The initial annual fee for utilizing Planet Bids services and software shall not exceed \$12,990, which is proposed in the Purchasing Department's 2025 budget.

Now, Therefore, Be it Resolved, That the Chairman of the Board is hereby authorized to execute, an agreement for electronic bidding services with Planet Bids, subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: \_\_\_\_\_

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 304**

Authorizing the Purchase of Electricity and Natural Gas at Variable Rates

By Legislator: John D. Peck

Whereas, Resolution No. 243 of 2024 authorized the Chairman of the Board to execute future energy agreements related to electricity and natural gas on fixed rates, and

Whereas, Jefferson County has traditionally purchased electricity and natural gas on fixed rates to reduce volatility and achieve known costs, and

Whereas, A request for proposals (RFP) as well as a detailed analysis of proposed fixed rates compared to variable rates were conducted and it was determined that, over periods of time, there is an opportunity to achieve significant savings for Jefferson County taxpayers by purchasing energy at variable rates, and

Whereas, This strategy can expose the County to risks associated with the volatile costs of energy in any given year or period of time, and

Whereas, However, due to the current budgeting strategy, and financial position of the County, the County can insulate itself against volatility while achieving long-term savings.

Now, Therefore, Be it Resolved, That the Chairman of the Board is hereby authorized and directed to execute, as necessary from time to time, agreements for electricity and natural gas supply with the vendor who offers the lowest rate to the County, including to select a variable rate agreement, under the terms and conditions set forth in the agreements submitted by such vendor, subject to the approval of the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board may execute future agreements for electricity or natural gas and related services, as set forth above, whenever necessary and appropriate.

Seconded by Legislator: Daniel R. McBride

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 305**

Authorizing Agreements with Internet Service Providers for the Purpose of Funding Broadband  
Development and Construction Projects in Relation to the American Rescue Plan Act

By Legislator: Philip N. Reed, Sr.

Whereas, By Resolution 111 of 2023, this Board of Legislators accepted American Rescue Plan Act (ARPA) funding to provide resources to respond to COVID-19 and address its economic fallout, and

Whereas, Resolution 111 of 2023 allocated \$1,000,000 for the purpose of expanding broadband service to County residents, and

Whereas, Jefferson County and the Development Authority of the North Country have been working hand-in-hand in assessing unserved areas of the County, and

Whereas, The assessment concluded that, at the conclusion of other ongoing projects, including ongoing ISP build outs, the National Telecommunications and Information Administration's (NTIA) Middle Mile Project, and the Northern Border Regional Commission (NBRC) Catalyst Program Project, approximately 185 passings of (or .35% of total passings) will remain unserved by broadband (excluding certain islands and unattainable passings which present additional challenges), and

Whereas, data from the assessment was utilized in a Request for Proposals to Internet Service Providers (ISPs) to bid on remaining unserved "Lots" throughout the County to be awarded on a "cost per passing" of available County ARPA funds, therefore leveraging dollars to get the most passings served as possible for the project for the best value to the County, and

Whereas, Upon conclusion of the RFP, the approximate additional passings proposed to be served total 152, and

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute agreements for the purpose of funding broadband development and construction projects with the following Internet Service Providers for the following not-to-exceed amounts, subject to approval of the County Attorney as to form and content:

- Castle Cable TV, Inc. - Lot 3, Alexandria, Town of: \$125,270;
- Adirondack Techs - Lot 9, Champion, Town of: \$203,423;
- Adirondack Techs - Lot 10, Champion, Town of: \$51,070;
- Castle Cable TV, Inc. - Lot 26, Theresa, Town of: \$174,245;
- Castle Cable TV, Inc. - Lot 27, Theresa, Town of: \$258,855;
- Castle Cable TV, Inc. - Lot 29, Theresa, Town of: \$54,198;
- Castle Cable TV, Inc. - Lot 33, Alexandria, Town of: \$141,505;

and be it further

Resolved, That in order to fully fund the aforementioned projects, the 2024 County Budget is hereby amended as follows:

**Increase:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$8,566
Transfers		
21104500 95031	Interfund Transfers from General Fund	\$8,566
01990100 09021	Transfer to ARPA Fund	8,566
Expenditure		
21104500 04978	Water, Sewer, Broadband	\$8,566

and be it further

Resolved, That the awarded ISPs shall refund to the County any remaining unexpended funds no later than December 31, 2026, and be it further

Resolved, That at any time as the Board of Legislators may request, the awarded ISPs shall report in writing to this body a detailed statement of work and transactions completed in such form as it may direct.

Seconded by Legislator:  Daniel R. McBride

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. 306**

Reappointing Member to the Regional Fish and Wildlife Management Board

By Legislator: Daniel R. McBride

Pursuant to Section 11-0501 of the Environmental Conservation Law, this Board hereby approves the following reappointment by the Chairman of the Board of Legislators to the Regional Fish and Wildlife Management Board:

<u>Name</u>	<u>Term to Expire</u>
Linda Sicley, Landowner Representative	12/31/26

Seconded by Legislator: Robert W. Cantwell, III

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 307**

Reappointing Member to Jefferson County Industrial Development Agency

By Legislator: Philip N. Reed, Sr.

Whereas, The 1972 Legislature of the State of New York created the Jefferson County Industrial Development Agency.

Now, Therefore, Be It Resolved, That, Pursuant to Article 18a of the General Municipal Law, the Jefferson County Board of Legislators hereby reappoints Paul J. Warneck for a term to expire December 31, 2028, as a member of the Jefferson County Industrial Development Agency.

Seconded by Legislator: John D. Peck

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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\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 308**

Reappointing Member to Jefferson County Industrial Development Agency

By Legislator: John D. Peck

Whereas, The 1972 Legislature of the State of New York created the Jefferson County Industrial Development Agency.

Now, Therefore, Be It Resolved, That, Pursuant to Article 18a of the General Municipal Law, the Jefferson County Board of Legislators hereby reappoints Lisa L'Huillier for a term to expire December 31, 2028, as a member of the Jefferson County Industrial Development Agency.

Seconded by Legislator: Daniel R. McBride

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 309**

Approving Reappointments to the Jefferson County Planning Board

By Legislator: Robert W. Cantwell, III

Resolved, That pursuant to Section 239-c of the General Municipal Law, the following individuals are hereby reappointed to the Jefferson County Planning Board for terms to expire December 31, 2027.

Donna Dutton  
Jean Waterbury  
Jon Storms

Seconded by Legislator: Philip N. Reed, Sr.

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 310**

Reappointing Members to Soil & Water Conservation District Board of Directors

By Legislator: Robert W. Cantwell, III

Resolved, Pursuant to Section 7 of the Soil & Water Conservation Districts Law, the following individuals are hereby reappointed to the Soil & Water Conservation District Board for terms to expire as noted:

<u>Name</u>	<u>Term to Expire</u>
Jason Bast, Farm Bureau	12/31/2027
Michael Kiechle, At-Large Farmer	12/31/2027
Richard Campany, Grange	12/31/2027
Daniel R. McBride, Legislator	12/31/2025
Christopher S. Boulio, Legislator	12/31/2025

Seconded by Legislator: Philip N. Reed, Sr.

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 311**

Approving Reappointment to the Thousand Islands Bridge Authority

By Legislator: Philip N. Reed, Sr.

Resolved, That, pursuant to Section 577 of the Public Authorities Law, the following appointment by the Chairman of this Board to the Thousand Islands Bridge Authority for the term indicated, be and is hereby approved:

<u>Name</u>	<u>Term Expiration</u>
ReAppointment Douglas Dier	12/31/2029

Seconded by Legislator: John D. Peck

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 312**

Amending the 2024 County Budget and Capital Plan in Relation to the Watertown International  
Airport Terminal Access Road

By Legislator: Philip N. Reed, Sr.

Whereas, By Resolution 159 of 2018, This Board of Legislators authorized an agreement with the Federal Aviation Administration (FAA) and New York State Department of Transportation (NYDOT), and McFarland Johnson for the design and bidding of the terminal access road, and

Whereas, By Resolution 186 of 2022, This Board of Legislators authorized an agreement with Marcy Construction in the amount of \$2,155,553, and lead agency status and determination of Non-Significance in accordance with State Environmental Quality Review (SEQR) for the access road, and

Whereas, It is necessary to authorize a change order with Marcy Construction in an amount up to \$280,000 for additional work related to the connection to New York State Route 12F and as required by the Highway Work Permit to be issued by the New York State Department of Transportation for the connection, and

Whereas, The County is anticipating an increase in Federal Aviation Administration (FAA) and NYSDOT funding in the amounts of up to \$252,000 and \$14,000, respectively.

Now, Therefore, Be It Resolved, That Jefferson County authorizes the change order with Marcy Construction for an amount up to \$280,000, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute said change order on behalf of the County, including any subsequent change orders as recommended by the Airport Director and County Administrator not to exceed the funding available, subject to approval 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	\$252,000
20900600 93589	Airport State Aid – DOT	14,000

Expenditure

20561000 02080	Airport Access Roads	\$280,000
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**Decrease:**

20698900 02064	Property Improvements	\$ 14,000
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And be it further

Resolved, That the six year capital plan is amended accordingly.

Seconded by Legislator: John D. Peck

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 313**

Authorizing Agreement in Relation to Construction of the Watertown International Airport Terminal and Gateway Redevelopment Project Passenger Boarding Bridge Construction

By Legislator: Philip N. Reed, Sr.

Whereas By Resolution 351 of 2022, Resolution 263 of 2023, and Resolution 179 of 2024, the Board of Legislators authorized agreements with the New York State Department of Transportation and Federal Aviation Administration for grants related to terminal reconstruction and expansion, with McFarland-Johnson Inc for design and construction observation services, with Bette & Cring LLC for general construction services, with Hyde-Stone Mechanical Contractors, Inc. for plumbing construction and mechanical construction, with S&L Electric, Inc. for electrical construction, and with Equip-Co Unlimited of NY, LLC for geothermal field construction, as well as determined that the project was an Unlisted Action with no significant impact under the State Environmental Quality Review Act (SEQR), and

Whereas, No bids were previously received for the contract for passenger board bridge construction when requested in June of 2024, and

Whereas, McFarland Johnson has coordinated a re-bidding process and has evaluated bid responses, and

Whereas, A contract is recommended to be awarded to VRH Construction Corp. in the amount of \$1,578,406 for passenger boarding bridge construction, and

Whereas, Funds will be available in the Airport Terminal Capital account (20561000 02088).

Now, Therefore Be It Resolved, That Jefferson County enter into an agreement with VRH Construction Corp. in the amount of \$1,578,406, for the construction of the Passenger Boarding Bridge, and be it further

Resolved, That the Chairman of the Board of Legislators, be and is hereby authorized and directed to execute said agreement on behalf of the County, including any changes 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 and be it further

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

Seconded by Legislator: Robert W. Cantwell, III

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 314**

Amending the 2024 County Budget and Capital Plan for Repairs to The Workplace Building

By Legislator: Robert D. Ferris

Whereas, Resolution No. 223 of 2024 authorized the purchase of The Workplace Building, located at 1000 Coffeen Street, and

Whereas, The elevator located in the building is in need of repair to restore it to working order, and

Whereas, The Building requires additional maintenance, access, and control work to bring in conformance with County building systems.

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

**Increase**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$70,000
Transfers		
01995000 09006	Transfer to Capital Projects Fund	\$70,000
20900600 95031	Transfer from General Fund	\$70,000
Expenditure		
20162000 02006	Employment & Training Building	\$70,000

and be it further

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

Seconded by Legislator: Corey Y. Grant

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. 315**

Authorizing an Agreement with New York State Division of Criminal Justice Services for GIVE Grant Award to the District Attorney's Office

By Legislator: Philip N. Reed, Sr.

Whereas, The Jefferson County District Attorney's Office has been awarded an New York State Division of Criminal Justice Services Gun Involved Violence Elimination (GIVE) Grant in the amount of \$112,740 for the period of July 1, 2024 through June 30, 2025, 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 contracted GIVE coordination and analysis.

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.

Seconded by Legislator: Daniel R. McBride

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 316**

Amending the 2024 County Budget in Relation to Overtime in Dispatch

By Legislator: Robert D. Ferris

Whereas, Overtime costs related to Dispatch are higher than anticipated due to shift coverages caused by vacancies, and

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

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

**Increase**

Expenditure

01311200 01300	Overtime	\$125,000
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**Decrease**

Expenditure

01311200 01100	Personal Services	\$125,000
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Seconded by Legislator: Daniel R. McBride

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 317**

Increasing Tipping and Recycling Pickup Fees for Solid Waste and Recycling

By Legislator: Steel E. Potter

Whereas, By Resolution 370 of 2022, this Board of Legislators increased the tipping fee for municipal and residential solid waste at the County's solid waste transfer station, and

Whereas, The current fees of \$30 per ton for municipal solid waste, \$80 per ton for residential, and the \$75 pick-up fee for municipal recyclables do not cover the costs of the transfer service, and

Whereas, The Solid Waste & Recycling Fund is an Enterprise Fund and as such, must be self-sustaining, and

Whereas, It is the desire of the County to more accurately capture the costs of Solid Waste and Recycling and the proposed 2025 County Budget assumes fee increases of \$3 per ton to support the Fund in addition to the tipping fee in effect at the Development Authority of the North Country's (DANC) Solid Waste Management Facility.

Now, Therefore, Be It Resolved, That effective January 1, 2025, the fee for municipal solid waste received at the County solid waste transfer station from Commercial Waste Permit holders will be \$33 per ton, in addition to the tipping fee in effect at the DANC Solid Waste Management Facility, and be it further

Resolved, That effective January 1, 2025, the transfer fee for residential solid waste will be \$83 per ton, in addition to the tipping fee in effect at the DANC Solid Waste Management Facility, and be it further

Resolved, That effective January 1, 2025, the municipal recyclable pick-up fee will be \$100 per pick-up.

Seconded by Legislator: Corey Y. Grant

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. 318**

Amending the 2024 County Budget in Relation to  
the HOME Investment Partnership Grant Program

By Legislator: Philip N. Reed, Sr.

Whereas, By Resolution No. 88 of 2024, Jefferson County, acting as lead County on behalf of the North Country HOME Consortium, was authorized to submit applications to the U.S. Department of Housing and Urban Development (HUD) for HOME Investment Partnership Program Grants for Fiscal Years 2024, 2025, and 2026 to assist in providing affordable housing resources within the Consortium area, and

Whereas, Jefferson County, as Lead County of the Consortium, has been awarded a 2024 HOME Grant in the amount of \$752,115.30 for the purpose outlined above.

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

**Increase:**

Revenue		
30866800 94995	Fed Aid HOME Program	\$752,115.30
Expenditure		
30898900 04001	HOME Program	\$752,115.30

Seconded by Legislator: Daniel R. McBride

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. 319**

Authorizing an Agreement with the Community Action  
Planning Council (CAPC) to Promote Fair and Equal Housing

By Legislator: Steel E. Potter

Whereas, Jefferson County is the grant recipient of U.S. Department of Housing and Urban Development funding from the Community Development Block Grant and HOME Programs, and said funds are committed to housing assistance programs for income eligible County residents, and

Whereas, To ensure compliance with funding requirements the County is obligated to promote and further fair and equal housing opportunities for residents of Jefferson County consistent with federal regulations, and

Whereas, The County has annually entered into a contract for the provision of fair housing services including acting as the County's fair housing office for public education, information and referral, and complaint assistance, and

Whereas, Funds for a fair housing contract are appropriated in the 2024 County Budget.

Now, Therefore, Be It Resolved, That the Chair of the Board of Legislators is hereby authorized to enter into an agreement with the Community Action Planning Council (CAPC) in the amount of \$9,000.00 for promoting and furthering fair and equal housing opportunities in the County for the period October 1, 2024 through September 30, 2025, subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: Robert D. Ferris

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 320**

Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2024 Inclusion of Viable Agricultural Land to Existing Agricultural Districts, and Making a Determination of Non-Significance.

By Legislator: Daniel R. McBride

Whereas, New York State Agriculture and Markets Law Article 25AA, Section 303-b requires Counties to establish an annual thirty day period within which to accept requests by landowners to have viable agricultural land included in a certified Agricultural District, and

Whereas, The Jefferson County Board of Legislators passed Resolution No. 98 of 2004, Establishing an Annual Thirty Day Period from June 1 to June 30 for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, In accordance with Section 303-b of Article 25AA of the New York State Agriculture and Markets Law, the requests for inclusion during the 2024 request period were referred to the Agriculture and Farmland Protection Board for review and recommendation, and

Whereas, The inclusion of viable agricultural land within an existing Agricultural District before the District's established review period is an action subject to environmental review in accordance with Article 8 of the New York State Environmental Conservation Law, State Environmental Quality Review (SEQR) Act, and

Whereas, An Environmental Assessment Form (EAF) 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 SEQR 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/Determination of Significance and forward same to all involved agencies.

Seconded by Legislator: Philip N. Reed, Sr.

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. 321**

2024 Inclusion of Viable Agricultural Land in Certified Agricultural Districts Before the Districts'  
Established Review Periods

By Legislator: Robert D. Ferris

Whereas, New York State Agriculture and Markets Law Article 25AA, Section 303-b requires Counties to establish an annual thirty day period within which to accept requests by landowners to have viable agricultural land included in a certified Agricultural District, and

Whereas, The Jefferson County Board of Legislators passed Resolution No. 98 of 2004, Establishing an Annual Thirty Day Period from June 1 to June 30 for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, In accordance with Section 303-b of Article 25AA of the New York State Agriculture and Markets Law, the 2024 requests for inclusion were referred to the Agriculture and Farmland Protection Board for review and recommendation, and

Whereas, The recommendation of the Agriculture and Farmland Protection Board has been submitted to this Board, and

Whereas, A public hearing was held on October 1, 2024 to receive public comments, and

Whereas, The Jefferson County Board of Legislators has reviewed the requests for inclusion, the recommendation of the Jefferson County Agricultural and Farmland Protection Board, and the Public Hearing record concerning the inclusion of viable agricultural land in certified agricultural districts before the districts' established review periods.

Now, Therefore, Be It Resolved, That, pursuant to Agriculture and Markets Law Article 25 AA, Section 303-b, the Jefferson County Board of Legislators does hereby approve the inclusion of 6 parcels consisting of 193.50 acres to existing Agricultural Districts.

Seconded by Legislator: Steel E. Potter

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. 322**

Amending the 2024 County Budget in Relation to Overtime in the Sheriff's Office

By Legislator: Steel E. Potter

Whereas, Overtime within both the Criminal (01311000) and Correctional Division (01315000) are higher than anticipated due to shift coverage related to staffing vacancies, and

Whereas, Funding is available due to vacancies which have resulted in under expended salary.

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

**Increase**

Expenditure			
01311000 01300	Overtime		\$ 75,000
01315000 01300	Overtime		200,000

**Decrease**

Expenditure			
01311000 01100	Personal Services		\$ 75,000
01315000 01100	Personal Services		200,000

Seconded by Legislator: Corey Y. Grant

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 323**

Amending the 2024 County Budget in Relation to FY 2024-2025 Law Enforcement Technology  
(LETECH) Program

By Legislator: Steel E. Potter

Whereas, By Resolution No. 205 of 2024 Jefferson County accepted a New York State Division of Criminal Justice Services (DCJS) Law Enforcement Technology (LETECH) Program grant for the Jefferson County Sheriff's Office for FY 2024-2025 in the amount of \$70,000, and

Whereas, The grant is provided to Jefferson County to assist in the acquisition of law enforcement technology and equipment, and was anticipated to be used for a Live Scan machine, including installation, software, and maintenance as well as laptops for the department, and

Whereas, Since the adoption of Resolution No. 205 of 2024, the Sheriff's Office has vetted software components that will allow for efficiencies and information sharing related to fingerprinting, and

Whereas, The 2024 County Budget would require amendment to reallocate a portion of the funding for the software purchases and maintenance of the current fingerprinting system.

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

**Increase:**

Expenditures		
01311000 04114	Maint/Repair	\$ 5,039.83
01311000 04119	Computer Software	26,217.17

**Decrease:**

Expenditures		
01311000 02100	Equipment	\$ 17,000.00
01311000 04111	Trackable Durable Expendables	14,257.00

Seconded by Legislator: Daniel R. McBride

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 324**

Approving the 2025 Stop DWI Plan

By Legislator: Steel E. Potter

Whereas, This Board is in receipt of the Stop DWI Budget for County Fiscal Year 2025.

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 2025 be and is hereby adopted as the Jefferson County Stop DWI Plan for 2025, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Certification Page of the 2025 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 2025 Jefferson County Budget is hereby authorized.

Seconded by Legislator: Corey Y. Grant

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 325**

Authorizing an Agreement with the NYS Unified Court System  
for Cleaning and Maintenance of Court Facilities

By Legislator: Philip N. Reed, Sr.

Whereas, Counties are required by law to furnish and maintain adequate court facilities for use by State Courts, and

Whereas, Pursuant to Chapter 686 of the Laws of 1996, New York State is designated with fiscal responsibility for managing interior cleaning and minor repairs within court facilities, and required to contract with counties for such maintenance, and

Whereas, Pursuant to Resolution 248 of 2023, Jefferson County entered into an agreement with the NYS Unified Court System for the provision of cleaning and maintenance services to the local courts for the period April 1, 2023 through March 31, 2028 in consideration of reimbursement by the NYS Unified Court System to the County for actual costs for cleaning and maintenance, and

Whereas, The maximum compensation for the 2024-2025 period shall be \$311,904.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the NYS Unified Court System for the provision of cleaning and maintenance services to the local courts for the period April 1, 2024 through March 31, 2025 in consideration of reimbursement by the NYS Unified Court System to the County for actual costs for cleaning and maintenance in the amount of \$311,904, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute such agreement on behalf of Jefferson County as well as future annual renewal agreements within the term of the existing contract period of April 1, 2023 through March 31, 2028, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: Robert D. Ferris

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 326**

Establishing a Specialist, Services for the Aging Position and Amending the 2024 County Budget in Relation to Alzheimer’s Disease and Related Disorders Association Inc. Grant

By Legislator: Tina M. Bartlett-Bearup

Whereas, By Resolution 259 of 2024 Jefferson County accepted a grant and authorized an agreement with the Alzheimer’s Disease and Related Disorders Association Inc in the amount of \$200,000 to establish or expand Respite Social Adult Day Programs in the community during the period of August 1, 2024 to July 30, 2025, and

Whereas, The Director of OFA has recommended the funding be used to create one new part time position to address the need to develop respite and community adult day services in Jefferson County.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said funding, and the part time position of Specialist, Services for the Aging be created in the Office for the Aging (6772-019), and be it further

Resolved, That the position is proposed in the 2025 Tentative Budget, and that if and when the funding for the position is exhausted, the position will be abolished, and be it further

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

**Increase:**

Revenues		
01677200 091972	Charges – Programs for the Aging	\$133,334
Expenditures		
01677200 01100	Personal Services	\$ 25,076
01677200 01110	Temporary	14,976
01677200 04111	Trackable Items	2,200
01677200 04113	Computer Equipment	17,100
01677200 04313	Travel	9,903
01677200 04512	Food Supplies	15,600
01677200 04585	Operating Supplies	15,471
01677200 04605	Day Care/Respite	22,900
01677200 08010	State Retirement	6,148
01677200 08030	Social Security	3,038
01677200 08040	Workers Compensation	922

Seconded by Legislator: Robert W. Cantwell, III

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 327**

Reappointing Members to the Community Services Board

By Legislator: John D. Peck

Resolved, That pursuant to Section 41.11 of the Mental Hygiene Law the following individuals are hereby appointed as members of the Jefferson County Community Services Board and/or to the designated sub-committee thereof for terms to expire as indicated below:

<u>Member</u>	<u>Sub-Committee</u>	<u>Term to Expire</u>
<b>Community Services Board and Sub Committee</b>		
Christina O'Neil	Mental Health	12/31/2024
Jennifer Lachenauer	Mental Health	12/31/2024
Aileen Martin	Mental Health	12/31/2025
Maureen Cean	Alcohol & Substance Abuse	12/31/2025
Joey Marie Horton	Alcohol & Substance Abuse	12/31/2025
Jennifer Draper	PW/DD	12/31/2026
Pat Fontana, Jr.	Alcohol & Substance Abuse	12/31/2027
<b>Community Services Board Only</b>		
Karen Marcum		12/31/2026
<b>Sub Committee Only</b>		
Mike Lively	PW/DD	12/31/2026
Tina Cummings	PW/DD	12/31/2026
Susan Lara-Gonzalez	Mental Health	12/31/2027
Brooke Roes	Mental Health	12/31/2027
Kelly Wright	Alcohol & Substance Abuse	12/31/2027

Seconded by Legislator: Tina M. Bartlett-Bearup

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. 328**

Authorizing An Agreement for the Provision of Services Relative to Opioid Settlement Funds Regional Abatement and Amending the 2024 County Budget in Relation Thereto

By Legislator: John D. Peck

Whereas, The New York State Office of Addiction Services and Supports (OASAS) has informed Jefferson County Community Services that it is providing the Local Government Unit for Jefferson County with Opioid Settlement Regional Abatement dollars in the amount of \$565,936 to procure services at its discretion based on the allowable use of funds per settlement and statute, and

Whereas, A majority of the funding will be allocated to an RFP process to procure services based on the allowable use of funds per settlement and statute, and

Whereas, The Alliance for Better Communities is experiencing a temporary funding gap due to the sunseting of the Drug Free Communities Grant, and

Whereas, The Director of Community Services has requested that \$50,000 of the settlement funds be allocated to PIVOT to ensure that the Alliance for Better Communities can continue its important work into the next funding cycle for the period of January 1, 2025 through December 31, 2025.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said funds and authorizes the Chairman of the Board of Legislators to execute an agreement with the above provider for services as outlined, subject to the approval 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		
01431000 093486	State Aid- OASAS Opioid Settlement Funds	\$50,000
Expenditure		
01432000 04703	PIVOT	\$50,000

Seconded by Legislator: Christopher S. Boulio

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. 329**

Amending the 2024 County Budget to Allocate Additional State Aid  
for Community Services Mental Health Programs

By Legislator: John D. Peck

Whereas, The New York State Office of Mental Health (OMH) has approved additional State Aid to increase the bed stipend for Supported Housing, as well as a minimum wage increase for selected OMH programs, and

Whereas, The 2024 County Budget needs to be amended to reflect the additional funds.

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

**Increase:**

Revenue		
01431000 93490	State Aid - Mental Health	\$ 45,448

Expenditure:		
01432000 04708	NRCIL FSS RIV	\$ 1,424
01432000 04714	THRIVE-NCTLS Reinvestment	41,415
01432000 04718	JRC Employment	168
01432000 04721	Mental Health Assn.	2,417
01432000 04732	Children's Home of Jeff. Co.	24

Seconded by Legislator: Robert W. Cantwell, III

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. 330**

Reappointing Member to Jefferson County Public Health Service  
Health Services Advisory Board

By Legislator: Christopher S. Boulio

Resolved, That the following individual be and is hereby reappointed as a member of the  
Jefferson County Health Services Advisory Board for a term to expire as indicated below:

<u>Members</u>	<u>Term to Expire</u>
<u>Re-Appointments:</u> Stephen J. Todd	12/31/2027

Seconded by Legislator: Robert W. Cantwell, III

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 331**

Reappointing Members to Jefferson County Public Health Service  
Professional Advisory Committee

By Legislator: Robert W Cantwell, III

Resolved, That the following individuals be and are hereby reappointed as members of the Professional Advisory Committee for terms to expire as indicated below:

<u>Members</u>	<u>Term to Expire</u>
<u>Re-Appointments:</u>	
Louise J. Haraczka	12/31/2028
Diana K. Woodhouse	12/31/2028

Seconded by Legislator: Tina M. Bartlett-Bearup

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 332**

Reappointing Members to the Emergency Medical Services (EMS) Advisory Board

By Legislator: John D. Peck

Resolved, That the following individuals be and are hereby reappointed as members of the Emergency Medical Services (EMS) Advisory Board for terms to expire as indicated below:

<u>Members</u>	<u>Term to Expire</u>
<u>Re-Appointments:</u>	
Timothy Farrell	12/31/2026
Maurice Mitchell	12/31/2026
Bruce Wright	12/31/2026
Niel Rivenburgh	12/31/2026

Seconded by Legislator: Robert W. Cantwell, III

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 333**

Authorizing An Agreement with NMS Labs for Toxicology Testing Services

By Legislator: Tina M. Bartlett-Bearup

Whereas, The Jefferson County Public Health Service have established contracts for the provision of forensic toxicology laboratory testing services for toxicology blood, urine and organ analyses to the Jefferson County Medical Examiner Program, and

Whereas, By Resolution No. 329 of 2022, this Board of Legislators most recently authorized an agreement with NMS Labs.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the NMS Labs (National Medical Services) to provide the following toxicology services for the period of January 1, 2025 through December 31, 2025:

- Toxicology Blood - \$308 per test and
- Toxicology Urine, Tissue, Vitreous, Bile Fluid or Gastric Contents per fee schedule in effect as of date of Agreement

and be it further

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

Seconded by Legislator: John D. Peck

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 334**

Authorizing An Agreement with Community Action Planning Council of Jefferson County, Inc.  
for the Provision of Nutritional Services by the Public Health Service

By Legislator: John D. Peck

Whereas, The Community Action Planning Council (CAPC) of Jefferson County, Inc. is required to have a Registered Dietitian assess the nutritional status and special needs of children, perform menu-planning, and review menus and final comments from the Nutrition Self-Assessment process every May, and

Whereas, By Resolution 326 of 2022, this Board of Legislators most recently authorized an agreement with CAPC for the period of January 1, 2023 through December 31, 2024.

Now, Therefore, Be it Resolved, That Jefferson County enter into an agreement with CAPC of Jefferson County, Inc. for nutritional services to be provided by Jefferson County Public Health Service's Registered Dietitian in the amount of \$60.00 per direct service hour for the period January 1, 2025, through December 31, 2026, and be it further

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

Seconded by Legislator: Christopher S. Boulio

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 335**

Amending the 2024 County Budget Relative to Public Health Department Accounts in Relation to Medical Examiner Fees

By Legislator: Robert W. Cantwell, III

Whereas, The Public Health Medical Examiner Medical Fees account is projected to be overspent due to a vacancy in the Medical Examiner position, resulting in the transport of autopsies out of County to contracted vendors.

Now, Therefore, Be it Resolved, that the 2024 County Budget is hereby amended as follows:

**Increase:**

01118500 04413      Medical Fees                      \$100,000

**Decrease:**

01118500 01100      Personal Services                      \$100,000

Seconded by Legislator: Tina M. Bartlett-Bearup

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 336**

Authorizing Agreements in Connection with New York State Department of Health  
Lead Rental Registry

By Legislator: Tina M. Bartlett-Bearup

Whereas, The New York State Department of Health (NYSDOH) has identified the zip code of 13601 as a community of concern due to the number of dwellings comprising two (2) or more units built before 1980, and the number of children that test positive for elevated lead levels, and

Whereas, NYSDOH has funded an award of \$554,200 a year for the Lead Rental Registry (LRR) program through the Jefferson County Public Health Service for the period of April 1, 2024 through March 31, 2029, and

Whereas, The goal of the LRR is to identify and remediate lead hazards in rental housing before children are harmed by lead poisoning.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said grant and authorizes an agreement with the NYSDOH to access said funding, and be it further,

Resolved, That the renewal agreements established for the period April 1, 2024, through March 31, 2029, may be accepted if NYSDOH funding is maintained, and be it further,

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed 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: Christopher S. Boulio

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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

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 337**

Authorizing Acceptance of JUUL Labs Settlement Funds  
Designated for Jefferson County

By Legislator: Robert W. Cantwell, III

Whereas, Jefferson County has been designated to receive \$531,347.19 in funding through the New York State Attorney General from the JUUL Labs Settlement for deceptive and misleading marketing that targeted young people, and

Whereas, This funding must be spent on the approved uses as provided by the New York State Attorney General's Office, including public education campaigns to prevent e-cigarette use among young people; community, schools, and college anti-vaping programs; vaping cessation services in communities, schools, and colleges to help quit; enforcement of vaping laws and regulations; and public health research into e-cigarette use among young people and the effectiveness of anti-vaping programs, and

Whereas, The Public Health Department will work with community partners to implement a plan that achieves the approved uses.

Now, Therefore, Be It Resolved, That the Board of Legislators authorizes acceptance of the funding, and be it further,

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute any required agreement on behalf of Jefferson County, subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: Tina M. Bartlett-Bearup

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 338**

Accepting New York State Shelter Arrears Eviction Forestallment (SAEF) Program Allocation Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2024 County Budget in Relation Thereto

By Legislator: John D. Peck

Whereas, the Jefferson County Department of Social Services (JCDSS) has received notification from the NYS Office of Temporary and Disability Assistance that JCDSS has been allocated \$94,170 under the New York State Shelter Arrears Eviction Forestallment (SAEF) Program to provide shelter arrears assistance to eligible household for the retainment of permanent housing and,

Whereas, the New York State SAEF program period for expenditures is October 1, 2024 through September 30, 2025.

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

**Increase:**

Revenue		
01607000 93676	State Aide-SAEF Grant	\$94,170

Expenditures		
01631000 04606	SAEF Grant	\$84,753

**Decrease:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 9,417

Seconded by Legislator: Tina M. Bartlett-Bearup

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 339**

Accepting New York State Family-Centered Case Management Services Program Allocation Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2024 County Budget in Relation Thereto

By Legislator: Tina M. Bartlett-Bearup

Whereas, The Jefferson County Department of Social Services (JCDSS) has received notification from the NYS Office of Temporary and Disability Assistance that JCDSS has been allocated \$165,385 under the New York State Family-Centered Case Management Services Program to engage at-risk families in collaborative case planning connecting them to appropriate services based on individual needs and barriers, and

Whereas, The New York State Family-Centered Case Management Services Program requires the hiring of additional staff to support the needs of families whose circumstances require a more intensive level of case management and specialized services to achieve financial stability and well-being, and

Whereas, JCDSS plans to hire a Caseworker (Grade 18) in a position repurposed to meet the need, and

Whereas, The New York State Family-Centered Case Management Services program period for expenditures is July 1, 2024 through June 30, 2025.

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

**Increase:**

Revenue

01601000 94610	Fed Aide-Social Service Admin	\$165,385
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Expenditures

01601000 04102	Office Furnishings	6,000
01601000 04110	Office Expense	1,500
01601000 04111	Trackable Durable	500
01601000 04115	Telephone	3,000
01601000 04116	Postage	2,500
01601000 04117	Printing	2,500
01601000 04118	Computer Hardware	2,700
01601000 04119	Computer Software	5,000
01601000 04313	Travel	7,000
01601000 04613	Training	5,680
01601000 04414	Supportive Services	15,000





**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 340**

Accepting Solutions to End Homelessness Program Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2024 County Budget in Relation Thereto

By Legislator: John D. Peck

Whereas, The Jefferson County Department of Social Services (JCDSS) has received notification from the NYS Office of Temporary and Disability Assistance that JCDSS has been allocated \$300,000 per year under the Solutions to End Homelessness Program (STEHP) to provide rental and financial assistance, as well as street outreach, to individuals at risk of, or experiencing homelessness, and

Whereas, The Solutions to End Homelessness Program (STEHP) funding has been approved for a period of three (3) years, with the current program period for expenditures running October 1, 2024 through September 30, 2025.

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

**Increase:**

Revenue		
01607000 94677	Fed Aid HUD Prevent Homelessness	\$300,000
Expenditures		
01601000 04112	Membership	\$ 5,000
01601000 04313	Travel	1,000
01601000 04416	Professional Fees	60,959
01601000 08020	Health Benefits	15,150
01631000 04627	HUD Prevent Homelessness	157,291

**Decrease:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 60,600

Seconded by Legislator: Christopher S. Boulio

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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\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 341**

Accepting United States Department of Agriculture (USDA) Food and Nutrition Service Funding and Amending the 2024 County Budget in Relation Thereto

By Legislator: Tina M. Bartlett-Bearup

Whereas, The Jefferson County Department of Social Services (JCDSS) has received notification from the USDA Food and Nutrition Service that JCDSS has been allocated \$140,491 under the Supplemental Nutrition Assistance Program (SNAP) Process and Technology Improvement Grants to streamline SNAP benefit application inquiries using Artificial Intelligence (A.I.), and

Whereas, The USDA Food and Nutrition Service funding has been approved for a period of three (3) years, with the program period for expenditures running September 20, 2024 through September 30, 2027.

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

**Increase:**

Revenue		
01601000 94610	Fed Aid Social Service Admin	\$140,491
Expenditures		
01601000 04110	Office Expense	\$ 143
01601000 04111	Trackable Durable	36,394
01601000 04114	Maintenance/Repair	23,000
01601000 04118	Computer Hardware	30,954
01601000 04119	Computer Software	50,000

Seconded by Legislator: Christopher S. Boulio

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 342**

Accepting New York State Code Blue Allocations from the Office of Temporary and Disability Assistance and Amending the 2024 County Budget in Relation Thereto

By Legislator John D. Peck

Whereas, The Jefferson County Department of Social Services (JCDSS) has received notification from the New York State Office of Temporary and Disability Assistance that JCDSS has been allocated \$414,311 for district costs related to implementing emergency measures for the homeless during inclement winter weather (Code Blue), and

Whereas, The Code Blue program period for expenditures is October 1, 2024 through June 30, 2025.

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

**Increase:**

Revenue		
01607000 93640	Safety Net	\$414,311

Expenditure		
01614000 04600	Safety Net Assistance	\$414,311

Seconded by Legislator: Robert W. Cantwell, III

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. 343**

Amending Schedule for Rates of Reimbursement to  
Funeral Homes and Services for Indigent Burials

By Legislator: Robert W. Cantwell, III

Whereas, By Resolution 342 of 2023, the Board of Legislators authorized and affirmed a revised schedule of compensation for reimbursement to Jefferson County funeral homes and services for performing indigent burial services pursuant to Social Services Law §141, and

Whereas, By Resolution 76 of 2024, the Board of Legislators supplemented and clarified the schedule, and

Whereas, The Schedule needs to be amended to include anatomical donations at the same cost as cremation.

Now, Therefore, Be it Resolved, That the attached schedule constitutes the terms and conditions of reimbursement for indigent burials pursuant to Social Services Law §141, and be it further

Resolved, That this resolution shall be effective January 1, 2025.

Seconded by Legislator: Tina M. Bartlett-Bearup

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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JEFFERSON COUNTY DEPARTMENT OF SOCIAL SERVICES  
INDIGENT BURIAL RATES  
(Effective 1/1/2024)

1. Professional Services:    General: \$2,400.00  
   Stillborn Burial: \$550.00  
   **Anatomical Donation: \$2,400.00**

Services including the removal of remains, arrangements, embalming, personnel costs, preparation and filing of death certificate, and the provision of a cremation container (if applicable).

Definitions:

Arrangements: Basic arrangements including the funeral director, other staff, equipment and facilities to respond to the initial request for services, the arrangement conference, securing of necessary authorizations and coordination of service plans with parties involved in the final disposition of the deceased.

Embalming: Includes the use of the preparation room with services to include topical disinfection custodial care, dressing/casketing, cosmetology, and restoration.

2. Deliverables:

- a) The cost of a basic minimum casket shall be paid by the County at the invoice cost to the funeral home or service.
- b) A basic minimum grave vault or liner shall be provided and paid by the County at the invoice cost to the funeral home or service.
- c) Cemetery equipment and delivery and placement of a vault or liner shall be paid by the County at the actual cost to funeral home or service.

3. Miscellaneous Items:

- a) Mileage for transportation of remains shall be billed at \$1.85 per loaded mile.
- b) Oversized casket, if required, shall be paid at the invoice cost to the funeral home or service. Prior authorization of the Commissioner of Social Services is required.

- c) Cemetery fees, including the cost of the grave plot and any opening or closing fees of the Cemetery shall be a direct cost billed and paid by the Commissioner of Social Services. Said fees shall not exceed \$633.00 for interment of adult direct burial, adult cremation burial, and stillborn burial.
- d) Cost of a winter vault, not to exceed \$100, shall be a direct cost billed to the Commissioner of Social Services.
- e) Crematory Fees shall be a direct charge billed to and paid by the Commissioner of Social Services.
- f) **Anatomical Donation same as cremation.**

- 4. The total cost of services and items identified above shall constitute the maximum obligation of the County to reimburse the costs of an indigent burial.
- 5. The fees for professional services shall be subject to a 2% annual increase to be effective on the first day of January for each calendar year.
- 6. Supplementation:

A funeral home or service may go above and beyond at the request of next of kin at their own discretion. Any services other than a direct burial or cremation would fall under the category of supplementation (e.g. calling hours, funeral or memorial service, grave side services, flowers, obituary cost, etc.). Such supplementation is the financial liability of the parties making the arrangements and the funeral home or service. Payment for those services should come directly from your general price list (GPL) or a lesser amount for the individual items selected or negotiated.

Patient Incidental Accounts (PIA) are not to be used as supplementation.

- 7. Next of Kin Liability:

Social Services Law §101, Liability of Relatives to Support: Except as otherwise provided by law, the spouse or parent of a recipient of public assistance or care of a person liable to become in need thereof shall, if of sufficient ability, be responsible for the support of such person, provided that a parent shall be responsible only for the support of a child under the age of twenty-one years. Stepparents shall in like manner be responsible for the support of stepchildren under the age of twenty-one years. Nothing herein shall impose any liability upon a person to support the adopted child of his or her spouse if such child was adopted after and the adopting spouse is living separate and apart from the non-adopting spouse pursuant to a legally recognizable separation agreement or decree under domestic relations law. Such liability shall not be imposed for so long as the spouses remain separate and apart after the adoption.

8. Funeral Trust:

Deceased individuals who have pre-arranged under a funeral or final needs trust for the expense of arrangements and interment: Trust funds must be utilized in the first instance for final arrangements and burial.

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. 344**

Appointing Member to Community Action Planning Council

By Legislator: Christopher S. Boulio

Resolved, That, pursuant to the by-laws of the Community Action Planning Council of Jefferson County, the following individual is hereby appointed to the Board of Directors of said Council for a term to expire December 31, 2025.

Tina M. Bartlett-Bearup

Seconded by Legislator: Tina M. Bartlett-Bearup

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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

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