

County of Jefferson
Office of the County Administrator



Historic Courthouse
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August 15, 2024

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

DM 3

Please let this correspondence serve as notification that the General Services Committee will meet on *Tuesday, August 20, 2024 at 6:00 p.m.* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Amending the 2024 County Budget in Relation to the Watertown International Airport
2. Authorizing the Implementation and Funding of 100% of the Costs of a Transportation Project (Replacement of Weaver Road over Skinner Creek), of Which May Be Eligible for Federal-Aid and/or State-Aid or Reimbursement from Bridge NY Funds, Appropriating Funds Therefor and Amending the 2024 County Budget and Capital Plan
3. Authorizing the Implementation and Funding of 100% of the Costs of a Transportation Project (Replacement of Oxbow-Rossie Road over Vrooman Creek), of Which May Be Eligible for Federal-Aid and/or State-Aid or Reimbursement from Bridge NY Funds, Appropriating Funds Therefor and Amending the 2024 County Budget and Capital Plan
4. Amending the 2024 County Budget in Relation to the Purchase of an Excavator in the County Road Machinery Fund
5. Amending the 2024 County Budget to Replace Heavy Equipment for Recycling & Waste Management
6. Establishing Time and Place for a Public Hearing on the 2024 Inclusions of Viable Agricultural Land in NYS Certified Agricultural Districts

7. Authorizing Agreement in Relation to State Funding for Pretrial Services for Probation
8. Authorizing the Chairman of the Board to Execute Future Energy Agreements Related to Electricity and Natural Gas
9. Amending the 2024 County Budget to Recognize Insurance Recovery Funds and Allocating Same in Sheriff's Department Budget
10. Authorizing Agreements for an Additional Allocation Relative to the Governor's Traffic Safety Committee's Stop-DWI High Visibility Enforcement Grant and Amending the 2024 County Budget in Relation Thereto
11. Authorizing Extension of Agreement with NYS Department of Agriculture and Markets for the Provision of Petroleum Product Quality Program Services

Informational Items:

1. Monthly Department Reports:
Planning

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

DMS:jdj

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2024 County Budget in Relation to the Watertown International Airport

By Legislator: _____

Whereas, The Watertown International Airport requires transfers to cover anticipated expenses through the end of the year, and

Whereas, Temporary personnel has been utilized to address challenges with hiring permanent personnel, and

Whereas, Additional overtime has been necessary to accommodate airline flight schedule changes and increased FBO activity, and

Whereas, Funds are available within the Airport Budget and the Director of Aviation recommends the following transfers to pay for the associated expenses.

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

Increase:

Expenditure		
01561000 01110	Temporary	\$45,000
01561000 01300	Overtime	25,000
01561000 02302	Radios	8,000
01561000 02502	Recycling Containers	14,000
01561000 04119	Computer Software	10,000
01561000 04415	Advertising	5,000

Decrease:

Expenditure		
01561000 01100	Personal Services	\$65,000
01561000 02483	Mower w/ Rotary Cutter	800
01561000 04480	Airfield Pavement Marking	39,200
01561000 04482	Surface Treatment	2,000

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. _____

Authorizing the Implementation and Funding of 100% of the Costs of a Transportation Project (Replacement of Weaver Road over Skinner Creek), of Which May Be Eligible for Federal-Aid and/or State-Aid or Reimbursement from Bridge NY Funds, Appropriating Funds Therefor and Amending the 2024 County Budget and Capital Plan

By Legislator: _____

Whereas, A Project for the Replacement of Weaver Road over Skinner Creek, PIN 775404 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds, and

Whereas, The County of Jefferson will design, let and construct the Project, and

Whereas, The County of Jefferson desires to advance the project by making a commitment of 100% of the costs of the work for the Project or portions thereof, and

Whereas, By Resolution 143 and 193 of 2022, the County of Jefferson advanced the Project by making a commitment of 100% of the federal cost of the Preliminary Design and Right of Way Incidentals of the Project.

Now, Therefore, Be It Resolved, That the duly convened Jefferson County Board of Legislators does hereby approve the Project, and authorizes the County of Jefferson to pay 100% of the cost of Design and ROW Acquisitions work for the Project or portions thereof, with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds, and be it further

Resolved, That the sum of \$104,474 is hereby appropriated from Account 20511300 02855 in the 2024 County Budget, and made available to cover the cost of participation in the above phases of the Project, and be it further

Resolved, That the Jefferson County Board of Legislators hereby agrees that the County of Jefferson shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid or NY Bridge funding awarded to the County of Jefferson, and be it further

Resolved, That in the event the Project costs not covered by federal-aid, state-aid, or NY Bridge funding exceed the amount appropriated above, the Jefferson County Board of Legislators shall convene as soon possible to appropriate said excess amount immediately upon the notification by the Chairman of the Jefferson County Board of Legislators thereof, and be it further

Resolved, That the Jefferson County Board of Legislators hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months, and be it further

Resolved, That the Chairman of the Jefferson County Board of Legislators be and is hereby authorized to execute on behalf of the County of Jefferson all necessary Agreements, certifications or

reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation, subject to the approval of the County Attorney as to form and substance, in connection with the advancement or approval of the Project and providing for the administration of the Project and County of Jefferson's funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Projects costs and all Projects costs within appropriations therefore that are not so eligible, and be it further

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

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

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

Increase:

Revenue		
20900600 94592	Federal Aid Bridges	\$ 94,310

Fund Balance		
05000000 30599	Appropriated Fund Balance	\$ 4,964

Transfers		
05995000 09007	Transfer to Capital Bridges	\$ 4,964
20900600 950315	Interfund Transfer Roads	4,964

Expenditure		
20511300 02855	H02 Weaver Road/Skinner Creek	\$ 99,274

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 the Implementation and Funding of 100% of the Costs of a Transportation Project
(Replacement of Oxbow-Rossie Road over Vrooman Creek), of Which May Be Eligible for
Federal-Aid and/or State-Aid or Reimbursement from Bridge NY Funds, Appropriating Funds
Therefor and Amending the 2024 County Budget and Capital Plan

By Legislator: _____

Whereas, A Project for the Replacement of Oxbow-Rossie Road over Vrooman Creek, PIN 775403 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds, and

Whereas, The County of Jefferson will design, let and construct the Project, and

Whereas, The County of Jefferson desires to advance the project by making a commitment of 100% of the costs of the work for the Project or portions thereof, and

Whereas, By Resolution 144 and 192 of 2022, the County of Jefferson advanced the Project by making a commitment of 100% of the federal cost of the Preliminary Design and Right of Way Incidentals of the Project.

Now, Therefore, Be It Resolved, That the duly convened Jefferson County Board of Legislators does hereby approve the Project, and authorizes the County of Jefferson to pay 100% of the cost of Detailed Design and ROW Acquisitions work for the Project or portions thereof, with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds, and be it further

Resolved, That the sum of \$157,075 is hereby appropriated from Account 20511300 02838 in the 2024 County Budget, and made available to cover the cost of participation in the above phases of the Project, and be it further

Resolved, That the Jefferson County Board of Legislators hereby agrees that the County of Jefferson shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid or NY Bridge funding awarded to the County of Jefferson, and be it further

Resolved, That in the event the Project costs not covered by federal-aid, state-aid, or NY Bridge funding exceed the amount appropriated above, the Jefferson County Board of Legislators shall convene as soon possible to appropriate said excess amount immediately upon the notification by the Chairman of the Jefferson County Board of Legislators thereof, and be it further

Resolved, That the Jefferson County Board of Legislators hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months, and be it further

Resolved, That the Chairman of the Jefferson County Board of Legislators be and is hereby authorized to execute on behalf of the County of Jefferson all necessary Agreements, certifications or

reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation, subject to the approval of the County Attorney as to form and substance, in connection with the advancement or approval of the Project and providing for the administration of the Project and County of Jefferson's funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Projects costs and all Projects costs within appropriations therefore that are not so eligible, and be it further

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

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

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

Increase:

Revenue		
20900600 94592	Federal Aid Bridges	\$ 147,701
Fund Balance		
05000000 30599	Appropriated Fund Balance	\$ 7,774
Transfers		
05995000 09007	Transfer to Capital Bridges	\$ 7,774
20900600 950315	Interfund Transfer Roads	7,774
Expenditure		
20511300 02838	C37 Oxbow-Rossie (CR25)/Vrooman	\$ 155,475

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. _____

Amending the 2024 County Budget in Relation to the Purchase of an Excavator in the County Road Machinery Fund

By Legislator: _____

Whereas, The Highway Superintendent has recommended the replacement of a 2009 Excavator with 9,200 hours which is 2,000 hours over the expected lifespan and recommended 15-year replacement, and

Whereas, Funds are available in other Road Machinery accounts to cover the cost of the Excavator.

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

Increase:

Expenditure		
10513000 02460	Track Hoe	\$180,575

Decrease:

Expenditure		
10513000 02404	Dump Truck	\$ 46,232
10513000 02415	Broom	64,314
10513000 02484	Skid Steer	14,029
10513000 02600	Shop Equipment	6,000
10513000 02700	Bridge Equipment	50,000

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 to Replace Heavy Equipment for
Recycling & Waste Management

By Legislator: _____

Whereas, A loader and a trailer at the Recycling and Waste Management facility have both deteriorated beyond repair, and

Whereas, Replacement of the equipment are vital to the operation of the facility, and

Whereas, Funds were not budgeted within the department for replacement of the equipment.

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

Increase:

Fund Balance		
15000000 30599	Appropriated Fund Balance	\$270,000
Expenditure		
15816000 02480	Trailer	\$100,000
15816000 02484	Loader	170,000

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing Agreement in Relation to State Funding for Pretrial Services in Probation

By Legislator: _____

Whereas, New York State Division of Criminal Justice Services is awarding grants to offset costs associated with the provision of certified pretrial services including screening, assessment, supervision and reporting, and

Whereas, Jefferson County has received \$214,221 for the period July 1, 2024 through December 31, 2025, and

Whereas, Funding will be budgeted within the 2025 Budget and will cover costs for personnel and support funding objectives, and

Whereas, The County must enter into an agreement with New York State to receive the grant funds.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts the \$214,221 and authorizes the Chairman of the Board of Legislators to execute any and all documents as may be required to fulfill the requirements of this grant award, 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

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing the Chairman of the Board to Execute Future Energy Agreements Related to
Electricity and Natural Gas

By Legislator: _____

Whereas, Jefferson County purchases electricity and natural gas at fixed rates, and

Whereas, due to the volatility of the energy markets, rates can change daily, and

Whereas, In order to act expeditiously and in the best interest of the County, it is advantageous to have the flexibility to enter agreements when rates become favorable, and

Whereas, The intent of this purchasing action is to achieve savings in the costs of electricity and natural gas that is delivered to the County over the distribution lines of the local electrical or Natural Gas utility, and

Whereas, Said utility will continue to provide delivery services of the electricity or natural gas in conformance with the regulations of the NYS Public Service Commission, and

Whereas, Agreements will provide savings and/or rate stability to the County and meet NYS General Municipal Law bidding requirements.

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

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

Seconded by Legislator: _____

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 Recognize Insurance Recovery Funds
and Allocating Same in Sheriff's Department Budget

By Legislator: _____

Whereas, The Sheriff's Department has received an insurance settlement check in the amount of \$604.87 for damage to a patrol unit, and has requested that the settlement be used to supplement the external fleet expense line for repairs.

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

Increase:

Revenue		
01311000 92680	Insurance Recoveries	\$604.87
Expenditure		
01311000 043102	External Fleet Expense	\$604.87

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 Agreements for an Additional Allocation Relative to the Governor's Traffic Safety Committee's Stop-DWI High Visibility Enforcement Grant and Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, The New York State Stop-DWI Foundation has successfully coordinated and obtained Stop-DWI High Visibility Enforcement Grant (formerly known as Crackdown Enforcement) funding for 44 counties throughout the state, and

Whereas, By Resolution 271 of 2023, the Board of Legislators accepted \$24,000 in New York State Stop-DWI High Visibility Enforcement Grant funding for the period October 1, 2023 through September 30, 2024, and

Whereas, Jefferson County has been notified of an additional allocation of \$3,000 for the funding period to be shared with the Watertown City Police Department and the Jefferson County Sheriff's Department, and

Whereas, Agreements must be authorized with the Governor's Traffic Safety Committee and the aforementioned agencies, and

Whereas, The 2024 County Budget must be amended to recognize said funding and allocate it to the appropriate accounts.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute agreements as necessary to obtain and distribute funding as described above, subject to the review of the County Attorney as to form and content, and be it further

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

Increase:

Revenue

01331500 94389	Federal Aid Criminal Justice	\$3,000
01311000 92614	Stop DWI Services - Sheriff	1,500

Expenditure

01311000 01300	Overtime	\$1,500
01331500 04428	Public Safety Svcs. - Other Govt	1,500
01331500 04414	Supporting Services	1,500

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 Extension of Agreement with NYS Department of Agriculture and Markets for the Provision of Petroleum Product Quality Program Services

By Legislator: _____

Whereas, Pursuant to Section 179 of the Agriculture and Markets Law, the State of New York has established a Petroleum Product Quality Program to guard against the sale of inferior petroleum products in New York State by insuring that petroleum products meet specified quality standards, and

Whereas, Under the program the NYS Department of Agriculture and Markets will reimburse a contracting county quarterly for actual costs and expenses incurred in collecting and inspecting petroleum product samples, and

Whereas, Jefferson County, through the Department of Consumer Affairs Bureau of Weights and Measures, has contracted with the State Department of Agriculture and Markets for the provision of petroleum product quality program services, and

Whereas, The NYS Department of Agriculture and Markets has notified the Director of Weights and Measures that an annual allotment of \$9,130 is available to reimburse Jefferson County for petroleum product collection and inspection during the period of April 1, 2024 through March 31, 2029.

Now, Therefore, Be It Resolved, That the County of Jefferson Board of Legislators authorizes the extension of a contract with the New York State Department of Agriculture and Markets for the provision of Petroleum Quality Program services for the contract period April 1, 2024 through March 31, 2029 in the aggregate amount of \$45,650, and be it further

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

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators