

**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

September 12, 2024

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

DMS

Please let this correspondence serve as notification that the General Services Committee will meet on **Tuesday, September 17, 2024 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Amending the 2024 County Budget in Relation to Fuel Truck Repairs at the Watertown International Airport
2. Authorizing Agreements in Relation to Watertown International Airport Runway 10-28 Rehabilitation Construction
3. Amending the 2024 County Budget in Relation to Buildings Department Accounts
4. Amending the 2024 County Budget to Recognize Insurance Recovery Funds and Allocating Same in Code Enforcement Department Budget
5. Authorizing Agreement with Rochester Institution of Technology in Relation to Gun Involved Violence Elimination Grant Award
6. Authorizing Intergovernmental Agreement with the Town of Watertown to Exchange Ownership and Jurisdiction of County Road 67 and Culvert T025 and a Portion of Old Rome Road and Culvert T002 with said town and Amending the County Highway Map in Relation Thereto
7. Authorizing the Implementation and Funding in the First Instance 100% of the Federal-aid and State "Marchiselli" Program-aid Eligible Costs of a Transportation Federal-aid Project and Appropriating Funds Therefore and Amending the 2024 County Budget and Capital Plan in Relation Thereto

8. Authorizing Agreements in Relation to the Supervision & Treatment Services for Juveniles Program
9. Amending the 2024 County Budget Relative to the Correctional Facility

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

DMS:jdj

c:	Airport	Fire & Emerg. Mgmt. Serv	Sheriff
	Building & Grounds	Highway/Recycling & Waste Mgmt.	Weights & Measures
	District Attorney	Probation	County Attorney
	Dog Control	Public Defender	County Treasurer
	E911		

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Amending the 2024 County Budget in Relation to Fuel Truck Repairs at the Watertown International Airport

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

Whereas, Jefferson County owns and operates the Watertown International Airport and operates the Fixed Base Operator, and

Whereas, The Fixed Base Operator Jet Fuel truck required specialized emergency repairs in order to remain in service, and

Whereas, Savings in surface markings expense were achieved through incorporating surface marking painting into upcoming funded Airport Improvement Projects, and

Whereas, Funds are available within the Airport Budget and the Airport Director has requested a transfer to pay for associated expenses.

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

**Increase:**

Expenditure		
01561000 043102	External Fleet Expense	\$25,000

**Decrease:**

Expenditure		
01561000 04480	Airfield Pavement Marking	\$25,000

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Authorizing Agreements in Relation to Watertown International Airport Runway 10-28  
Rehabilitation Construction

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

Whereas, By Resolution 110 of 2023, this Board of Legislators authorized agreements for NYSDOT and FAA Grants and McFarland Johnson Inc. design services associated with the project, and

Whereas, By Resolution 231 of 2024, this Board of Legislators authorized additional agreements for NYSDOT and FAA Grants and the local cost share anticipated to complete construction services and construction observation services associated with the project, and

Whereas, McFarland Johnson has since completed said design, coordinated the bidding process and evaluated bid responses, and

Whereas, A contract for the base bid only is recommended to be awarded to Rifenburg Construction, Inc. in the amount of \$3,485,115, and

Whereas, McFarland Johnson will provide Construction Observation and Grant Administration Services at a cost not to exceed \$300,139, and

Whereas, Funds are available in 205610000 02087 Runway 10-28 Capital Account.

Now, Therefore Be It Resolved, That Jefferson County enter into an agreement with Rifenburg Construction, Inc. in the amount of \$3,485,115 for rehabilitation construction, and be it further

Resolved, That Jefferson County enter into an agreement and with McFarland-Johnson, Inc. to provide Construction Observation and Grant Administration Services at a cost not to exceed \$300,139, and be it further

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

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

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

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators



**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2024 County Budget in Relation to  
Buildings Department Accounts

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

Whereas, The Jefferson County Buildings Department is experiencing a higher number of vacancies than anticipated and, due to the current competitive job market, vacancies are remaining unfilled for longer periods of time, and

Whereas, Retirements within the Department have also contributed to the number of vacancies and staff shortages, and

Whereas, The Department has utilized retirees as temporary employees to meet workflow and staffing requirements, and the budget requires amendment to fund the changes through year-end, and

Whereas, Funding is available for transfer in Personal Services due to the aforementioned challenges.

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

**Increase:**

Expenditure		
01162000 01110	Temporary	\$45,000

**Decrease:**

Expenditure		
01162000 01100	Personal Services	\$45,000

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

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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. \_\_\_\_\_**

Amending the 2024 County Budget to Recognize Insurance Recovery Funds  
and Allocating Same in Code Enforcement Department Budget

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

Whereas, The Code Enforcement Department has received an insurance settlement check in the amount of \$3,258.05 for damage to the Department's 2023 Toyota Rav4, and

Whereas, The Department has requested that the settlement be used to supplement the external fleet expense line for repairs.

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

**Increase:**

Revenue		
01362000 92680	Insurance Recoveries	\$3,258.05
Expenditure		
01362000 043102	External Fleet Expense	\$3,258.05

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

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

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing an Agreement with Rochester Institution of Technology in Relation to Gun Involved  
Violence Elimination Grant Award

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

Whereas, By Resolution 191 of 2023, this Board of Legislators recognized NYS Division of Criminal Justice Services Gun Involved Violence Elimination (GIVE) Grant Award in the District Attorney's budget, and

Whereas, Said grant includes GIVE data coordination and analysis for the jurisdiction, and

Whereas, By Resolution 215 of 2023 Jefferson County contracted with Rochester Institute of Technology (RIT) for Sponsored Research Services for the period September 25, 2023 through June 30, 2024, and

Whereas, The District Attorney has recommended continuing the contract with RIT for the period of July 1, 2024 through June 30, 2025 in the amount of \$107,740.

Now, Therefore, Be it Resolved, That Jefferson County authorizes an agreement with RIT for the above-referenced services for the period of July 1, 2024 through June 30, 2025 in the amount of \$107,740, and be it further

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

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

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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. \_\_\_\_\_**

Authorizing Intergovernmental Agreement with the Town of Watertown to Exchange Ownership and Jurisdiction of County Road 67 and Culvert T025 and a portion of Old Rome Road and Culvert T002 with said Town and Amending the County Highway Map in Relation Thereto

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

Whereas, by Resolution 76 of 1999 this Board authorized the "Jurisdictional Road Reclassification Program" providing for the transfer of certain roads and parts thereof to the Town in which the road is located upon the recommendation of the Highway Superintendent, and

Whereas, Sections 115-b and 115-c of New York Highway Law provides the County Board of Legislators with the authority, upon the recommendation of the Highway Superintendent and pursuant to a written agreement with the governing body of a town, to remove portions of roads from the highway system upon the adoption of a resolution, and

Whereas, the Jefferson County Highway Superintendent has recommended the removal of County Road 67 and Culvert T025 which is located thereon, from the County Highway System and that ownership of said road and culvert be transferred to the Town of Watertown as hereinafter set forth.

Whereas, the Jefferson County Highway Superintendent has further recommended that Jefferson County assume ownership of a portion of Old Rome Road, which is located in the Town of Watertown, and Culvert T002 which is located thereon, as hereinafter set forth.

Now, Therefore, Be it Resolved, that the Chairman of the Board and the Highway Superintendent be and hereby are authorized to execute an intergovernmental agreement with the Town of Watertown to transfer ownership of County Road 67, including Culvert T025 and all other drainage structures located thereon (and which road commences at the intersection with Spring Valley Drive at mile marker 0.00, thence runs easterly to the intersection with New York State Route 12 at mile marker 2.73, for a total distance of 2.73 miles) to the Town, and be it further

Resolved, That upon conveyance of the above described County Road 67 and Culvert T025 to the Town of Watertown, the assets shall be deleted from the Jefferson County Highway System Map, and be it further

Resolved, That said agreement also transfer ownership of a portion of the town road called Old Rome Road located in the Town of Watertown, including Culvert T002 and all other drainage structures located thereon (and which road commences at the intersection with County Road 62 at mile marker 0.00, thence runs northerly to the Town of Watertown/Town of Hounsfield town line at mile marker 1.99, for a total distance of 1.99 miles) to the County, and be it further

Resolved, That upon conveyance of the above described Old Rome Road and Culvert T002 to the County, the assets shall be added to the Jefferson County Highway System Map, and be it further

Resolved, That the Chairman of the Board and County Attorney are hereby authorized to execute all necessary documents to effectuate the transfer of ownership as above described.

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Authorizing the Implementation and Funding in the First Instance 100% of the Federal-aid and State "Marchiselli" Program-aid Eligible Costs of a Transportation Federal-aid Project and Appropriating Funds Therefore and Amending the 2024 County Budget and Capital Plan in Relation Thereto

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

Whereas, A Project for the CR 97 and Brown Rd. over Fish Creek, P.I.N. 775393 ("the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds, and

Whereas, By Resolutions 130 of 2020, and 85 of 2021, the County of Jefferson approved the above project by making a commitment of \$324,000 for the cost of Preliminary Design, Right of Way Incidentals and Preliminary Engineering Phases of the Project, and

Whereas By Resolution 124 of 2023 the County of Jefferson approved the above project by making a commitment of \$453,000 for cost of Preliminary Engineering and Design Phases of the Project, and

Whereas, The County of Jefferson desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Preliminary Engineering and Design of the Project.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators, duly convened hereby approves the above-subject project, and authorized the Jefferson County Treasurer to pay in the first instance 100% of the federal and non-federal share of the cost of Preliminary Engineering and Design work for the Project or portions thereof, and be it further

Resolved, That the sum of \$503,000 is hereby appropriated from Account 20511300 02861 in the 2024 County Budget, and made available to cover the cost of participation in the above phase of the Project, and be it further

Resolved, That in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Jefferson County Board of Legislators will convene as soon as possible to appropriate said excess amount immediately upon the notification by the Chairman of the Jefferson County Board of Legislators thereof, and be it further

Resolved, That the Chairman of the Jefferson County Board of Legislators be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid subject to the approval of the County Attorney as to form and content on behalf of the County of Jefferson with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and

permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and be it further

Resolved, That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the project, and be it further

Resolved, That is Resolution shall take effect immediately, and be it further

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

**Increase:**

Revenue		
20900600 94592	Federal Aid Bridges	\$40,000
20900600 93592	State Aid Bridges	7,500
Fund Balance		
05000000 30599	Appropriated Fund Balance	\$ 5,700
Transfers		
05995000 09007	Transfer to Capital Bridges	\$ 5,700
20900600 950315	Interfund Transfer Roads	5,700
Expenditures		
20511300 02861	CR 97 Brown Road over Fish Creek	\$53,200

and be it further

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

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

State of New York )

) ss.:

County of Jefferson )

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Agreements in Relation to the Supervision & Treatment  
Services for Juveniles Program

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

Whereas, New York State Office of Children and Family Services has awarded Jefferson County \$139,610 for the provision of services and programs as alternatives to detention through the Supervision and Treatment Services for Juveniles (STSJP) Program, and

Whereas, Available funding has been included in the 2024 County Budget and it is necessary to authorize agreements with the Children's Home of Jefferson County for \$137,610 and the Resolution Center of Jefferson and Lewis Counties for \$2,000, for the period October 1, 2024 through September 30, 2025, for the provision of STSJP services.

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 agreements with the Children's Home of Jefferson County in the amount of \$137,610 for a term ending September 30, 2025 and the Resolution Center of Jefferson and Lewis Counties in the amount of \$2,000 for a term ending September 30, 2025, and any and all documents as may be required to fulfill the requirements of this grant award on behalf of Jefferson County, subject to approval by the County Attorney as to form and content.

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

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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. \_\_\_\_\_**

Amending the 2024 County Budget Relative to the Correctional Facility

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

Whereas, The Sheriff's Office has projected that the Jefferson County Correctional Facility food account line will be short by year end due to the increased inmate population and rising food costs, and

Whereas, Funds are available for transfer within personal services due to vacancies.

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

**Increase:**

01315000 04512	Food Supplies	\$30,000
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**Decrease:**

01315000 01100	Personal Services	\$30,000
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Seconded by Legislator: \_\_\_\_\_

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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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