

County of Jefferson
Office of the County Administrator



Historic Courthouse
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October 10, 2024

TO: Members of General Services Committee

FROM: Ryan Piche, County Administrator

SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on **Tuesday, October 15, 2024 at 6:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentation:

Jefferson Community College Capital Discussion – Dr. Daniel Dupee, President

Solid Waste & Recycling Proposed Tip Fee Increase – Jim Lawrence Highway Superintendent

Resolutions:

1. Amending the 2024 County Budget and Capital Plan for Repairs to The Workplace Building
2. Authorizing an Agreement with New York State Division of Criminal Justice Services for GIVE Grant Award to the District Attorney's Office
3. Amending the 2024 County Budget in Relation to Overtime in Dispatch
4. Increasing Tipping and Recycling Pickup Fees for Solid Waste and Recycling
5. Amending the 2024 County Budget in Relation to the HOME Investment Partnership Grant Program
6. Authorizing an Agreement with the Community Action Planning Council (CAPC) to Promote Fair and Equal Housing

7. Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2024 Inclusion of Viable Agricultural Land to Existing Agricultural Districts, and Making a Determination of Non-Significance
8. 2024 Inclusion of Viable Agricultural Land in Certified Agricultural Districts Before the Districts' Established Review Periods
9. Amending the 2024 County Budget in Relation to Overtime in the Sheriff's Office
10. Amending the 2024 County Budget in Relation to FY 2024-2025 Law Enforcement Technology (LETECH) Program
11. Approving the 2025 Stop DWI Plan
12. Authorizing An Agreement with the NYS Unified Court System for Cleaning and Maintenance of Court Facilities

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

RP:jdj

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

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

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

By Legislator: _____

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

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

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

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

Increase

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

and be it further

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

Seconded by Legislator: _____

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

By Legislator: _____

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

Whereas, The GIVE initiative provides for preventative and enforcement strategies to focus efforts on hot spot policing, deterrence through community outreach and resource alignment, and specialized training, and

Whereas, Said grant will be used for contracted GIVE coordination and analysis.

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

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfill the requirements of this grant award on behalf of Jefferson County.

Seconded by Legislator: _____

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 in Relation to Overtime in Dispatch

By Legislator: _____

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

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

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

Increase

Expenditure

01311200 01300	Overtime	\$125,000
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Decrease

Expenditure

01311200 01100	Personal Services	\$125,000
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Seconded by Legislator: _____

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. _____

Increasing Tipping and Recycling Pickup Fees for Solid Waste and Recycling

By Legislator: _____

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

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

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

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

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

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

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

Seconded by Legislator: _____

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 in Relation to
the HOME Investment Partnership Grant Program

By Legislator: _____

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

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

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

Increase:

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

Seconded by Legislator: _____

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

By Legislator: _____

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

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

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

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

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

Seconded by Legislator: _____

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

By Legislator: _____

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

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

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

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

Whereas, An Environmental Assessment Form (EAF) has been completed which reviews potential environmental impacts and determines that no-significant impacts will occur.

Now, Therefore, Be It Resolved, That Jefferson County shall assume lead agency status for this action pursuant to SEQR and has determined that this is an unlisted action and will not have any adverse environmental impacts, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Environmental Assessment Form\ Determination of Significance and forward same to all involved agencies.

Seconded by Legislator: _____

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. _____

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

By Legislator: _____

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

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

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

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

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

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

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

Seconded by Legislator: _____

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 in Relation to Overtime in the Sheriff's Office

By Legislator: _____

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

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

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

Increase

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

Decrease

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

Seconded by Legislator: _____

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 in Relation to FY 2024-2025 Law Enforcement Technology
(LETECH) Program

By Legislator: _____

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

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

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

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

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

Increase:

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

Decrease:

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

Seconded by Legislator: _____

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 the 2025 Stop DWI Plan

By Legislator: _____

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

Now, Therefore, Be It Resolved, That the plan for the coordination of County, Town, City and Village efforts to reduce alcohol related traffic injuries and fatalities during 2025 be and is hereby adopted as the Jefferson County Stop DWI Plan for 2025, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Certification Page of the 2025 Stop-DWI Plan on behalf of Jefferson County, and be it further

Resolved, That, Upon approval of said Stop DWI Plan by the Commissioner of the New York State Department of Motor Vehicles, expenditure of Stop DWI funds in accordance with said Plan and the 2025 Jefferson County Budget is hereby authorized.

Seconded by Legislator: _____

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

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

By Legislator: _____

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

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

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

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

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

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

Seconded by Legislator: _____

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
