

**Office of the County Administrator**  
Historic Courthouse  
195 Arsenal Street, 2<sup>nd</sup> Floor  
Watertown, New York 13601-2567  
Phone: (315) 785-3075 Fax: (315) 785-5070

**Ryan Piche**  
*County Administrator*

**Dylan Soper**  
*Deputy County Administrator*



February 7, 2025

**TO:** Members of General Services Committee  
**FROM:** Ryan Piche, County Administrator  
**SUBJECT:** General Services Committee Agenda

A handwritten signature in black ink, appearing to be 'RP', enclosed in a hand-drawn oval.

Please let this correspondence serve as notification that the General Services Committee will meet on ***Tuesday, February 11, 2025 at 6:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Presentation:**

Enterprise Fund Loan - Jim Lawrence, Highway Superintendent  
Kyle Rutigliano, Solid Waste Maintenance Supervisor

**Resolutions:**

1. Amending the 2025 County Budget for K9 and Training for Watertown Police Department Using Federal Forfeiture Funds
2. Amending the 2025 County Budget in Relation to District Attorney's Office Digital Evidence Management System Server
3. Authorizing an Agreement in Relation to the FY2024 New York State Interoperable Communications Formula Grant
4. Authorizing an Agreement in Relation to FY2024 New York State Public Safety Answering Point Operations Grant
5. Amending the 2024 County Budget and Capital Plan Relative to Noble Street Over West Creek Bridge
6. Authorizing a Shared Services Agreement with New York State Department of Transportation in Relation to Transportation Emergencies
7. Financing Enterprise Fund Capital Project by Amending the 2025 County Budget and Authorizing an Agreement with Infrastructure Repair Service in Relation Thereto

8. Reappropriating Funds from Various Unspent Homeland Security Grants Relative to the Sheriff's Department and Amending the 2025 County Budget in Relation Thereto

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

RP:jnl

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Amending the 2025 County Budget for K9 and Training for Watertown Police Department Using Federal Forfeiture Funds

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

Whereas, The Jefferson County District Attorney’s Office maintains all federal and state forfeiture funds for the Watertown Police Department and the Jefferson County Sheriff’s Office per Drug Task Force Agreement, and

Whereas, Forfeiture funds are utilized for Drug Task Force expenses and training and equipment for all three agencies, and

Whereas, Watertown Police Department is in need of a new K9 and training for both the dog and the officer.

Now, Therefore, Be It Resolved, That the 2025 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01116500 94325	Federal Treasury Asset Forfeitures	\$17,000
Expenditures		
01116700 04416	Professional Fees	\$17,000

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 2025 County Budget in Relation to District Attorney’s Office Digital Evidence Management System Server

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

Whereas, By Resolution 369 of 2024, the Jefferson County Board of Legislators authorized an agreement with NICE Justice Systems, Inc. for a digital evidence management platform, and

Whereas, The platform will require an additional server for hosting, and

Whereas, The Division of Criminal Justice Services discovery funding will be utilized to cover the cost.

Now, Therefore Be It Resolved, That the 2025 County Budget is hereby amended as follows:

**Increase:**

Expenditure		
01116500 02101	Computer Equipment	\$13,800

**Decrease:**

Expenditure		
01116500 01100	Personal Services	\$13,800

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

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

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

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

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

Authorizing an Agreement in Relation to the FY2024 New York State  
Interoperable Communications Formula Grant

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

Whereas, The New York State Division of Homeland Security and Emergency Services (DHSES) has awarded Jefferson County a FY2024 NYS Interoperable Communications Formula Grant (SICG) in the amount of \$739,206 for the period of January 1, 2024 through December 31, 2026, and

Whereas, The County must enter into an agreement (#SI24-1040-E00) with the New York State DHSES to receive the grant funds to enhance public safety operations by strengthening communications infrastructure, and

Whereas, The grant will be used to continue lease/purchase payments for the P25 UHF Trunked Radio System authorized by Resolution 279 of 2016, and

Whereas, DHSES processes grants through an electronic format, and

Whereas, The funding will cover expenditures to be proposed in the 2026 and 2027 County Budgets.

Now, Therefore, Be It Resolved, That the County of Jefferson hereby accepts said grant and 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 subject to approval by the County Attorney as to form and content.

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

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

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

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Clerk of the Board of Legislators

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

Authorizing an Agreement in Relation to FY2024 New York State Public  
Safety Answering Point Operations Grant

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

Whereas, The New York State Division of Homeland Security and Emergency Services (DHSES) has awarded Jefferson County \$188,735 from the FY2024 NYS Public Safety Answering Point Operations Grant for the period of January 1, 2024 through December 31, 2025, and

Whereas, The County must enter into an agreement (#PS24-1019-E00) with New York State DHSES to receive these grant funds to be utilized for sustainment of the Jefferson County Public Safety Answering Point (911 Center), and

Whereas, DHSES processes grants through an electronic format, and

Whereas, Revenue and expenditures relating to the grant are already contained in the 2025 County Budget.

Now, Therefore, Be It Resolved, That the County of Jefferson hereby accepts said grant, and 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 subject to approval by the County Attorney as to form and content.

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

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

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

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Amending the 2024 County Budget and Capital Plan Relative to Noble Street Over West Creek Bridge

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

Whereas, The K019, Noble Street over West Creek Bridge experienced a lack of funds for 2024 due in part to unanticipated contaminated soil and replacement of infrastructure, and

Whereas, The County has expenditures totaling \$339,021.18 for 2024 and anticipates additional future expenditures, and

Whereas, The County has funds available in the T016, County Road 156 project due to the project coming in under budget in part due to in-house construction,

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

**Increase:**

Expense		
20511300 02904	K019, Noble Street over West Creek Bridge	\$500,000

**Decrease:**

Expense		
20511300 02811	T016, County Road 156	\$500,000

and be it further

Resolved, That the six year capital plan is amended accordingly.

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

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

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

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

Authorizing a Shared Services Agreement with New York State Department of Transportation  
in Relation to Transportation Emergencies

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

Whereas, Pursuant to Resolution 79 of 2017, Jefferson County entered into a shared services agreement with the New York State Department of Transportation (DOT) in which the DOT would provide assistance for emergency needs that affect the County's transportation system in the absence of a Governor's Emergency Declaration and/or suspension of Highway Law §55, and

Whereas, The County Superintendent of Highways is in receipt of a renewed Shared Services Agreement from the New York State Department of Transportation.

Now, Therefore, Be It Resolved, That Jefferson County enter into such agreement with the NYS Department of Transportation for the period March 1, 2025 through February 28, 2029, and be it further

Resolved, That the Chairman of the Board of Legislators and the Superintendent of Highways be and are hereby authorized to execute such agreement, and any subsequent extensions of such agreement under the same terms and conditions, subject to approval by the County Attorney as to form and content.

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

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

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

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

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

Financing Enterprise Fund Capital Project by Amending the 2025 County Budget and Authorizing an Agreement with Infrastructure Repair Service in Relation Thereto

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

Whereas, The Enterprise Fund's transfer station floor, leachate collection drain system, and the rear of the transfer station building is in need of significant improvements, and

Whereas, The Project will resurface the entire floor area, rework the leachate collection drain system, and redesign the rear of the transfer station building which will increase both the safety and efficiency of the operation by allowing the use of an additional bay, and

Whereas, The Enterprise Fund does not have the current financial resources to pay for said project, which has an approximate cost estimate of \$1,000,000, and

Whereas, In lieu of bonding for said project, which has attendant legal, and administrative costs, the County will provide a capital equity transfer of \$1,000,000 from its General Fund which will be repaid by the Enterprise Fund at a low interest rate of 3.5% over the period of 10 years, and

Whereas, Infrastructure Repair Service has provided a proposal contract in the amount of \$425,460 for the resurfacing of the transfer station floor and reworking the leachate collection drain system, and

Whereas, An engineering report will be completed for the backend renovation work and a formal bid will be held for the redesign.

Now, Therefore, Be It Resolved, That Jefferson County enter into a proposal contract with Infrastructure Repair Service at a cost not to exceed \$425,460 and that the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review of the County Attorney as to form and content, and be it further

Resolved, That the 2025 County Budget is hereby amended as follows:

**Increase:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$1,000,000
Expenditure		
01990100 09004	Transfer to Enterprise Fund	\$1,000,000
15910100 95031	Interfund Transfers	1,000,000
15819000 02010	Transfer Station Construction	1,000,000

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

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                                  ) ss.:  
County of Jefferson    )

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Reappropriating Funds from Various Unspent Homeland Security Grants Relative to the Sheriff’s Department and Amending the 2025 County Budget in Relation Thereto

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

Whereas, By Resolutions 180 of 2022 and 327 of 2023, the Board of Legislators recognized FY22 and FY23 Operation Stonegarden Program grants respectively, and

Whereas, By Resolutions 50 and 326 of 2023, this Board recognized FY22 and FY23 Law Enforcement Terrorism Prevention Program (LETPP) grant, and

Whereas, By Resolutions 94 of 2024, the Board re-appropriated remaining unspent funds from Operation Stonegarden and LETPP grants, and

Whereas, There remain unspent amounts in the FY22 and FY23 Operation Stonegarden and FY22 and FY23 LETPP grants to be reappropriated and placed in the appropriate expenditure lines for 2025.

Now, Therefore, Be It Resolved, That the 2025 County Budget is amended as follows:

**Increase:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$181,088.88
Expenditure		
01311400 01300	Overtime	\$46,100.00
01311400 02100	Equipment	40,000.00
01311400 04111	Trackable Items	16,596.98
01311400 04114	Maintenance/Repair	38,410.00
01311400 04115	Telephone	4,400.00
01311400 04118	Computer Hardware	5,000.00
01311400 04119	Computer Software	5,000.00
01311400 043101	Internal Fleet Expense	2,260.11
01311400 04311	Gasoline and Oil	1,129.89
01311400 04514	Uniforms & Clothing	8,000.00
01311400 04585	Operating Supplies	800.00
01311400 08010	Retirement	6,359.81
01311400 08030	Social Security	5,324.62
01311400 08040	Workers Compensation	1,707.47

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

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                                  ) ss.:  
County of Jefferson    )

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Clerk of the Board of Legislators

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