

County of Jefferson
Office of the County Administrator



Historic Courthouse
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April 25, 2024

TO: Members of Finance & Rules Committee
FROM: Robert F. Hagemann, III, County Administrator *R.F.H.*
SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on *Tuesday, April 30, 2024, immediately following the conclusion of the Health & Human Services Committee meeting* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentation:

ARPA Funds Use - Dave Zembiec, JCIDA

Finance & Rules Committee Sponsored Resolutions:

1. Approving Mortgage Tax Report
2. Authorizing Increase in County Clerk Mortgage Tax Fee
3. Authorizing An Inter-Municipal Agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for Provision of Drug and Alcohol Testing
4. Setting the Salary for the District Attorney
5. Approving Jefferson County Administrative Policies and Procedures Relative to Information Technology
6. Approving Amended Jefferson County Administrative Policies and Procedures Relative to Disposition of Surplus Property/Transfer and Disposal

7. Appointment to Jury Board
8. Approving Appointments to the North Country HOME Consortium (NCHC) Administrative Board
9. Appointing Member to Soil & Water Conservation District Board of Directors

General Services Committee Sponsored Resolutions:

1. Amending the 2024 County Budget for Recycling & Waste Management
2. Reappropriating NYS Division of Criminal Justice Services GIVE Grant Award to the Sheriff's Office and Amending the 2024 County Budget in Relation Thereto

Health & Human Services Committee Sponsored Resolutions:

1. Amending the 2024 County Budget Relative to Community Services Department Court Commitments
2. Amending the 2024 County Budget to Allocate Additional State Aid for Credo Community Center for the Treatment of Addictions
3. Authorizing Agreements in Connection with Leading in Lead Prevention Pilot Program and Amending the 2024 County Budget in Relation Thereto

Informational Items:

1. Revenue and Expenditure Spreadsheet
2. Monthly Departmental Reports
County Clerk
Health Benefits Report

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

RFH:jdj

cc:	Audit	Human Resources	Purchasing
	County Clerk	Information Technology	Real Property Tax Services
	Board of Elections	Insurance	County Treasurer
	Employ. & Training	JCC	County Attorney

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Approving Mortgage Tax Report

By Legislator: _____

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, ending March 31, 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: _____

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

NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT



COUNTY OF Jefferson

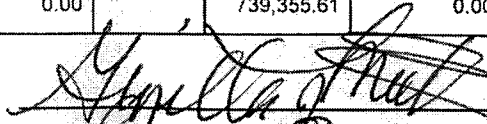
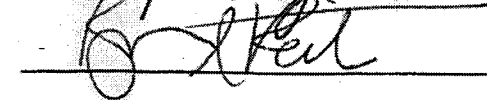
FOR THE PERIOD OF October 2023

THROUGH March 2024

CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

TAX RATE: 0.8566939770

Months	BASIC TAX DISTRIBUTED					TREASURER			ALL OTHER TAXES DISTRIBUTED			
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1 + Col 2 - Col 3 - Col 4)	6 Interest Received by Treasurer	7 Treasurers Expense	8 Tax Districts Share (Col 5 + Col 6 - Col 7)	9 Local Tax	10 Additional Tax CNY	11 Special Assistance Fund	12 Special Additional Tax SONYMA
Oct	159,339.50	3.54	20,660.38	0.00	138,682.66	0.00		138,682.66	0.00	0.00		56,536.85
Nov	180,848.00	8.77	20,624.53	0.00	160,232.24	0.00		160,232.24	0.00	0.00		65,714.08
Dec	138,963.55	6.28	21,222.80	0.00	117,747.03	0.00		117,747.03	0.00	0.00		43,609.49
Jan	145,548.37	1.84	20,387.43	0.00	125,162.78	0.00		125,162.78	0.00	0.00		53,384.01
Feb	101,615.00	164.73	20,644.33	0.00	81,135.40	0.00		81,135.40	0.00	0.00		33,165.28
Mar	136,719.09	379.11	20,702.70	0.00	116,395.50	0.00		116,395.50	0.00	0.00		47,116.09
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Totals	863,033.51	564.27	124,242.17	0.00	739,355.61	0.00		739,355.61	0.00	0.00		299,525.80


 Recording Officer

 Treasurer

Distribution Statement

(Columns 1 through 5) The "taxes collected" shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Taxation Department noted on the

PART II

Credit Statement

(Column 6) This column is the net amount due to each tax district for which the Board of Supervisors shall issue its warrant or warrants.

MUNICIPALITY	2 Taxes Collected	3 *Additions	4 *Deductions	5 Taxes Adj. Corr	6 Amount Due Tax District
	0.00	0.00	0.00	0.00	
ADAMS	23,340.47	0.00	0.00	23,340.47	19,995.64
ALEXANDRIA	54,509.90	0.00	0.00	54,509.90	46,698.30
ANTWERP	6,893.00	0.00	0.00	6,893.00	5,905.19
BROWNVILLE	46,520.63	0.00	0.00	46,520.63	39,853.94
CAPE VINCENT	21,725.50	0.00	0.00	21,725.50	18,612.10
CHAMPION	43,474.46	0.00	0.00	43,474.46	37,244.31
CLAYTON	59,823.50	0.00	0.00	59,823.50	51,250.43
ELLISBURG	18,222.00	0.00	0.00	18,222.00	15,610.68
HENDERSON	18,515.50	0.00	0.00	18,515.50	15,862.12
HOUNSFIELD	36,970.50	0.00	0.00	36,970.50	31,672.40
LERAY	94,285.68	0.00	0.00	94,285.68	80,773.97
LORRAINE	1,788.00	0.00	0.00	1,788.00	1,531.77
LYME	30,815.00	0.00	0.00	30,815.00	26,399.02
ORLEANS	28,397.74	0.00	0.00	28,397.74	24,328.17
PAMELIA	32,630.67	0.00	0.00	32,630.67	27,954.50
PHILADELPHIA	11,085.17	0.00	0.00	11,085.17	9,496.60
RODMAN	7,928.02	0.00	0.00	7,928.02	6,791.89
RUTLAND	20,936.00	0.00	0.00	20,936.00	17,935.75
THERESA	23,607.34	0.00	0.00	23,607.34	20,224.27
WATERTOWN-CITY OF	201,557.04	0.00	0.00	201,557.04	172,672.70
WATERTOWN-TOWN OF	48,518.02	0.00	0.00	48,518.02	41,565.10
WILNA	31,041.87	0.00	0.00	31,041.87	26,593.38
WORTH	447.50	0.00	0.00	447.50	383.38
Total Tax Districts 23	863,033.51	0.00	0.00	863,033.51	739,355.61

*See refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Increase in County Clerk Mortgage Tax Fee

By Legislator: _____

Whereas, In accordance with Article 11, Section 250 through 267 of the Tax Law, the County Clerk is charged with the collection and administration of mortgage tax monies, and

Whereas, Section 262 of the Tax Law authorizes reimbursement of the costs associated with the collection and administration of mortgage tax monies, and

Whereas, Pursuant to a 2016 request by the County Clerk to increase the Clerk's \$160,440 mortgage tax administrative fee to cover actual costs of the service, the Board of Legislators authorized an increase in the Clerk's fee to \$349,000 via Resolution 275 of 2016, and

Whereas, The County Clerk has calculated the cost associated with the collection and administration of mortgage tax to \$430,265, annually.

Now, Therefore, Be It Resolved, That this Board of Legislators does hereby authorize the County Clerk's Mortgage Tax Fee to be raised to \$430,265 per year effective July 1, 2024 and directs the County Clerk to deduct said amount from the mortgage tax monies collected, and be it further

Resolved, That a certified copy of this resolution be forwarded to the New York State Department of Taxation and Finance for approval.

Seconded by Legislator: _____

State of New York
County of Jefferson §:

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing An Inter-Municipal Agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for Provision of Drug and Alcohol Testing

By Legislator: _____

Whereas, It is necessary for Jefferson County Airport, Dispatch, Highway, Recycling and Waste Management and Sheriff's Departments to have drug and alcohol testing services available, and

Whereas, These services maintain compliance with the Federal Motor Carrier Clearinghouse mandate in relation to employees holding a CDL and covered by the County's Agreement with the Civil Service Employees Association Local 1000, and

Whereas, These services maintain compliance with the Sheriff's Department Drug and Alcohol Testing Policy in relation to employees covered by the County's agreements with the Deputy Sheriff's Association Local 3928 and Sheriff's Employees Local 3089, and

Whereas, The County is enrolled in the Jefferson-Lewis BOCES Drug and Alcohol Program, and

Whereas, Rates for contracted services remain unchanged from the 2023 Inter-Municipal Agreement.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for the provision of drug and alcohol testing services for the period July 1, 2024 through June 30, 2025, and be it further

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

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Setting the Salary for the District Attorney

By Legislator: _____

Whereas, Pursuant to Judiciary Law Section 183-a, the State of New York requires that the County District Attorney receive a salary equivalent to that of county court judge in the county in which the District Attorney is elected, and

Whereas The recently approved New York State Budget for 2024-2025 does not provide for any increase in revenue to the County to fund the mandated \$20,700 increase in the District Attorney's salary, and

Whereas, The 2024 County Budget must be amended to recognize the prorated increase in the District Attorney's salary.

Now, Therefore Be It Resolved, That the salary for the District Attorney be set to \$221,100 effective April 1, 2024, and be it further

Resolved, That the 2024 County Budget be amended as follows:

Increase:

Expenditure		
01116500 01100	Personal Services	\$15,525

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$15,525

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. _____

Approving Jefferson County Administrative Policies and Procedures
Relative to Information Technology

By Legislator: _____

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

Whereas, It is the desire of the Board of Legislators to authorize the amendment of certain administrative policies and procedures for Information Technology, which will replace those policies and procedures revised in 2013, and

Whereas, It is the desire of the Board of Legislators to authorize the promulgation of further administrative policies and procedures for Information Technology.

Now, Therefore, Be It Resolved, That the amended Administrative Policy **Information Technology** Sections 8.01 **General Policy** and 8.06 **Password Management**, are hereby approved and by reference incorporated herein, and be it further

Resolved, That the new Administrative Policy **Information Technology** Sections 8.14 - 8.23 are hereby approved and by reference incorporated herein, and be it further

Resolved, That promulgation and implementation of the referenced Sections by the County Administrator is authorized, effective immediately.

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



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY

Issued: 5/7/13

Subsection: 8.01 General Policy

Revised: 05/07/24

These policies apply to all Information Technology hardware, software, facilities, applications, and networks that are a part of Jefferson County's computing resources and shall serve as best practices for the County, inclusive of all campus locations.

These policies, ~~guidelines~~ and procedures are applicable to County departments, staff and all others, including outsourced third parties, which have access to or manage County information. Where conflicts exist between these policies, ~~guidelines~~ and procedures and a County department guideline, the more restrictive ~~guideline~~ **of them** should take precedence.

These policies and procedures ~~should~~ **shall** be communicated to all staff and all others who have access to or manage County information.

Security and Accountability Overview

All information, regardless of the form or format, which is created, acquired or used in support of Jefferson County business activities, should only be used for County business. County information is an asset and each authorized user of the County's information has an obligation to protect this information as required and expected by these policies. **To increase the likelihood that personnel will react appropriately to information security threats and incidents, Information Technology Management (Director of I.T., Deputy Director of I.T., and/or Security Analyst) shall develop and maintain an information security awareness training program.**

Policy Monitoring and Enforcement

Computing systems and resources provided by Jefferson County are owned by the County and are therefore its property. This gives Jefferson County the right to monitor any and all voice and data traffic passing through its system. ~~The exercise of this right will be conducted in compliance with all local, state and federal statutes, rules and regulations governing access to identified protected, confidential communications passing through the system, including that information obtained from other governmental and health related agencies.~~

In addition, backup copies of voice or data traffic may exist, despite end-user deletion, in compliance with any County records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Jefferson County discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, voice or data records may be retrieved and used to document the activity. ~~The request to monitor departmental voice or data traffic will be made to the Director of the Information Technology department and may be initiated by the Department Head, or by the County Attorney's Office or County Administration upon notice to the head of the affected county~~

department, or in the absence of the Department head, upon notice to the named Deputy Department Head. The Department Head and/or County Attorney will work with the IT Director to ensure that such monitoring and/or retrieval conforms to all relevant departmental, local, state or federal laws and/or regulations. In the event that prior notification of the request to monitor or retrieve information or data cannot or should not be made to the Department Head or Deputy Department Head, prior notification must be made to the County Attorney in order to insure compliance with all local, state and federal laws and regulations.

Department Head Responsibility

Jefferson County department heads or their designees are responsible for determining who should have access to technology resources within their departments and the extent of that access, ~~so long as that access is not in conflict with these policies.~~ ***in accordance with these policies. Department heads have the primary responsibility for ensuring their employees follow these policies.***

Information Technology (IT)

Information Technology management has responsibility for the data processing infrastructure, data, voice, and wireless networks, that support the departments. It is the responsibility of Information Technology management to support these policies, ~~guidelines~~ and procedures and provide resources needed to enhance and maintain a level of information security control that is consistent with this document.

Information Technology management has the following responsibilities in relation to acceptable use and the security of information:

- Ensuring processes, guidelines and requirements are identified relative to acceptable use and security requirements defined by the County's business;
- Ensuring the proper controls of information are implemented for which the County's business have assigned ownership responsibility, based on the County's classification designations;
- Ensuring the participation of the technical staff in identifying and selecting appropriate and cost-effective security controls and procedures, and in protecting information assets;
- Ensuring that appropriate security requirements for user access to automated information are defined for files, databases, and physical devices assigned to their areas of responsibility: and
- Provide for off-site storage of critical data and that recovery of backed-up media should work if and when needed.
- ***Where appropriate, document and distribute protocols and guidelines that are directed by and complement these adopted policies.***

Information Technology designated staff are responsible for the implementation of this and other acceptable use and information security guidelines, but the compliance of County employees with these policies, ~~guidelines~~ and procedures is the Department Head's responsibility.

Compliance

Instances of failure to comply with this policy shall be resolved at the applicable department without delay. Any instance of failure to comply with this policy, that is not resolved at the

department level shall be referred to IT management for appropriate action.

REFERENCE:

1. Jefferson County Board of Legislators Resolution No. 96 of 2013
2. Jefferson County Board of Legislators Resolution No. of 2024

ISSUED: May 7, 2013

EFFECTIVE: May 8, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY Issued: 5/7/13

Subsection: 8.06 Password Management Revised: 05/07/24

Purpose: The purpose of this policy is to define the requirements necessary for Jefferson County employees to gain access to computing and information technology resources for all Jefferson County systems.

Scope: ~~Access to Jefferson County information technology resources is a privilege and access is to be primarily granted via an active directory Network ID and in some cases an independent application ID. Network and/or application ID's are granted to individuals who have a valid relationship between themselves and the County. Valid relationships are defined as:~~

- ~~_____ Employees~~
- ~~_____ Elected Officials~~
- ~~_____ Interns~~
- ~~_____ Vendors~~
- ~~_____ Contractors~~
- ~~_____ Other approved agencies~~

This policy applies to all personnel that use County IT resources, as well as all contractors, vendors and consultants.

General Policy: ***The best security against a password incident is to follow a sound password construction strategy. Jefferson County mandates that users adhere to the minimum password requirement guidelines as set by either NIST (National Institute of Standards and Technology) or the current cybersecurity insurance provider. Their guidelines will also dictate the settings for number of failed login attempts and for length of idle time before the screen locks.***

When the County has determined that access to County information technology equipment, systems and networks should be limited, user access or information integrity and accountability will be provided through the use of individually assigned unique identifiers, known as Network-IDs, or other technologies including biometrics, token cards, etc.

Associated with each Network-ID is an authentication token, such as a password, which should be used to authenticate the person accessing the data, system or network. Information used to authenticate the identity of a person or process should be treated as confidential and should not be disclosed. This does not include distribution of one-time-use PINs, passwords or passphrases.

Unique Network and/or application ID's and passwords are issued to new staff members upon request from the Department Head.

ID's and passwords are not to be shared with anyone. This includes not only people external to an employee's department, but also people from within an employee's department. Employees are expected to protect their individual Network ID and password from unauthorized use.

No employee is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe if in hardcopy form or in an encrypted file if in electronic form.

Do not use the "Remember Password" feature of applications.

If an employee either knows or suspects that his/her password has been compromised, it must be reported to the IT Department and the password changed immediately. If the minimum aging requirement has not been met for the password, the IT department will reset the minimum aging for the account allowing the user to create a new password.

The IT Department may attempt to crack or guess users' passwords as part of its ongoing security vulnerability auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change his or her password immediately.

~~Passwords will be changed a minimum of every 6 months. Employees will choose their own passwords based on requirements developed by Information Technology. Said requirements will include the following:~~

- ~~1. Passwords will be at least 8 characters in length and include upper and lower case letters, numbers and special characters.~~
- ~~2. There will be a lockout feature as a result of 3-7 failed log-on attempts.~~
- ~~3. Passwords will be inaccessible to IT personnel.~~
- ~~4. Passwords will be prevented from being saved on servers.~~
- ~~5. Default and generic accounts and anonymous logon sessions will be deactivated.~~

REFERENCE:

1. Jefferson County Board of Legislators Resolution No. 96 of 2013
2. Jefferson County Board of Legislators Resolution No. of 2024

ISSUED: May 7, 2013

EFFECTIVE: May 8, 2024

Robert F. Hagemann, III
County Administrator

responsibility to approve expenses should not have access with approval permissions in a financial system.

- System administrative rights or permissions (including permissions to change the security settings or performance settings of a system) granted to a user who is not an administrator.
- Unknown active accounts.

Guest Accounts

Guest accounts (default account with limited computer access) will not be created or granted access to the county network.

Privileged Accounts

Users that work with sensitive data or who have elevated access to systems will be granted a separate unique account to be used for these duties, which will be separate from their normal user account. This includes both on-premises and cloud-based applications.

This account will be used only for executing functions that cannot be performed with a regular user account. Privileged user accounts can only be requested by managers or supervisors and must be approved by the Information Technology management.

Service Accounts

System services that need to have an account created to function correctly will be named in a way that identifies the purpose of the account to IT staff and incident response personnel.

Service account permissions will be set using the principle of least privilege, granting only the access rights required for the service to properly function.

Workstation Local Administrator Accounts

Users shall not be granted access to the local administrator on their workstations. Jefferson County will make use of a program that assigns local administrator passwords when required and resets them at an automatic interval.

Shared User Accounts

Where possible, specific domain security groups should be used to share common access permissions across many users, instead of shared accounts. Shared user accounts are only to be used on an exception basis with written approval from Information Technology management. When shared accounts are required, passwords will be stored and handled in accordance with the password policy.

The use of shared accounts will be monitored where possible, including the recording of the time of access, the reason for accessing the shared user account, and the individual accessing the

account. When the shared user account has administrative privileges, such a procedure is mandatory and access to the monitoring logs must be protected and restricted.

Default User Accounts

Where possible, all default user accounts will be disabled or changed. These accounts include “guest,” “temp,” “admin,” “Administrator” and any other commonly known or used accounts. Default accounts, as well as related default passwords used by vendors on “commercial off the shelf” systems and applications, will be changed.

Test Accounts

Test accounts can only be created if they are justified by the appropriate department, through a formal request by email to the Information Technology management for approval consideration. Test accounts must have an expiration date of no more than 30 days and will be disabled/deleted when they are no longer necessary. Maintaining test accounts beyond the expiration date must be re-evaluated every 30 days and approved appropriately.

Contractors and Vendors

Contracts with contractors/vendors will include specific requirements for the protection of data. In addition, contractor/vendor representatives will be required to sign a confidentiality agreement prior to obtaining approval to access resources.

Individualized contractor and vendor accounts must be created, instead of generic user account names. The name of the contractor/vendor representative must be communicated to the IT department at least 7 business days before the person needs access. The IT department will maintain a current list of external contractors or vendors having access to county resources.

The need to terminate the access privileges of the contractor/vendor must be communicated to the IT department at least one business day before the contractor/vendor representative’s need for such access ends.

Disabling access

When temporary access has been provided, such access will be removed immediately after the user has completed the task for which the access was granted. User accounts assigned to contractors will be set to expire according to the contract’s expiration date.

User accounts will be disabled when the user is no longer employed, ceases to have a legitimate reason to have an account, or after no more than six months of inactivity.

Access rights will be disabled when the user is terminated or ceases to have a legitimate reason to access resources. When an employee is no longer employed, the department will submit a request to IT that the user’s account is to be disabled at the time of the employee’s termination.

Disabled user accounts will be permanently deleted after no more than three months in that state.

REFERENCE: Jefferson County Board of Legislators Resolution No. of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8.15 Asset Management **Revised:**

Purpose: Asset management is necessary to ensure that Jefferson County hardware and software assets are properly tracked and managed so that they comply with all software vendor licensing requirements, and so that in the event of a security incident, assets can be located.

Scope: This policy applies to all Jefferson County IT systems and software.

General Policy: Hardware and software standards are to be determined by Information Technology management for all IT equipment and service agreements, including, but not limited to, desktops, laptops, servers, printers, etc.

All service and maintenance contracts, and hardware and software must be approved by Information Technology management before any purchase.

Asset Inventory

Hardware Assets

To ensure the ability to appropriately apply incident response capabilities, all hardware assets will be tracked in a configuration management database (CMDB). The IT department will direct an annual physical audit of the CMDB to ensure that all physical hardware assets can be located.

Software Assets

All software shall be approved by the IT department. Any requests for software not already licensed for use shall be submitted in writing by a manager or department head to the Information Technology management.

All software licenses shall be tracked to ensure that they do not exceed their legal usage rights. Any user who no longer requires the use of licensed software shall inform the IT department by opening a help desk ticket so that the license can be re-issued.

Cloud/XaaS Assets

Information Technology management shall maintain a list of all third-party systems that are in use by, and what types of data that are stored in, those systems.

REFERENCE: Jefferson County Board of Legislators Resolution No. of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8.16 Change Management **Revised:**

Purpose: Unmanaged changes to Jefferson County systems can have unintended consequences that can lead to reduced confidentiality, integrity and availability of data. To prevent this, any changes to systems should be managed and tracked.

Scope: This policy applies to all county IT systems and software.

General Policy: To protect the confidentiality, integrity and availability of Jefferson County data, all changes made to Jefferson County systems will be formally documented.

Change Requests

A change request (CR) should be made detailing the change that is requested, stating the business reason for requesting the change and procedures for making the change, as well as providing a backout plan.

All CRs will be reviewed by the IT department to determine the impact to risk and security.

Information Technology management will approve all changes in writing. Once approved, the scope of a CR cannot change; a new CR will be required.

All changes will be recorded in a tracking system in the event there needs to be a reversion to the system's previous state. Once the change is complete, the person submitting the CR must sign off that the change meets the business requirements.

REFERENCE: Jefferson County Board of Legislators Resolution No. of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8.17 Desktop and Server Security **Revised:**

Purpose: To protect county systems and data, the concept of least privilege will be applied to all computer systems. Additionally, users are prohibited from making any unauthorized changes to county IT systems.

Scope: This policy applies to all Jefferson County-owned IT systems.

General Policy:

Workstations

All workstations will be deployed using an image built by the IT department. This image will consist of the operating system, business applications that personnel will need to accomplish their daily tasks, antivirus software, and security patches to protect the county's IT systems from network-based security threats.

If personnel need an application that is not part of the normal image deployed to all computers, they may submit a request via the IT department. Upon approval, the IT department will arrange for a license for the application and deploy it to the user's computer. When personnel no longer need an application, they will submit a request to the IT department, which will then remove the application from the computer and re-assign the license as appropriate.

Only applications purchased and licensed to the county will be installed on county computers; personnel are prohibited from installing personal software on these devices. Personnel may only install county approved applications on county-provided equipment.

The IT department will review the workstation image on a regular basis to ensure that all installed applications are the current version. This reduces the deployment time needed for additional patching and upgrading.

Servers

Servers will be deployed using a standard image or build checklist.

Servers will have any unnecessary services disabled to reduce the attack surface. System or application owners will be responsible for patching and upgrading systems on a regular basis, in accordance with the established vulnerability management policy.

Disposal

When any computer system housing county data is deemed end of life or no longer needed it will be wiped in accordance with US Department of Defense Standards.

REFERENCE: Jefferson County Board of Legislators Resolution No. of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8.18 Incident Response **Revised:**

Purpose: Intrusion attempts, security breaches, theft or loss of hardware and other security-related incidents have the potential to cause great harm to the county, its employees and its partners.

Scope: This policy applies to all county personnel whether employed, elected, or appointed, as well as all contractors, vendors and consultants.

General Policy: Intrusion attempts, security breaches, theft or loss of hardware and other security-related incidents executed against the county must be reported to the IT department. Anyone with knowledge or reasonable suspicion of an incident that violates the confidentiality, integrity or availability of critical information, are required to immediately contact IT.

IT Management, in collaboration with other appropriate staff and/or partners, shall determine if the reported incident is an information security incident. If IT Management and other appropriate staff and/or partners determine that the reported event is not a security incident, then the matter will be returned to the IT department for remediation and/or closure. If the reported event is a security incident, IT Management will direct the appropriate response in coordination with the appropriate staff and/or partners.

IT Management shall work with appropriate staff and/or partners to develop and maintain an incident response plan and guides (also referred to as playbooks) to ensure that the county responses to security incidents are documented and repeatable.

Each incident response will include a post-incident review to ensure that any lessons learned are incorporated into the incident response guides. The county shall exercise its incident response capability at least every two years to ensure that all incident response guides are current and to incorporate any lessons learned.

REFERENCE: Jefferson County Board of Legislators Resolution No. of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8.19 Information Classification **Revised:**

Purpose: The purpose of this policy is to establish a framework for classifying data based on the level of sensitivity, value and criticality. Classification of data will aid in determining baseline security controls for protection.

Scope: This policy applies to all county personnel whether employed, elected, or appointed, as well as all contractors, vendors and consultants, and all information created by or entrusted to Jefferson County.

General Policy: Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to Jefferson County should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data.

All institutional data shall be classified into one of three sensitivity levels or classifications:

Restricted Data

Data should be classified as restricted when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to Jefferson County or its affiliates. Restricted data includes data protected by state or federal privacy regulations such as protected healthcare information. The highest level of security controls shall be applied to restricted data.

Private Data

Data should be classified as private when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to Jefferson County or its affiliates. By default, all Jefferson County data that is not explicitly classified as restricted or public data should be treated as private data such as employee personally identifiable information. A reasonable level of security controls shall be applied to private data.

Public Data

Data should be classified as public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to Jefferson County and its affiliates. Any data subject to public disclosure laws are considered public data. While little or no controls are required to protect the confidentiality of public data, some level of control is required to prevent unauthorized modification or destruction of public data.

Handling of Data

Jefferson County employees are prohibited from sharing or storing restricted or private data on any system not authorized by the Jefferson County IT department. This includes, but is not limited to, file sharing services, personal email or instant messaging platforms.

REFERENCE: Jefferson County Board of Legislators Resolution No of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8. 21 Risk Management **Revised:**

Purpose: Identification of risks to the county’s information is critical to being able to initiate proper risk treatment to reduce those risks to an acceptable level. Un-treated risks leave the county vulnerable to potential compromise.

Scope: This policy applies to all systems and service providers that may transmit, process or store Jefferson County data.

General Policy: Risk assessments can be conducted on any entity in the county or any outside entity that transmits, stores or processes Jefferson County data. Risk assessments can be conducted on any information system, to include applications, servers and networks, and any process or procedure by which these systems are administered and/or maintained.

The execution, development and implementation of remediation programs are the joint responsibility of Information Technology management and the department responsible for the system/area being assessed. Any trusted risk assessment framework may be used if the personnel performing the risk assessment are familiar with it. Employees are expected to cooperate fully with any risk assessment conducted on systems for which they are accountable. Employees are further expected to work with Information Technology management in the development of a remediation plan to any risks that are identified.

Jefferson County expects third-party entities that will have access to critical information or information systems to provide assurances that they will exercise due care. Before entering into any business agreement with any third party, Information Technology management must evaluate the risk.

For any potential new vendor, the review process may include the following items to be reviewed: SAS 70/SOC 1/SOC2/ISO 27001. If the provider does not have any of these documents, or if they do include in their scope the systems that will be storing, processing, or transmitting Jefferson County information, then the provider will be required to complete a security controls questionnaire.

REFERENCE: Jefferson County Board of Legislators Resolution No of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8.22 Social Media **Revised:**

Purpose: Misuse of Social Media can put Jefferson County, its employees, and its citizens at risk. To reduce risks, all personnel with access to County Social Media sites are required to comply with certain rules of behavior. For purposes of this policy, the term “Social Media” typically refers to forms of electronic communication - such as websites and applications (apps) for social networking and microblogging - through which users create online communities to share information, ideas, messages, and other content.

Scope: This policy applies to all personnel that use county Social Media sites regardless of position or tenure.

General Policy: Accounts used to manage a department’s Social Media presence are to be treated as privileged accounts, are for official use only and must not be used for personal use.

The decision to create a Department’s Social Media site is the sole responsibility of the Department. The department will notify Information Technology management so they can archive and backup the sites. At least two individuals must be designated by the department head to administer their Social Media site. The Department, and its designated Social Media site administrators, have the responsibility for administering the Department’s Social Media site to include, at a minimum:

- Securely maintaining the site location and access rights associated with such sites.
- Complying with records retention and archival requirements while using a Social Media site.
- Establish departmental content approval process.

Content

Only authorized personnel acting in their official capacity may communicate on Social Media sites on behalf of the department and may do so only in accordance with the department’s established content approval process. Content posted on any Department’s Social Media site must comply with all applicable Federal and State laws, regulations, and policies as well as any terms of use and terms of service applicable to the Social Media site being used.

Use of Social Media

Authorized employees must adhere to the following rules when using Social Media technologies through Jefferson County resources and/or when posting to Social Media sites in their official capacities. Authorized employees must:

- Obtain the necessary authorizations from the department head or designee, to communicate on behalf of the entity.
- Abide by all applicable policies, terms of use, and work rules including the Acceptable Use of Information Technology Resources Policy, regarding the use of the Internet and information technology resources. The use of Social Media tools on County IT resources will be monitored by the same method as defined in those policies and work rules.
- Be transparent when participating in any online community and speaking on behalf of the department by communicating in a professional manner.
- Abide by copyright and other applicable laws. Comments and posts may be permanently available and open to being republished in other media. Libel, defamation, copyright, and data protection laws apply to postings on Social Media websites.
- Obtain permission before publishing photographs, videos or quotes of others.
- Not post personal, private, sensitive, confidential, proprietary, or otherwise restricted information.
- Not use the site for monetization.

Discontinuance

The decision to discontinue a Department’s Social Media site is the sole responsibility of the Department. The department will notify Information Technology management so they can properly archive the site.

Compliance

Instances of failure to comply with this policy shall be resolved at the applicable department without delay. Any instance of failure to comply with the policy that is not resolved at the department level shall be referred to IT management for appropriate action. Any issue that IT cannot resolve shall be referred to the County Administrator for appropriate action up to and including discontinuation of the site.

REFERENCE: Jefferson County Board of Legislators Resolution No of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: INFORMATION TECHNOLOGY **Issued:** 05/07/24

Subsection: 8.23 Vulnerability Management **Revised:**

Purpose: Vulnerability management is an essential component of any information security program, and the process of vulnerability assessment is vital to effective vulnerability management.

Scope: This policy applies to systems owned or managed by Jefferson County.

General Policy: The development, implementation and execution of the vulnerability assessment process is the responsibility of the security operations area under the authority of Information Technology management.

Periodic or continuous vulnerability assessment scans will be performed on all network assets deployed by Jefferson County, using a centrally managed vulnerability assessment system deployed and managed by the IT department. Use of any other network-based tools to scan or verify vulnerabilities must be approved, in writing, by Information Technology management. Vulnerability remediation is to be completed as soon as practicable.

REFERENCE: Jefferson County Board of Legislators Resolution No of 2024

ISSUED: May 7, 2024

EFFECTIVE: May 7, 2024

Robert F. Hagemann, III
County Administrator

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Approving Amended Jefferson County Administrative Policies and Procedures
Relative to Disposition of Surplus Property/Transfer and Disposal

By Legislator: _____

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

Whereas, It is the desire of the Board of Legislators to authorize the amendment of administrative policies and procedures for the Disposition of Surplus Property/Transfer and Disposal, which will replace those policies and procedures revised in 2003.

Now, Therefore, Be It Resolved, That the amended Administrative Policy Section: Finance, Subsection: 1.04 **Disposition of Surplus Property/Transfer and Disposal** is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective immediately.

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



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: FINANCE **Issued:** 12/87
Subsection: 1.04 Disposition of Surplus Property/
Transfer and Disposal **Revised:** 09/03, 05/24

POLICY

To ensure compliance with guidelines issued by the Office of the New York State Comptroller through the adoption of written rules and regulations for the effective control and disposal of surplus materials, equipment and scrap materials.

SCOPE

This policy applies to all employees and Departments of Jefferson County and is in addition to and in conjunction with Policies 1.03, 1.10, 4.02, 8.01, 8.02, and 8.03.

INTRODUCTION

The Purchasing Department shall be responsible for coordinating the acquisition, storage, transfer, inventory and disposal of surplus or obsolete material and equipment including all Fixed Assets owned by the County as well as ensuring the appropriate fixed asset records are updated in a timely manner. The Fixed Asset Inventory shall include all real and personal property of Jefferson County.

The disposal of Fixed Assets shall only be authorized by the Purchasing Department after being declared surplus by the respective Department Head.

No statute prescribes a procedure for the sale of surplus County personal property and therefore there is no statutory mandate that such property be sold only after a public advertisement for sealed bids or public auctions. However, in order to fulfill a fiduciary duty, the method of sale adopted must be designed to realize the best price or maximum financial benefit for the County.

GUIDELINES

1. The Purchasing Department shall utilize surplus assets, if available, to meet the needs of operating Departments prior to making a new purchase. Surplus assets will be listed on the County's website.
2. Department Heads are responsible for the assets of their Department and shall determine when it is appropriate to declare an asset as surplus to the needs of their Department.
3. The Purchasing Department, under the direction of the Purchasing Director, shall be authorized to dispose of surplus assets through a method deemed to be in the best interest of the County. The method chosen shall be within the discretion of the Purchasing Director and may include a public auction, competitive bid/quotation, donation,

scrapping, or in appropriate circumstances, private negotiation.

4. Disposal of real property shall occur only after appropriate action by the Board of Legislators.
5. The disposal of surplus shall be authorized in the following order of preference:
 - County government and its operating Departments with preference given to Departments which have specifically requested the type of asset surplus.
 - Municipalities, Political Subdivisions, Schools and Not for Profit Agencies within Jefferson County.
 - The general public
6. The Purchasing Director shall maintain a record of the disposal of all surplus assets and shall file an annual report of disposed assets with the County Administrator's Office, County Treasurer, and Director of Insurance in conjunction with the annual Statement of Fixed Assets.
7. The County Administrator may from time to time specify a particular method be utilized for the disposal of a surplus asset. Such direction shall be in writing, stating the reason for doing so, and shall become an attachment to the asset record.
8. The Purchasing Department is designated as the official representative of the County authorized to participate in State and Federal Surplus Programs.

The Purchasing Department is authorized to acquire surplus personal property through the submission of a sealed bid or attendance at a public sale or auction sponsored by the New York State Office of General Services or the Federal Surplus Property Program.

Purchasing will be responsible for the periodic review, screening, and inspection of available surplus to meet the needs of County Departments for purchases approved in the current years' budget, as well as items included in the Departments' "wish list". All such purchases must be approved by both the Department Head and County Administrator's Office prior to submission of a formal bid by Purchasing.

9. The Purchasing Department is authorized to purchase surplus property from other Villages, Towns, Cities, Counties, or School Districts as appropriate for use by Jefferson County.

PROCEDURES

TRANSFERS *AND OFFSITE SURPLUS STORAGE*

1. Upon determination that an asset is surplus to the needs of the Department, the Department Head or designee shall forward a Fixed Asset Transfer Form FA-02 (see Policy 1.03 Fixed Asset Control) to the Purchasing Department designating the asset as surplus and available for transfer. It shall be the responsibility of the Department to ensure the asset is ready for transfer and, in the case of computer equipment, does not contain software programs, data, or other information which would violate software licensing rights, provide inappropriate information to the purchaser, or otherwise contain data which may be harmful to the County.

2. *The Purchasing Department shall be assigned to photograph assets that have been declared as surplus by a Department.*

3. Based on the information provided, Purchasing will determine the appropriate method of disposition as follows:

If an asset is in good/reusable condition:

- As soon as possible from the date of receipt, Purchasing will notify all Department Heads through the County's email system that an asset is available for transfer for a period of one week from the date of posting. ~~The asset will also be listed on the County's website subject to prior transfer to a department.~~

DURING THIS PERIOD, THE ASSET WILL REMAIN PHYSICALLY LOCATED WITHIN THE DEPARTMENT WHICH IS TRANSFERRING THE ASSET.

■ *Subsequent to receiving email communication from the Purchasing Department detailing County assets that have been declared as surplus, given a Department has potential interest in taking receipt of an asset, it will be the inquiring Department's responsibility to coordinate a time and date to view the asset in person.*

■ *A Department may also request a photograph taken of an asset from the Purchasing Department.*

■ If a Department determines the asset may be utilized, an Asset Transfer Form shall be forwarded to Purchasing who will coordinate the physical transfer and update the asset records of both Departments accordingly. Such requests will be processed in the order of receipt.

■ If no transfer requests are received by the conclusion of the posting period, the asset may be disposed of in accordance with these procedures by the Purchasing Department. *At such time, the unclaimed assets will be removed from the Department, for disposal, or taken to the County's surplus storage location until it is sold at auction. Physical removal of the asset must be coordinated with the Purchasing Department.*

ALL COUNTY-OWNED PROPERTY DECLARED SURPLUS TO THE NEEDS OF A DEPARTMENT MUST BE TRANSFERRED TO SURPLUS STATUS. UNDER NO CIRCUMSTANCES SHALL A DEPARTMENT TRANSFER OR DISPOSE OF COUNTY-OWNED PROPERTY WITHOUT PRIOR AUTHORIZATION FROM THE PURCHASING DEPARTMENT. DEPARTMENT HEADS SHALL BE HELD RESPONSIBLE FOR THE UNAUTHORIZED DISPOSAL OF ASSETS UNDER THEIR CONTROL.

SALE AND DISPOSAL

1. If an asset is determined to be in poor, unsafe, or unusable condition with no appreciable value, Purchasing will make arrangements to have the asset photographed and scrapped and the appropriate entries made to the asset record.
2. When an asset is no longer useful to the County but retains some residual value, the Purchasing Director shall be authorized to dispose of the asset by means of public auction, competitive bids or quotations, donation, private negotiation or a method determined to be in the best interested of the County.

A good faith effort shall be made to obtain the best possible value for an asset. However, in no event shall the inability to obtain offers be a bar to the disposition. *In such case, an asset shall be removed from the County's surplus storage location for disposal.*

Whenever an asset is scrapped, the reason shall be documented and approved by the Purchasing Director and be made part of and attached to the asset record.

3. The Purchasing Director shall be authorized to negotiate the sale of an asset directly with a Municipality, Political Subdivision, School District or Not-for-Profit Agency who has expressed an interest in a particular asset without making the asset available to other entities if it appears to be in the best interest of the County to do so.
4. The Purchasing Director shall be authorized to reject any or all offers which are not in the best interest of the County.
5. Surplus computer equipment may be offered through donation to public schools, public libraries, private institutions for secular educational use, and not-for-profit institutions for use by individuals with disabilities, pursuant to General Municipal Law, Section 104-C. "Computer equipment" shall include hardware, software and printers.
6. The above referenced guidelines notwithstanding, the Purchasing Director, at his discretion, may require standards which exceed those presented in this policy.

7. Instances of failure to comply with this policy, guidelines, and procedures shall be reported to the County Administrator who shall keep the Board Chairman and jurisdictional committee apprised of noncompliance and initiate appropriate corrective action.

REFERENCE

1. Section 215.9, County Law
2. Jefferson County Board of Supervisors Resolution No. 353 of 1987
3. Jefferson County Board of Legislators Resolution No. 109 of 1996, 184 of 2003, and of 2024

FORMS

Surplus Donation Letter (FA-04)

ISSUED: 12/87

REVISED: 4/96, 9/03, and 5/24

Robert F Hagemann III
County Administrator

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Appointment to Jury Board

By Legislator: _____

Resolved, That, pursuant to Section 503 of the Judiciary Law, this Board hereby designates Anthony J. Doldo as a member of the County Jury Board for a term to expire December 31, 2025, and be it further

Resolved, That, the designation be filed in writing in the Office of the County Clerk.

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Approving Appointments to the North Country HOME Consortium (NCHC) Administrative Board

By Legislator: _____

Whereas, Pursuant to the Cooperative Agreement between Jefferson, Lewis, and St. Lawrence Counties regarding the HOME Investment Partnership Program, each county legislative board appoints three members to the North Country HOME Consortium Administrative Board; and

Whereas, By Resolution 167 of 2022, Jefferson County approved appointments to the North Country HOME Consortium Administrative Board.

Now Therefore, the following current members be re-appointed for the terms as listed:

Kevin Jordan - 5/2/2023 - 4/30/2026
Jillian Redder - 5/7/2024 - 4/30/2027

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. _____

Appointing Member to Soil & Water Conservation District Board of Directors

By Legislator: _____

Resolved, Pursuant to Section 7 of the Soil & Water Conservation Districts Law, the following individual is hereby appointed to the Soil & Water Conservation District Board for a term to expire as noted:

<u>Name</u>	<u>Term to Expire</u>
Richard Campany	12/31/2024

Seconded by Legislator: _____

State of New York)
)
 County of Jefferson)

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

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

Clerk of the Board of Legislators

Department	Revenue through end of March 2023	Revenue through end of March 2024	2024 Amended Budget March = 25.00%	2023 Revenue as % of 2023 BUD	2024 Revenue as % of 2024 BUD
1045 - General Items 01	\$79,851,665	\$81,331,054	\$41,213,134	52.409%	49.34%
1165 - District Attorney 01	\$248,189	\$346,091	\$100,955	94.543%	85.70%
1170 - Public Defender 01	\$40,591	\$0	\$157,367	4.703%	0.00%
1325 - Treasurers Department 01	\$4,761	\$425	\$7,438	21.639%	1.43%
1345 - Purchasing 01	\$7,436	\$6,576	\$18,750	7.827%	8.77%
1355 - Real Property Tax Services 01	\$375,740	\$402,745	\$140,454	80.753%	71.69%
1410 - County Clerk 01	\$313,907	\$347,963	\$579,150	17.130%	15.02%
1420 - County Attorney 01	\$71,732	\$65,139	\$140,500	12.764%	11.59%
1430 - Human Resources 01	\$2,445	\$2,980	\$32,000	1.910%	2.33%
1436 - Insurance Department 01	\$0	\$0	\$25,350	0.000%	0.00%
1450 - Board of Elections 01	\$0	\$0	\$238	0.000%	0.00%
1620 - Buildings 01	(\$177,040)	\$17,204	\$275,465	-16.171%	1.56%
1680 - Information Technology 01	\$0	(\$507)	\$15,500	0.000%	-0.82%
2490 - Education 01	\$182,754	\$183,892	\$18,750	182.754%	245.19%
3110 - Sheriff - Criminal & Civil Div 01	(\$16,839)	\$41,171	\$112,817	-3.454%	9.12%
3140 - Probation 01	\$231,948	\$314,327	\$121,041	32.703%	64.92%
3315 - STOP DWI Program 01	\$16,158	\$38,431	\$25,915	11.594%	37.07%
3410 - Fire & Emergency Management 01	(\$38,237)	\$13,172	\$187,897	-3.248%	1.75%
3510 - Dog Control 01	\$4,519	\$6,179	\$98,122	1.219%	1.57%
3620 - Code Enforcement 01	\$23,657	\$13,527	\$25,000	23.657%	13.53%
4050 - Public Health 01	(\$447,135)	\$95,445	\$1,378,221	-6.768%	1.73%
4310 - Mental Health Services 01	\$4,506,729	\$4,489,941	\$2,853,850	40.124%	39.33%
5610 - Airport 01	\$323,627	\$235,890	\$646,818	15.007%	9.12%
6010 - Social Services Administration 01	\$7,369,784	\$877,834	\$2,941,527	65.324%	7.46%
6070 - Services for Recipients 01	\$6,053,940	\$2,693,502	\$5,931,735	25.342%	11.35%
6510 - Veterans Service Agency 01	\$0	\$0	\$20,534	0.000%	0.00%
6540 - Consumer Affairs - County Seal 01	\$14,365	\$18,368	\$22,414	16.832%	20.49%
6772 - Office for the Aging 01	\$27,309	(\$893,036)	\$491,776	1.702%	-45.40%
8020 - Planning 01	\$62,093	\$62,093	\$2,500	62.908%	620.93%
8730 - Forestry 01	\$15,000	\$0	\$0	#Error	#Error
8990 - Employee Benefits 01	\$0	\$0	\$10,000	0.000%	0.00%
8992 - Interfund Transfers 01	\$0	\$0	\$0	NaN	#Error
Total	\$99,069,098	\$90,710,409	\$57,595,214	45.448%	39.37%
9003 - Highway 05	\$42,753	(\$179,949)	\$3,779,074	0.252%	-1.19%
9004 - Road Machinery 10	\$81,886	(\$163,169)	\$508,011	2.494%	-8.03%
9101 - Solid Waste - Recycling 15	\$894,119	\$231,481	\$1,122,000	21.861%	5.16%
9006 - Capital 20	(\$1,846,704)	(\$22,679)	\$3,291,766	-2.888%	-0.17%
1045 - General Items 21	\$646,448	\$341,493	\$0	13.267%	#Error
6340 - Employment and Training 25	\$282,618	\$118,107	\$766,952	9.143%	3.85%
1436 - Insurance Department 35	\$1,766,741	\$1,742,764	\$657,694	69.224%	66.25%
9021 - Health Benefits 40	\$4,632,151	\$5,383,779	\$6,335,083	19.480%	21.25%
9023 - Occupancy Tax 50	\$67,853	\$0	\$116,075	14.614%	0.00%
9150 - Debt Service 55	\$33,372	\$304,297	\$635,344	1.496%	11.97%
Total All Funds	\$105,670,335	\$98,466,532	\$74,807,211.77	30.785%	32.91%

Department	Spending through end of March 2023	Spending through end of March 2024	2024 Amended Budget March = 25.00%	2023 Spending as % of 2023 BUD	2024 Spending as % of 2024 BUD
1010 - Legislative Board 01	\$261,771	\$331,753	\$314,729	21.843%	26.35%
1045 - General Items 01	\$7,713,289	\$7,721,616	\$12,695,638	17.086%	15.21%
1165 - District Attorney 01	\$492,363	\$633,217	\$754,507	19.251%	20.98%
1170 - Public Defender 01	\$334,375	\$375,564	\$532,467	16.521%	17.63%
1325 - Treasurers Department 01	\$144,662	\$141,386	\$180,587	20.736%	19.57%
1345 - Purchasing 01	\$120,757	\$119,157	\$164,097	18.660%	18.15%
1355 - Real Property Tax Services 01	\$210,947	\$217,170	\$299,296	18.754%	18.14%
1410 - County Clerk 01	\$511,666	\$537,673	\$540,630	23.733%	24.86%
1420 - County Attorney 01	\$381,297	\$467,341	\$822,080	13.624%	14.21%
1430 - Human Resources 01	\$135,237	\$152,448	\$170,814	19.360%	22.31%
1436 - Insurance Department 01	\$606,305	\$930,770	\$372,428	76.973%	62.48%
1450 - Board of Elections 01	\$176,133	\$1,024,194	\$423,189	17.251%	60.50%
1620 - Buildings 01	\$1,264,528	\$1,162,070	\$1,156,839	30.230%	25.11%
1680 - Information Technology 01	\$532,021	\$514,954	\$485,288	31.731%	26.53%
1910 - Special Items 01	(\$441)	\$2,954	\$120,984	-0.026%	0.61%
2490 - Education 01	\$5,563,468	\$5,683,923	\$1,504,943	96.180%	94.42%
3110 - Sheriff - Criminal & Civil Div 01	\$4,098,106	\$5,313,196	\$5,227,992	22.843%	25.41%
3140 - Probation 01	\$976,751	\$862,353	\$1,117,652	22.321%	19.29%
3315 - STOP DWI Program 01	\$20,252	\$14,642	\$32,163	14.531%	11.38%
3410 - Fire & Emergency Management 01	\$1,105,784	\$917,248	\$1,286,279	19.126%	17.83%
3510 - Dog Control 01	\$109,124	\$75,531	\$106,677	26.523%	17.70%
3620 - Code Enforcement 01	\$130,355	\$161,053	\$182,815	19.485%	22.02%
4050 - Public Health 01	\$1,546,573	\$1,536,349	\$2,116,929	16.597%	18.14%
4310 - Mental Health Services 01	\$2,243,657	\$2,326,834	\$4,026,365	14.946%	14.45%
5610 - Airport 01	\$1,242,965	\$1,231,289	\$921,197	38.666%	33.42%
6010 - Social Services Administration 01	\$4,243,368	\$4,335,876	\$5,607,885	19.754%	19.33%
6070 - Services for Recipients 01	\$8,387,884	\$9,879,461	\$12,101,119	18.132%	20.41%
6510 - Veterans Service Agency 01	\$41,067	\$45,198	\$53,778	20.070%	21.01%
6540 - Consumer Affairs - County Seal 01	\$39,281	\$44,893	\$53,493	19.076%	20.98%
6772 - Office for the Aging 01	\$237,254	\$518,973	\$837,869	8.303%	15.48%
8020 - Planning 01	\$108,500	\$123,301	\$175,826	13.985%	17.53%
8730 - Forestry 01	\$69,577	\$69,669	\$43,500	40.452%	40.04%
8989 - Public Benefit Agencies 01	\$570,138	\$890,506	\$455,828	32.054%	48.84%
8990 - Employee Benefits 01	\$951,090	\$1,099,107	\$1,670,825	13.547%	16.45%
8992 - Interfund Transfers 01	\$115,350	\$90,643	\$3,952,667	0.532%	0.57%
Total	\$44,685,453	\$49,552,313	\$60,509,373	19.141%	20.47%
9003 - Highway 05	\$1,214,993	\$7,134,620	\$4,399,074	7.167%	40.55%
9004 - Road Machinery 10	\$2,144,406	\$1,559,144	\$861,761	56.744%	45.23%
9101 - Solid Waste - Recycling 15	\$1,281,894	\$1,486,655	\$981,903	30.467%	37.85%
6070 - Services for Recipients 20		\$0	\$0	NaN	#Error
9006 - Capital 20	\$11,150,615	\$3,557,089	\$3,614,283	14.874%	24.60%
1045 - General Items 21	\$2,520,364	\$199,740	\$0	49.212%	#Error
6340 - Employment and Training 25	\$357,128	\$472,530	\$766,927	11.456%	15.40%
1436 - Insurance Department 35	\$480,546	\$253,634	\$657,694	18.829%	9.64%
9021 - Health Benefits 40	\$4,197,438	\$4,748,549	\$6,335,083	17.652%	18.74%
9023 - Occupancy Tax 50	\$221,800	\$4,300	\$116,075	47.771%	0.93%
9150 - Debt Service 55	\$32,534	\$29,509	\$560,344	1.458%	1.32%
Total All Funds	\$68,287,170	\$68,998,083	\$78,802,516.22	18.425%	21.89%

Statement of County Clerk's Fees Received

I, Gizelle J. Meeks, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of March 1, 2024 through March 31, 2024 as follows:

DMV Fees:

CC06 Retention	\$ 58,565.87
CC05 Sales Tax Ret	\$ 588.50
CC05 FS-6 Ret.	\$ 720.00
Total	\$ 59,874.37

Land Records Fees:

CC07 Recording Fees	\$ 43,220.50
CC07 Filing Fees	\$ 4,143.00
CC07 Passport Fes	\$ 1,330.00
CC07 Photo Fees	\$ 420.00
CC07 RETT	\$ 324.00
CC07 RP5217 Ret	\$ 2,412.00
CC07 Notary Ret	\$ 80.00
CC07 NY Ed. Ret/RM	\$ 1,245.00
CC07 UCC's	\$ 1,400.00
CC07 Miscellaneous	\$ 288.00
CC07 General Int.	\$ 617.80
CC07 DMV Int.	\$ -
CC07 Cover Page Fee	\$ 4,020.00
CC07 Overages	\$ 231.95
CC07 Copy Fees	\$ 3,042.88
CC07 E-Subscription	\$ 4,588.50
Total	\$ 67,363.63

Mortgage Tax Fees:

CC07 Expense	\$ 29,083.00
CC07 Interest	\$ 76.83
Total	\$ 29,159.83

Total By Account

CC05	\$ 1,308.50
CC06	\$ 40,265.20
CC07	\$ 83,166.63
CC08	\$ 11,025.00
CC50	\$ 1,037.00
PROJECT TR50	\$ 1,933.00
TT61	\$ -
Total	\$ 138,735.33

Court Record Fees:

CC08 Index Fees	\$ 11,025.00
CC08 Misc. Court	\$ -
CC50 County Fines	\$ 1,037.00
Total	\$ 12,062.00

Fees Collected for Other Depts.:

TR50 Stop DWI	\$ 1,933.00
TO761 Deposit Into Court	\$ -
Total	\$ 1,933.00

Adjustments (Deductions):

CC06 DMV Online Revenue:	\$ 18,300.67
CC06 DMV Retention (Credit)	\$ -
Total	\$ 18,300.67

CC07 Credit Cards	\$ 12,003.83
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CC07 Notaries: Vouchers	\$ -
February	\$ 80.00
Total	\$ 80.00

CC07 Incorporations:	
January	\$ 490.00
February	\$ 783.00
Total	\$ 1,273.00

CC07 Tax Sale - Rec. Fees	\$ -
Tax Sale - RETT	\$ -
Tax Sale - Misc.	\$ -
Total	\$ -

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 138,735.33

4/5/24
Date



Jefferson County Treasurer/Deputy

Health Benefit Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual/ Rebates	Total	Adopted Budget
2024	1,921,916	1,974,502	2,172,724											6,069,142	23,500,000
2023	1,725,821	2,063,382	2,335,068	1,949,665	2,152,515	2,147,317	1,942,590	2,355,616	2,204,520	2,022,029	1,887,991	1,747,627	-1,723,301	22,810,838	22,000,000
2022	1,537,896	1,842,588	2,730,790	1,241,092	1,899,488	1,836,289	1,723,927	2,195,618	1,714,200	1,848,532	1,832,888	1,823,947	-849	22,226,406	21,500,000
2021	1,391,643	1,360,776	1,840,634	1,111,871	1,724,818	1,979,876	1,644,478	1,148,699	1,904,488	1,740,311	1,952,912	1,736,020	913,753	20,450,280	22,500,000
2020	2,000,523	1,959,018	1,955,959	1,611,645	1,645,789	1,474,318	2,086,246	1,622,635	2,008,568	1,731,176	1,597,596	1,493,882	-1,543,303	19,644,052	21,100,000
2019	1,706,282	1,487,006	1,495,967	1,370,373	1,733,868	1,533,132	1,751,872	1,629,898	1,867,896	2,059,652	1,836,676	1,687,820	-625,042	19,535,402	22,100,000
2018	1,592,534	1,785,350	2,113,093	1,848,874	1,279,299	1,162,251	1,400,942	1,999,071	1,431,052	1,862,490	1,355,279	1,583,609	-967,059	18,446,785	21,500,000
2017	1,529,529	1,866,306	1,825,608	1,572,248	1,819,815	1,815,944	1,488,988	1,596,965	1,511,099	1,561,197	1,876,330	1,697,642	-188,804	19,972,868	21,500,000
2016	1,633,556	1,631,731	1,966,926	1,395,394	1,555,709	1,782,977	1,674,534	1,427,421	1,982,882	1,689,937	1,380,652	1,715,106	-174,186	19,662,639	19,500,000
2015	1,447,909	1,711,206	1,323,090	1,832,204	1,671,467	1,478,813	1,659,141	1,336,322	1,720,703	1,832,887	1,294,288	2,045,210	-1,169,591	18,183,649	17,950,000
2014	1,278,930	1,130,181	1,468,292	1,665,269	1,460,980	1,536,745	1,449,695	1,374,535	1,203,417	1,289,949	1,380,933	1,362,655	275,388	16,876,970	16,000,000
2013	579,446	894,308	1,505,686	1,533,248	1,273,873	1,186,989	924,809	1,435,050	1,133,361	1,286,329	1,208,752	1,523,899	702,604	15,188,353	16,000,000
2012	701,835	1,236,667	1,325,449	958,983	1,333,307	1,090,308	1,234,885	1,319,356	1,470,833	1,356,075	1,286,161	1,390,545	468,831	15,173,236	16,500,000
2011	1,299,479	1,252,851	1,326,540	1,150,034	1,174,784	1,306,781	1,133,739	1,046,098	1,173,697	1,337,826	1,057,304	1,347,532	-278,692	14,327,973	17,200,000
2010	1,077,789	1,095,074	1,154,761	1,114,950	1,040,417	1,115,092	1,213,479	1,187,037	1,222,667	1,366,459	1,245,518	1,163,920	108,292	14,105,456	15,700,000
Monthly Average Percent	7.60%	8.24%	9.42%	7.87%	8.39%	8.25%	8.29%	8.26%	8.70%	8.97%	8.26%	8.80%	-1.06%	100.00%	

Estimated Cost Scenarios 2024 Budget 23,500,000

Average % compared to rest of years

2017-2023 Average Cost percentage by month/year total	26.69%	
Estimated 2024 Cost	22,739,407	760,593
2023 Cost percentage by month/year total	26.85%	
Estimated 2024 Cost	22,605,501	894,499
Straight 12 Month Cost by average month to date	24,276,568	(776,568)
2010 - 2023 average monthly percentage of total	24,023,913	(523,913)