

County of Jefferson
Office of the County Administrator

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



January 11, 2024

TO: Members of General Services Committee
FROM: Robert F. Hagemann, County Administrator *R.F.H.*
SUBJECT: General Services Committee Agenda

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

Following is a list of agenda items for the meeting:

Resolutions:

1. Amending the 2024 County Budget and Capital Plan to Recognize 2023 Revenue from the Passenger Facility Charges for the Watertown International Airport
2. Establishing Time and Place for Public Hearing Related to the Status of the Implementation of the 2021 Community Development Block Grant (CDBG) Housing Award
3. Authorizing Grant Agreement, State Environmental Quality Review Act (SEQR) Determination, and Amending the 2024 County Budget in Relation to a 2023 Community Development Block Grant Award from the NYS Office of Community Renewal
4. Authorizing Agreements in Connection with New York State Snowmobile Trails Grant-in-Aid Program and Amending 2024 County Budget in Relation Thereto
5. Authorizing Professional Services Agreement with VHB for the County's Online Map Viewer
6. Abolishing Petty Cash Fund in the Probation Department
7. Amending the 2024 County Budget to Reappropriate Funds for Recycling & Waste Management

8. Amending the 2024 County Budget in Relation to Recycling & Waste Management
9. Re-Authorizing an Agreement with Jefferson County Stormwater Municipal Coalition

Informational Item:

- Planning Department Report

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

RFH:tlr

| | | | |
|-----|---------------------|--------------------------------|--------------------|
| cc: | Airport | Dog Control | Probation/Stop DWI |
| | Buildings & Grounds | Fire & Emerg. Mgmt./E-911 | Public Defender |
| | Code Enforcement | Highway/Recycling & Waste Mgt. | Sheriff |
| | District Attorney | Planning | Weights & Measures |

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2024 County Budget and Capital Plan to Recognize 2023 Revenue from the
Passenger Facility Charges for the Watertown International Airport

By Legislator: _____

Whereas, Pursuant to Resolution 289 of 2016, The Board of Legislators authorized an application to the Federal Aviation Administration (FAA) for the Passenger Facility Charge (PFC) program at the Watertown International Airport, and

Whereas, The FAA approved the application and the PFC funds collected in 2017, 2018, 2019, 2020, 2021 & 2022 were recognized by Resolutions 155 of 2018, 168 of 2019, 128 of 2020, 84 of 2021, 68 of 2022, and 40 of 2023 respectively, and

Whereas, The County collected \$90,642.85 PFC in 2023, to be appropriated for use in projects that enhance safety, security, operations, or capacity; reduce noise; or increase air carrier competition.

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

Increase:

| | | |
|-----------------|-----------------------------------|-------------|
| Fund Balance | | |
| 01000000 30599 | Appropriated Fund Balance | \$90,642.85 |
| Transfers | | |
| 019950000 09006 | Transfer to Capital Projects Fund | \$90,642.85 |
| 020900600 95031 | Transfer from General Fund | \$90,642.85 |
| Expenditure | | |
| 020698900 02071 | PFC Projects | \$90,642.85 |

and be it further

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

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Establishing Time and Place for Public Hearing Related to the Status of the Implementation of the 2021 Community Development Block Grant (CDBG) Housing Award

By Legislator: _____

Whereas, By Resolution 75 of 2022, This Board of Legislators accepted a Community Development Block Grant (CDBG) award (581HR304-21) in program year 2021 (\$1,000,000) from the NYS Office for Community Renewal for an owner-occupied housing rehabilitation assistance program for low to moderate income eligible residents, and

Whereas, Jefferson County is in the process of implementing the County's 2021 Community Development Block Grant (CDBG) Award administered by the NYS Office of Community Renewal, and

Whereas, The CDBG application process requires applicants to hold a public hearing to obtain the views of the general public on the status and implementation of the award.

Now, Therefore, Be It Resolved, Pursuant to Section 104(A)(2) of the Federal Housing and Community Development Act, as amended, a CDBG public hearing shall be held on Tuesday, March 5, 2024 at 6:00 p.m. in the Jefferson County Board Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY, and be it further

Resolved, Notice of such public hearing shall be given in accordance with the law.

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 Grant Agreement, State Environmental Quality Review Act (SEQR) Determination, and Amending the 2024 County Budget in Relation to a 2023 Community Development Block Grant Award from the NYS Office of Community Renewal

By Legislator: _____

Whereas, Jefferson County has recently been notified by the New York State Office of Community Renewal (OCR) that its 2023 Housing Community Development Block Grant (CDBG) application has been approved, and

Whereas, The \$1,000,000 award (581HR301-23) will be used to continue an owner-occupied housing rehabilitation program to benefit income eligible homeowners throughout Jefferson County, and

Whereas, A Grant Agreement between the New York State Housing Trust Fund Corporation (HTFC) and the County is necessary to access the funds, and

Whereas, Jefferson County has evaluated the CDBG action under the project classification guidelines of the New York State Environmental Quality Review Act.

Now, Therefore, Be It Resolved, That the Chair of the Board of Legislators is authorized to execute a Grant Agreement, subject to the approval of the County Attorney, with the New York State Housing Trust Fund Corporation in accordance with HTFC and OCR guidelines, and

Be It Further Resolved, That the County has determined that this CDBG project is a Type II Action under the State Environmental Quality Review Act and requires no further State environmental review, and

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

Increase:

| | | | |
|----------------|--------------------|--|--------------|
| Revenue | | | |
| 30866800 94911 | Federal Aid – CDBG | | \$ 1,000,000 |
| | | | |
| Expenditure | | | |
| 30866800 04014 | CDBG Housing Rehab | | \$ 1,000,000 |

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing Agreements in Connection with New York State Snowmobile Trails
Grant-in-Aid Program and Amending 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, Jefferson County has been notified by New York State Office of Parks, Recreation, and Historic Preservation that it has received an award of \$88,704 through the 2023-2024 Snowmobile Trails Grant-In-Aid Program, based upon a grant application submitted by the County in cooperation with the Winona Forest Recreation Association, Barnes Corners Sno-Pals Snowmobile Club, Pulaski-Boylston Snowmobile Club, Thousand Islands Snowmobile Club, and Missing Link Snowmobile Club.

Now, Therefore, Be It Resolved, That Jefferson County does hereby accept the above referenced funding and authorizes the Chairman of the Board of Legislators to execute such grant agreements and other documents as may be required to receive the funding from the State of New York, and be it further

Resolved, That the Chairman of the Board is further authorized to execute agreements between the County of Jefferson, the Winona Forest Recreation Association, Barnes Corners Sno-Pals, Pulaski-Boylston, Thousand Islands, and Missing Link snowmobile clubs, subject to approval by the County Attorney as to form and content, which provides for said organizations to conduct snowmobile trail development and maintenance consistent with the referenced grant application and grant program requirements, and be it further

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

Increase:

| | | |
|----------------|------------------------------|-----------|
| Revenue | | |
| 01802000 93889 | State Aid Snowmobile Trail | \$ 88,704 |
| Expenditure | | |
| 01802000 04681 | Snowmobile Trail Maintenance | \$ 88,704 |

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing Professional Services Agreement with VHB for the County's Online Map Viewer

By Legislator: _____

Whereas, Jefferson County has previously entered into and subsequently renewed a GIS mapping technical support and server hosting services agreement with VHB for the County's online Map Viewer, which displays parcel data and several other layers of geographic information, and

Whereas, With the expiration of the current agreement at the end of 2023, a new hosting agreement is necessary with VHB to maintain public internet access to the site, provide programming services to incorporate new data sets and data layer changes, and maintain all Map Viewer related hardware and software, and

Whereas, VHB will provide hosting services for \$6,600 for 2024, and

Whereas, The 2024 County Budget provides funding for the services.

Now, Therefore, Be It Resolved, That Jefferson County enter into a professional services agreement with VHB for the period of January 1 through December 31, 2024, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute said agreement, subject to 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. _____

Abolishing Petty Cash Fund in the Probation Department

By Legislator: _____

Whereas, By Resolution 314 of 2001, This Board of Legislators established a petty cash fund in the Probation Department in order to facilitate Probation Officers to meet the complex needs of children in the juvenile justice system which are not covered through normal funding sources, and

Whereas, The Probation Department has identified other funding processes to address the needs for specific items, programs or related services as deemed necessary.

Now, Therefore, Be It Resolved, That, Pursuant to Section 371 of the County Law, said Petty Cash Fund is hereby abolished.

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2024 County Budget to Reappropriate Funds for Recycling & Waste Management

By Legislator: _____

Whereas, By Resolution 137 of 2023, This Board of Legislators allocated \$100,000 in American Rescue Plan Act (ARPA) funding to address Solid Waste Transfer Station/Recycling Center needs for a second scale, and

Whereas, Some of the funding was used in 2023 for foundation and conduit work leaving \$60,961.12 remaining to be re-appropriated, and

Whereas, The cost of the second scale will exceed the re-appropriated amount, necessitating further use of fund balance.

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

Increase:

| | | |
|--------------------------------|----------------------------|---------------|
| Fund Balance 15000000 30599 | Appropriated Fund Balance | \$ 114,961.12 |
| Expenditure 15816000 02500 | Building/Grounds Equipment | \$ 114,961.12 |

Seconded by Legislator: _____

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2024 County Budget in Relation to Recycling & Waste Management

By Legislator: _____

Whereas, By Resolution 156 of 2023, This Board of Legislators amended the 2023 Budget to replace a trailer that was no longer structurally sound, and

Whereas, Another trailer broke later in 2023, leading to Recycling and Waste Management requesting funding to replace another trailer, and

Whereas, Funding is available due to the outstanding debt owed the General Fund having been paid off at the end of 2023, pursuant to Resolution 317 of 2022.

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

Increase:

| | | |
|----------------|---------|------------|
| Expenditure | | |
| 15816000 02480 | Trailer | \$ 100,000 |

Decrease:

| | | |
|----------------|--------------------------|------------|
| Expenditure | | |
| 15816000 09003 | Transfer to Debt Service | \$ 100,000 |

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. _____

Re-Authorizing an Agreement with Jefferson County Stormwater Municipal Coalition

By Legislator: _____

Whereas, The United States Bureau of the Census has designated an area of Jefferson County as an “urbanized area” in excess of 50,000 residents based on the 2010 Census population data, and

Whereas, The U. S. Environmental Protection Agency requires that municipalities which operate a municipal storm water sewer system (Municipal Separate Storm Sewer System (MS4)) within said area are required to obtain a permit through the New York State Department of Environmental Conservation (DEC), to discharge stormwater, for the purpose of reducing pollution, and

Whereas, The DEC has informed the County that it must obtain said permit and develop and implement a plan for those areas within the urbanized area in which it is responsible for a stormwater system, and

Whereas, The Towns of LeRay, Rutland and Watertown, the Villages of Black River, Brownville, Carthage and West Carthage, City of Watertown and Jefferson County have formed a coalition to combine their resources for the purpose of developing and implementing their plans, and

Whereas, By Resolution 217 of 2014, This Board of Legislators authorized an agreement with said Jefferson County Stormwater Coalition, subsequently re-authorized by Resolution 259 of 2017, and

Whereas, The Jefferson County Soil & Water Conservation District is acting as staff consultants to said coalition, and

Whereas, There is a membership fee of \$500 annually for 2023 and 2024, and up to \$3,500 annually thereafter for said coalition members, and

Whereas, It is in the best interest of Jefferson County to remain in said coalition.

Now, Therefore, Be It Resolved, That Jefferson County re-authorizes said agreement with the Jefferson County Stormwater Coalition for the period January 1, 2023 through December 31, 2027, and that the Chairman of the Board of Legislators is hereby authorized to execute said agreement on behalf of the County, subject to the review of the County Attorney as to form and content.

Seconded by Legislator: _____



Planning Department 2023

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

2020 Award: \$402,241 was processed to complete the \$800,000 award. A total of 20 owner occupied rehab projects were completed for low to moderate income families.

- 2021 Award: \$928,669 was processed to complete the \$1,000,000 award. A total of 18 owner occupied rehab projects were completed for low to moderate income families.

-2023 Award: The County received notification that it was awarded \$1,000,000 to continue to assist owner occupied rehab projects for low to moderate income families.

Monitoring – Staff completed a remote monitoring for the 2018 and 2019 CDBG Housing Awards.

North Country HOME Consortium

Award Years

2019 - \$221,857, distributed. 4 Owner Occupied Rehab and 3 Homebuyer projects were completed.

2020 - \$130,324, distributed. 1 Owner Occupied Rehab and 3 Homebuyer projects were completed.

2021 - \$236,565, distributed. 9 Owner Occupied Rehab projects were completed.

2022 - \$52,737, distributed. 5 Owner Occupied Rehab projects were completed.

Staff attended the annual HOME Administrative Board meeting to review applications for 2023 funding.

Staff attended the HUD Region 2--Environmental Review Training in Syracuse, NY. April 25- 27

Staff participated in the Fair Housing Roundtable in April.

Staff began the re-authorization process for the HOME Consortium. Letters were sent out to the participating municipalities of their right not to participate in the reauthorization for 2024-2026. These letters were sent to participating Lewis, Jefferson & St. Lawrence County members.

County Planning Board

Staff conducted 75 reviews:

| | | | |
|-------------------|------|---------------------|------|
| Area Variances | - 8 | Special Use Permits | - 9 |
| Use Variances | - 3 | Zoning Amendments | - 13 |
| Site Plan Reviews | - 40 | Moratoriums | - 2 |

Transportation

MPO – Staff met with the MPO Transit Technical Committee and reviewed the draft Unified Planning Work Program for 2022 – 2023.

Mobility Management – Staff met with the county-wide mobility management team to discuss the proposed routes and budget for the startup county-wide public transportation system. Staff collaborated with County Purchasing staff to prepare a Request For Proposal for County-wide Mobility Management Services.

Transportation Workgroup – Staff participates the quarterly meetings to discuss public transportation issues.

Awarded a contract to Volunteer Transportation Center for a two year contract to provide mobility management services to the County. The award is pending NYS DOT approval of our 5311 grant application for capital expenses associated with the startup of county wide public transportation.

Fort Drum

Staff participated in a virtual meeting with the consultant on the Fort Drum Economic Impact Model update.

Fort Drum – Staff attended the 10th Mountain Division Campaign Plan Executive Forum.

Fort Drum Sustainability Committee - Staff met with the Sustainability Committee to discuss program priority updates and cooperative community efforts.

Broadband

Staff and Administration have been working with DANC staff to develop a plan to improve service to underserved areas of the County.

Deferiet Brownfield Opportunity Area

Staff participates on the Steering Committee for redevelopment of the former mill property. Attended a meeting with consultants to discuss the redevelopment plan.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria (T) – Completed zoning amendment for a Marine Island zoning district.

Alexandria Bay (V) – Completed a major update to the Village's zoning law and map.

Brownville (T) - Staff attended Planning Board meeting to discuss proposed zoning amendments.

LeRay (T) – Assisting Comp Plan Committee to develop a new comprehensive plan.

Orleans (T) - Assisted Zoning Committee regarding preparation of a short term rental law.

Sackets Harbor (V) – Updated County Planning Board review trigger map.

Henderson (T) – Assisted with zoning amendments pertaining to the Island District.

Staff attended the 34th Annual Onondaga Planning Federation Planning Symposium.

Staff participated in the following webinars: Siting and Zoning Considerations for Large-Scale Solar, NYS Planning Federation "Learn at Lunch" Webinar series, Fair Housing Law Essentials, CDBG Application Webinar for Housing Activities, Home ARP RFP Pre-Application Webinar, Reading and Interpreting Site Plans, and Planning for Climate Resilient Communities Webinar.

Staff participated in an Active Transportation and Complete Streets training with Urban Cycling Solutions and the City of Watertown Planning Department.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

Staff completed the process and implementation of the 8 year review for the North Agricultural District.

Staff completed the annual Agricultural District Inclusion process. 8 landowners requested that 800 acres be added to existing Agricultural Districts.

Snowmobile Grant-in-Aid Program

Staff administered the \$84,000 NYS Snowmobile Grant-in-Aid program for the five snowmobile clubs that have trails in the County.

MS4 Coalition

Coordinated with JC SWCD staff regarding the required annual training for relevant staff. Gathered data for the annual report and attended bi-monthly meetings.

NYS Septic System Replacement Program

Staff processed the final projects for the grant. A total of 16 failing septic systems were replaced through two rounds of the grant.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

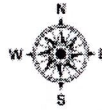
General Technical Assistance

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

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

Our GIS Specialist supports the planners and other County Departments with various projects. Examples include: Boundary and Annexation Survey for 2022 submitted to the Census Bureau; Created proposed Legislative District maps and spreadsheets; created town and city maps of new local election districts and associated spreadsheet with active voter counts; calculation of Census 2020 populations for new congressional districts in Jefferson County; determination of how many voters are closest to which polling place in Brownville, LeRay, and Wilna and how much farther they are from the next nearest polling place if one is closed; calculated number of voters nearest to each polling site in Orleans and average increased distance if voters went to a different site; updated polling sites for 2023; created county-wide Election Districts map for 2023; composed HOME 2023 Funding map; mapped underserved broadband areas; determined farmland soil types for proposed solar farm in LeRay; for Jefferson County Economic Development, found school districts for two solar farms; determined agricultural district proximity, prime agricultural soils, scenic road proximity, and scenic viewshed for proposed solar farm site; worked on Agricultural District #2 data normalization and database. provided mailing addresses for residents in former village of Herrings for Board of Elections; created proposed zoning map for Town of Brownville; created table and charts of prime agricultural soil acreage in the Towns of Watertown and Rutland for the agricultural coordinator; Assisted Board of Elections with editing GIS layers; amended Polling Place town maps for the Board of Elections; created maps showing priority farmland for a parcel under County Planning Board Review, and found percent coverage of priority farmland soil types for a proposed solar farm on the property; ArcGIS Online training workshop; Prepped RPS 2023 parcels layer for department and Map Viewer GIS use; created Town of Theresa prime agricultural soils and zoning maps as slides for County Planning Board; 2023 parcel data prepped and sent to vhb to post to the County Map Viewer; created several priority agricultural soils maps for individual parcels with project under County Planning Board review; produced 2022-2023 HOME projects map; composed Proposed Broadband Projects map for Jefferson County; generated flood and zoning maps for property owner.

AREA TO BECOME
JEFFERSON COUNTY
1799



JEFFERSON COUNTY
1805

