

Office of the County Administrator
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Ryan Piche
County Administrator

Dylan Soper
Deputy County Administrator



April 25, 2025

TO: Members of Finance & Rules Committee

FROM: Ryan Piche, County Administrator

Handwritten initials "RP" in a circle, likely representing Ryan Piche.

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on ***Tuesday, April 29, 2025 immediately following the conclusion of the Health & Human Services Committee meeting*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentation:

Tourism Update – Corey Fram, Executive Director,
Thousand Islands International Tourism Council

Local Law – Dylan Soper, Deputy County Administrator

Vendor & Occupancy Fund Balance Plan – Ryan Piche, County Administrator

Resolutions:

1. Setting and Reporting Standard Work Day Hours to the New York State and Local Employees' Retirement System for Certain Elected Officials
2. Local Law Intro No. 2 of 2025 A Local Law Authorizing the County Administrator to Approve and Sign Certain Contracts
3. Approving Mortgage Tax Report
4. Authorizing An Inter-Municipal Agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for Provision of Drug and Alcohol Testing
5. Amending Jefferson County Administrative Policies and Procedures for Management and Management Confidential Employees

6. Amending 2025 County Budget for the Information Technology Department Relative to General Ledger Coding Review
7. Authorizing an Agreement with AP Global Insurance Services, LLC to Conduct a Retiree Drug Subsidy Reopening for the Jefferson County Health Benefits Program
8. Authorizing Settlement of Claim Relative to Damage to Motor Vehicle Owned by Leslie Baker
9. Authorizing Appointments/Reappointments to the Workforce Development Board
10. Increasing County Treasurer Petty Cash Fund
11. Authorizing an Agreement with Granicus for a Short-Term Rental and Occupancy Tax Management System and Support and Amending the 2025 Budget in Relation Thereto

General Services Committee Sponsored Resolutions:

1. Amending the 2025 County Budget and Capital Plan in Relation to 911 Emergency EXACOM Dispatch Recorder System
2. Amending the 2024 County Budget and Capital Plan to Reappropriate American Rescue Plan Act (ARPA) Funds in Relation to Certain Highway Projects
3. Amending the 2025 County Budget to Reappropriate New York State Statewide Investment in More Swimming (NYSSWIMS) Grant Funds

Health & Human Services Committee Sponsored Resolutions:

1. Authorizing Amended Agreements with the Home Care Association of New York State and Iroquois Healthcare Association Related to Additional Funding for the Community Medicine and Paramedicine Programs and Amending the 2025 County Budget in Relation Thereto

Executive Session:

1. Discussion regarding proposed, pending or current litigation

Informational Items:

1. Revenue and Expenditure Spreadsheet
2. Monthly Department Reports:
 - County Clerk
 - Health Benefits

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

RP:jdj

c:	Administration	County Clerk/Records Mgmt.	JCC
	Budget	Board of Elections	Purchasing/Ctrl Print.
	Clerk of the Board	Employ. & Training	Real Property Tax Serv
	County Attorney	Human Resources	County Treasurer
	County Auditor	Information Technology	
	County Clerk/Records Mgmt	Insurance	

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Setting and Reporting Standard Work Day Hours to the New York
State and Local Employees' Retirement System for Certain Elected Officials

By Legislator: _____

Be It Resolved, That the County of Jefferson/10022 10 hereby establishes the following as the standard work days for these titles and will report the officials to the New York State and Local Employees' Retirement System based on the record of activities. maintained and submitted by this official to the Clerk of this body:

ELECTED OFFICIALS

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max 8 hrs	Name	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activites Result	Not submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
County Clerk	7 hrs	Gizelle J. Meeks	████	██████████		01/01/22-12/31/25	22.84	

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

COUNTY OF JEFFERSON

Local Law Intro Number 2 of 2025

A LOCAL LAW AUTHORIZING THE COUNTY ADMINISTRATOR
TO APPROVE AND SIGN CERTAIN CONTRACTS

By Legislator: _____

BE IT ENACTED by the County Legislature of the County of Jefferson as follows:

Whereas, by Resolution No. 101 of 2025, this Board of Legislators amended the Purchasing section of the Jefferson County Administrative Policies and Procedures, Subsection 4.01 Policy, Control & Quotations, to include permitting the Jefferson County Administrator the ability to approve and sign contracts that do not exceed the sum of \$20,000, and

Whereas, Local Law No. 10 of 1986 entitled "Establishing the Office of County Administrator", Section 5 thereof entitled "Powers and Duties" does not provide the County Administrator with the authority to approve and sign contracts, and

Whereas, it is therefore necessary to amend said local law so as to grant such contract approval and signing authority to the Jefferson County Administrator, and

Whereas, this Board of Legislators desires to grant such contract approval and signing authority to the Jefferson County Administrator.

Section 1: That Local Law No. 10 of 1986, Section 5 is hereby amended to include a new paragraph R, and to modify existing paragraph R., to read as follows:

R. To approve and sign contracts that do not exceed the sum of \$20,000, subject to the approval by the County Attorney as to form and content.

[R.] S. To have such other powers and shall perform such other duties as may now or hereafter be conferred or imposed by the Board of [Supervisors] Legislators.

Section 2: If any clause, sentence, paragraph, subdivision, section, or part of this law shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined to its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

Section 3: This local law shall take effect upon its filing in the Office of the Secretary of State as provided in Section 27 of the Municipal Home Rule Law.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Approving Mortgage Tax Report

By Legislator: _____

Whereas, The Board of Legislators is in receipt of the semi-annual Mortgage Tax Report showing the amount to be credited to each tax district in the County of the money collected during the preceding six months, ending March 31, 2025.

Now, Therefore, Be It Resolved, That, pursuant to Section 261 of the Tax Law, this Board issue Tax Warrants for the payment to the respective tax districts of the amounts so credited and authorize and direct the County Treasurer to make payment of said amounts to the respective districts in accordance with the report.

Seconded by Legislator: _____

State of New York)
) 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 Inter-Municipal Agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida
BOCES for Provision of Drug and Alcohol Testing

By Legislator: _____

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

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

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

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

Whereas, Rates for contracted services include a \$450 annual administration fee, \$85 for random drug test, and \$45 for random alcohol test.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for the provision of drug and alcohol testing services for the period July 1, 2025 through June 30, 2026, and be it further

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

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Amending Jefferson County Administrative Policies and Procedures for Management and Management Confidential Employees

By Legislator: _____

Whereas, Administrative Policies and Procedures Section 3.02 governing Management and Management Confidential employees adopted by Resolution No. 18 of 1989, as amended, led to the creation of the Management Policies and Employment Manual, serving as the guiding policy document for the employment for County management employees, and

Whereas, Periodic updates to the Management Manual are necessary to ensure alignment with best practices and to support employee recruitment, retention, and performance management, and

Whereas, The Administrative Policy Section 3.02 Management Policies and Employment Policy Manual is in need of further amendment to reflect various changes to the terms and conditions of employment, and

Whereas, The proposed changes are intended to support talent attraction and retention, provide clarification on benefits and work expectations, and enhance management practices across departments.

Now, Therefore Be It Resolved, That Administrative Policy Section 3.02 and the associated Manual is hereby amended as per the attached and shall be effective upon adoption.

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



COUNTY OF JEFFERSON

EMPLOYMENT POLICY MANUAL

for

DEPARTMENT HEADS
MANAGEMENT EMPLOYEES
MANAGEMENT/CONFIDENTIAL EMPLOYEES



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Purpose

The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Jefferson County.

The Board of Legislators is committed to providing a high quality of services to the citizens of Jefferson County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board philosophy and policy is manifested in the efficient and effective operations of the County departments.

The Board of Legislators values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, and Management/Confidential personnel in the employment of Jefferson County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Jefferson County.

Guidelines

The term “administrative employee” is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories which are explained below. Policies or benefits that apply to all employees have been referred to as applying to “administrative employees” or “employees covered by this policy”. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such.

The following guidelines apply to this policy:

1. Department Heads - Employees who are recommended by the County Administrator for appointment by the Board of Legislators. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete performance evaluations on department heads on a regularly scheduled basis.
2. Management Employees - Employees who are appointed by the Department Head to positions authorized by the Board of Legislators. Management employees have significant managerial responsibility in the areas of supervision and policy formation.
3. Management/Confidential - Employees who perform support functions for management positions and/or other assignments which require them to be unrepresented by collective bargaining agreements.
4. Elected Officials - Employees who are elected by popular vote. Elected officials are exempt from leave and attendance requirements due to the fact that they are on duty full time. They are also exempt from the probation period.

I. Appointments

Appointments of Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

1. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State and County Law, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the “Term of the Board”, which is two years.
2. Continuous Term Appointment - The remainder of appointments are continuous and are renewed contingent on satisfactory performance and authorization by the Board of Legislators and/or the County Administrator or Department Head. This group includes administrative employees who are appointed “at the pleasure of” the Board of Legislators or the Department Head. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Human Resources Office.
3. Part-time Appointments and Benefits - In certain cases, the Board of Legislators may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions prior to 1/1/1999, and who work less than the standard work week, will receive health insurance and statutory benefits including Retirement (if eligible), Unemployment Insurance, Social Security, and Worker’s Compensation. There shall be no earned leave benefits.

Employees appointed to part-time positions on or after 1/1/1999, and who work less than the standard work week, shall receive the approved salary for the position and statutory benefits including Retirement (if eligible), Unemployment Insurance, Social Security, and Worker’s Compensation. Health insurance will be available at the employee’s option with 100% of the cost of the plan borne by the employee. There shall be no earned leave benefits.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the Board of Legislators.

4. Probationary Period

Employees in the classified service are subject to a probationary period of not less than 8 weeks nor more than 52 weeks. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are subject to a probationary period of 12 weeks.

Employees in the unclassified service are not subject to a probationary period.

5. Promotions

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Jefferson County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department.

Employees who are promoted will receive a 6% increase in salary or the minimum of the graded salary range, whichever is greater, subject to approval by the Board of Legislators.

6. Secondary Employment

Employees covered by this policy understand and agree that their employment with the County is of basic and primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in the exercise of their official duties. Personnel engaged in secondary employment will notify the County Administrator's Office of the details of their employment.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

II. Compensation

1. Annual Salary

Jefferson County maintains a competitive salary structure and benefit package for administrative employees.

All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the Board of Legislators. The Finance and Rules Committee will review the recommendations of the County Administrator and the Director of Human Resources annually for salary increases. At the conclusion of this review, a total compensation plan is submitted for approval by the full Board of Legislators.

For new hires, hire above the base of a grade is subject to the review and recommendation of the Human Resources Director and approval of the County Administrator, and is to be based upon related prior experience to the duties and responsibilities of the job.

2. Performance Evaluations

The performance evaluation system is designed to assess and enhance employee performance while fostering open discussions about goals, improving operations, and building a shared understanding of performance objectives between employees and supervisors. Evaluations for department heads will involve the County Administrator or designee and will include department head signature. All performance evaluations will be the responsibility of the department head or designee. Performance evaluations are to be conducted annually.

3. Longevity

Employees who have been continuously employed on a full-time basis with the County receive a longevity incentive of 4% of the base salary for their grade after 5, 10, 15, and 20 years of service. The longevity incentive is added to their salary in the payroll period nearest their longevity anniversary date. (Except as noted in Resolution 301 of 1991).

4. Health Insurance

Jefferson County provides group health, hospitalization, major medical insurance, and prescription drug coverage and vision for the employees covered by this policy. Effective January 1, 2026, ~~t~~The employee cost of individual or family coverage is ~~11%~~ 13% of the annual premium equivalent paid biweekly each pay period. Specific details of the health insurance plan are available from the Jefferson County Health Insurance Office.

The Employer will provide the I.R.S. Section 125 spending account plan for employee contributions. The plan shall be administered in conformance with I.R.S. regulations.

Health Insurance coverage upon retirement:

I. Employees hired prior to 1/1/1998~~99~~ shall be eligible to continue health coverage in retirement provided they have met the following requirements:

- A. completion of a minimum of ten years of full-time continuous service with Jefferson County; and
- B. are employed by Jefferson County at the time of retirement; and
- C. are enrolled in the health plan at the time of retirement; and
- D. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System

II. Employees hired or reinstated* from 1/1/1998~~99~~ through 12/31/2007~~31-2005~~ shall be eligible to continue health coverage in retirement provided they have met the requirements of I B., C., and D. of this section and meet the service requirements listed in the following schedule:

<u>County Service</u>	<u>Share of monthly premium or premium equivalent cost</u>	
	<u>Employee Share</u>	<u>Employer Share</u>
10 years' continuous service but less than 15 years'	50%	50%
15 years' continuous service but less than 20 years'	25%	75%
20 years' continuous service or more	0%	100%

III. Employees hired or reinstated* from 1/1/2006~~2008~~ through 12-31-2021 shall be eligible to continue health coverage in retirement provided they have met the requirements of I B., C., and D. of this section and meet the service requirements listed in the following schedule:

<u>County Service</u>	<u>Share of monthly premium or premium equivalent cost</u>	
	<u>Employee Share</u>	<u>Employer Share</u>
10 years' continuous service but less than 15 years'	75%	25%
15 years' continuous service but less than 20 years'	50%	50%
20 years' continuous service or more	25%	75%

IV. Employees hired or reinstated* after 1/-1/-2022 shall be eligible to continue Individual** health coverage in retirement provided they have met the requirements of I B., C., and D. of this section and meet the service requirements listed in the following schedule:

<u>County Service</u>	<u>Share of monthly premium or premium equivalent cost</u>	
	<u>Employee Share</u>	<u>Employer Share</u>
10 years' continuous service but less than 15 years'	75%	25%
15 years' continuous service but less than 20 years'	50%	50%
20 years' continuous service or more	25%	75%

*Reinstatement with the county within one year of a resignation shall not constitute a break in continuous service for purposes of calculating health insurance premiums in retirement.

**Coverage for Dependents may be purchased at 100% cost to the employee.

Note: Employees who are promoted to a Management position will use their anniversary date of employment with the County to establish qualifications for health insurance benefits in retirement.

5. Retirement

All permanent, full-time employees are enrolled in the New York State and Local Retirement System. The N.Y.S. and Local Retirement System is organized into six (6) Tiers determined by the date on which you joined the system. Benefit levels and requirements are different for each Tier. Note: A Retirement System booklet is provided at orientation. This booklet provides all basic information on the Retirement System benefits. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Jefferson County to provide this benefit. Complete information is available from the Social Security Office.

7. Life Insurance and Disability Insurance

Life Insurance and Disability Insurance are provided as benefits under the provisions of the N.Y.S. and Local Retirement System. Eligibility for these benefits requires employees to complete certain minimum years of service for coverage in these plans. Employees should review their N.Y.S. Retirement benefits booklet for information on these plans. Additional Life and Disability Insurance is available as an option to employees. Please contact the Insurance Department for more information on these plans.

8. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits. Employees must file the required report form immediately following the job-related accident.

9. Dental Insurance

Dental Insurance is available as an option to employees. Employees may join at the time of hire or wait for open enrollment in the month of March.

10. Defense and Indemnification

The County of Jefferson shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law #1 of 1999. Employees requesting assistance under this section are advised to make a written request to the County Attorney's office within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

11. Deferred Compensation Plan

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. The amount deferred accumulates tax free until the funds plus earnings are distributed (generally after retirement) when most people are in a lower tax bracket. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Human Resources Office.

12. Tuition Reimbursement

Professional development requests are intended to provide tuition reimbursement for job-related courses that are of mutual benefit to the Employer and employee in the direct provision of government services. The review of such courses shall include the relevancy of coursework to an employee's present duties, benefits to accomplishing or improving the Employer's delivery of services, and availability of appropriations.

Subject to the approval of the Department Head and the Director of Human Resources, requests will be granted for taking specific courses at Jefferson Community College or another accredited educational institution which are intended to improve the abilities of an employee. The County will not duplicate reimbursement from any other source.

Employees must also meet the following criteria:

1. Full-time employment with the County for at least one (1) year prior to the date the course starts.
2. Course requests must meet the IRS criteria for tax deductible status.
3. Course completion with a grade of C or better.
4. Upon receipt of tuition assistance, the employee shall be expected to remain in County employment for at least two (2) years following course completion. If an employee does not remain in County employment for at least two (2) years, they shall reimburse the County for the tuition assistance provided in accordance with the schedule below:

Length of Employment After Completion of Course work	Reimbursement of Tuition Costs
0 to 6 months	100%
over 6 to 12 months	75%
over 12 to 18 months	50%
over 18 to 24 months	25%
over 24 months	0%

13. Flexible Spending Plans

The County shall offer two flexible spending options, Health Care and Dependent Care. IRS regulations will set the limits per year for each plan. Full-time employees covered by this policy may participate beginning the first open enrollment following one year of service.

14. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business upon submission of an approved claim form. Mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS as a tax deduction.

Travel authorization shall be required in all cases. Travel authorization shall be submitted on the approved form in writing to the Chairman of the Board of Legislators no later than ten (10) days prior to the first date of travel.

15. On Call pay

Management Confidential employees working in the Dog Control Department assigned on-call status shall be compensated at the rate of \$2.00 per hour. Whenever an employee is called in from on-call status to an unscheduled shift, they will be compensated at their hourly rate for actual hours worked.

III. Attendance and Leave Benefits

1. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Jefferson County Board of Legislators and in accordance with existing State and County regulations.

2. Base Workday/Work Week

A. Department Heads and Management employees are responsible for performing the duties of their office. The workday is determined by the tasks to be performed. The work week shall be a minimum of 35 hours for those offices that are normally open 35 hours per week and 40 hours for those offices that are normally open 40 hours per week. Department Heads and Management employees are not eligible for overtime compensation or compensatory time except as provided by the County Administrator and by resolution #250 of 2021.

B. ~~B.~~ Management/Confidential employees are required to work the hours and schedule determined by the Department Head. Designated Management/Confidential employees may receive overtime compensation subject to budget availability and approval of the Department Head and the County Administrator. Employees in this class may accrue compensatory time provided they have received prior approval from the Department Head and it is used within a reasonable period of time after it was earned. Compensatory time must be used prior to leaving service.

C. Either the employer or the employee may request an alternate work schedule. This may include but is not limited to: Staggered hours within a fixed schedule, variable day schedule, mid-day flextime or short-term flextime and compressed workweek. The alternate work schedule must meet the needs of the organization and be agreed upon by the employee and their supervisor and be approved by the Department Head. Whereby the establishment of a flexible work schedule does not support the needs of the Department or the employee, the employer and employee reserve the right to return to a regular schedule. Department Heads should have an alternative work schedule approved by the County Administrator or designee.

DC. All employees covered by this policy, except elected officials, are required to submit time and attendance forms in accordance with County policy. For employees working an alternate work schedule, time shall be reported for the days on which it was accrued, up to the amount of the employee's regular workweek (35 or 40 hours).

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Board or his designee when a natural disaster or emergency has occurred.

4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, providing such employee shall have worked the working day immediately preceding such holiday and providing such employee works the working day immediately following such holiday. These provisions shall not apply if such holiday falls within the employee's scheduled vacation, or if absence is because of illness. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day	Memorial Day	Veterans Day
Martin Luther King's Birthday	Independence Day	Thanksgiving Day
Lincoln's Birthday (Floater)	Labor Day	Friday after Thanksgiving
Washington's Birthday	Columbus Day	Christmas Day

5. Annual Leave

A. Annual Leave will be earned on the employee's anniversary date after each year of full-time continuous service. Annual Leave will be credited as follows:

Upon date of hire:

~~6~~-10 days

Upon completion of 1 year	7 days
Upon completion of 1, 2, 3, 4 years of employment	13 days/yr.
Upon completion of 5 years of employment	14 days/yr.
Upon completion of 6 years of employment	15 days/yr.
Upon completion of 7 years of employment	16 days/yr.
Upon completion of 8 years of employment	17 days/yr.
Upon completion of 9 years of employment	18 days/yr.
Upon completion of 10, 11, 12, 13, 14 years of employment	20 days/yr.
Upon completion of 15 or more years of employment	25 days/yr.

B. Department Heads may carry forward a maximum balance of 40 days of accumulated annual leave credit on their anniversary date. Management employees may carry forward a maximum of 40 days of annual leave credit subject to the approval by the Department Head. (Provisions of Resolution #146 of 1986 contain specific carry over provisions for accumulated annual leave carry-over.)

C. Management/Confidential employees may carry forward 20 days of accumulated annual leave credit subject to the approval of the Department Head.

D. Upon the termination of an employee, either by resignation or retirement, and when at least two weeks' notice is given by such employee of his intended termination, any unused annual leave credits are to be compensated at the employee's regular rate of pay. In the case of retirement, time worked from the last anniversary date will be pro-rated and the additional annual leave will be credited.

E. Department Heads shall advise the County Administrator of intent to use annual leave at least five days in advance of the intended leave date. In no event shall a Department Head and second in command take their annual leave at the same time.

6. Sick Leave

Absence from duty by an employee of Jefferson County by reason of the employee's own sickness or disability ~~shall be allowed as provided in this section.~~ and attendance upon members of the immediate family whose illness/doctor's appointment requires the care of said employee, shall be allowed as provided in this Section and not otherwise. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered, and known as "sick leave". For purposes of this section, immediate family shall include parent, legal guardian, spouse, child, stepchild, or legal dependent residing in the household. Up to 15 days per calendar year may be used for the death of an immediate family member as defined in this section. ~~(not new just from section G.)~~

A. Sick leave shall be credited at the rate of 4 hours per bi-weekly payroll period for 35 hour per week employees and 4.6 hours per bi-weekly payroll period for 40 hour per week employees. Employees shall be charged sick leave time for actual hours used. ~~Sick leave credits will be earned when an employee is on full pay status for 7 out of 10 days in the preceding payroll period.~~ Days during which an employee is using accumulated sick leave credits, including Worker's Compensation, in excess of 60 days are not considered to be days on full pay status for purposes of earning sick leave.

B. An employee who is absent on sick leave shall report the absence to their supervisor at the earliest possible time and the reason for the absence.

C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and or will interfere with departmental operations.

D. After 3 consecutive days of illness or after 8 cumulative days of illness during a 12-month period, a medical certificate may be required before an employee may return to work.

E. Employees may accumulate unused sick leave up to a maximum of 200 days.

F. In the event of resignation, permanent separation, or discharge of the employee, their accumulated and unused sick leave time shall be canceled and not paid for. Accumulated sick leave credit will be applied to an employee's service credit at retirement under the provisions of Section 41J of the Retirement Laws.

~~G. Any additional absence up to 15 days per calendar year required for death; or serious illness in the immediate family, where direct medical care of the immediate family member by the employee is required, may be charged to sick leave. For purposes of this section, immediate family shall include parent, legal guardian, spouse, child, stepchild, or legal dependent residing in the household.~~

7. Family and Medical Leave Act

Employee rights and responsibilities under the Family and Medical Leave Act may be found in the Jefferson County Policies manual. Applications for leave can be obtained in each department or with the Department of Human Resources.

8. Leaves of Absence

A. A leave of absence without pay of up to one year may be granted to employees covered by this policy subject to the following conditions:

A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Director of Human Resources prior to granting a leave to Management and Management/Confidential employees.

B. A leave of absence shall not be granted to accept other employment.

C. No leave shall be authorized which may exceed the remaining period of a term appointment.

D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

E. When an employee is on a leave of absence for three months or longer, the anniversary date for longevity and vacation will be pro-rated to reflect the leave. Sick leave will be credited in accordance with Section 6. A. of this policy manual. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits except as otherwise provided by law or rule.

9. Bereavement Leave

A. Employees may be allowed a maximum of three (3) bereavement days for a death in the immediate family. Immediate family shall include brother, sister, spouse, child, guardian, father, mother, grandparent or grandchild of the employee or his spouse.

B. Employees may be allowed a maximum of one (1) bereavement day for a death in the extended family. Extended family shall include ~~grandparents,~~ aunt, uncle, niece, or nephew.

C. Bereavement leave shall not be accumulated.

D. Bereavement leave must be approved by the Department Head.

10. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service.

11. Military Leave

Employees serving as a member of an organized militia, or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave in accordance with Section 242 of Military Law.

Miscellaneous

Affirmative Action

It is the policy of Jefferson County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

Applies to all persons without regard to age, creed, disability, domestic violence victim status, gender identity or expression, familial status, lawful source of income (in housing only), marital status, military status, national origin, political affiliation, predisposing genetic characteristics, pregnancy-related condition, prior arrest or conviction record, race/color, sex, sexual orientation, retaliation for opposing unlawful discriminatory practices.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to [insureensure](#) equal opportunity in all Human Resources practices within their individual departments.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. 250

Authorizing CAP Court, On-Call and Call-In Pay for Attorneys and
Amending the 2021 County Budget in Relation Thereto

By Legislator: Patrick R. Jareo

Whereas, By Resolutions 106 and 113 of 2020, This Board of Legislators authorized On-Call and Call-In pay for attorneys pursuant to New York State's directive that arraignments cannot be performed until counsel for the defendant is present, and

Whereas, The referenced resolutions are in effect until a fully Centralized Arraignment Part (CAP) court can be established, and

Whereas, A CAP court is being established in Jefferson County with designated arraignment times, which will require attorneys to be present every evening, and

Whereas, Court coverage may be by rotation of staff attorneys seven days per week, or by staff attorneys whose regular schedule will include five evenings per week at CAP court plus rotation coverage for two evenings per week, and

Whereas, Unscheduled arraignments in Jefferson County may still occasionally occur outside the CAP court hours and outside of normal work hours, and

Whereas, This Board recognizes the need to compensate staff attorneys for these work requirements when they fall outside their regular schedule.

Now, Therefore, Be It Resolved, When a staff attorney is assigned to CAP court outside their regular schedule, that attorney will be compensated at the rate of \$200 per assignment, and be it further

Resolved, That staff attorneys assigned to on-call status outside of CAP court and normal work hours shall be compensated at the rate of \$6.25 per hour, and be it further

Resolved, That whenever District Attorney or Public Defender staff attorneys are called in to unscheduled arraignments at times that are not contiguous to their normal work day, they will be compensated at their hourly rate for actual hours worked or two (2) hours, whichever is greater, and be it further

Resolved, That whenever District Attorney or Public Defender staff attorneys are called to participate in virtual unscheduled arraignments at times that are not contiguous to their normal work day, they will be compensated at their hourly rate for actual hours worked or one (1) hour, whichever is greater, and be it further

Resolved, That this Resolution takes effect upon the establishment of a CAP court, and be it further

Resolved, That the 2021 County Budget is hereby amended as follows:

Increase:

Expenditure		
01116500 01300	Overtime	\$25,000
01117000 01300	Overtime	38,000

Decrease:

Expenditure		
01199000 04963	Contingent Account	\$63,000

Seconded by Legislator: James A. Nabywaniec

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. 250 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 9th day of November, 2021 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 16th day of November, 2021.


Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. 284

Amending Jefferson County Administrative Policies and Procedures for Management
and Management Confidential Employees and Approving Management
Compensation Plan for 2022

By Legislator: William W. Johnson

Whereas, As part of the Administrative Policies and Procedures Section 3.02 governing Management and Management Confidential employees adopted by Resolution No. 18 of 1989, as amended, the Jefferson County Board of Supervisors approved a compensation plan which provides for compensation to be paid in accordance with a schedule of grades and steps, and

Whereas, The adopted 2022 County Budget provides funding for compensation increases for management and management confidential employees effective January 1, 2022, and

Whereas, The Board of Legislators wishes to amend the compensation plan to provide for an adjustment of 3.0% to the general management schedule; management/confidential schedule; part-time security personnel rates; to adjust increments in accordance with the attached schedule, and

Whereas, The Administrative Policy Section 3.02 Management Policies and Employment Policy Manual is in need of further amendment to reflect various changes to the terms and conditions of employment.

Now, Therefore Be It Resolved, That the attached schedules are hereby adopted as the Management and Management Confidential Compensation Plan for Jefferson County effective January 1, 2022, and be it further

Resolved, That Administrative Policy Section 3.02 and the associated Manual is hereby amended as per the attached and by reference incorporated herein effective December 8, 2021, and be it further

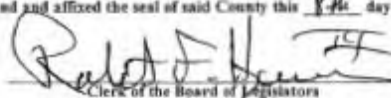
Resolved, That the previously approved and promulgated (by Resolution 18 of 1989, as amended) Administrative Policy Section 3.02, Management Policies, is hereby rescinded.

Seconded by Legislator: Frances A. Calarco

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. 284 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 14th day of December, 2021 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 14th day of December, 2021.


Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending 2025 County Budget for the Information Technology Department Relative to
General Ledger Coding Review

By Legislator: _____

Whereas, Since the 2025 budget process, a review has been conducted to ensure uniformity in general ledger coding with best practices, the adopted Chart of Budgetary Accounts, and IRS regulations, and

Whereas, In an effort to reflect expenses in their most appropriate account and strengthen County financial reporting, it is necessary to transfer funds between certain accounts.

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

Increase:

01168000 04114 Maintenance/Subscriptions \$70,000

Decrease:

01168000 04418 Technology Services \$70,000

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 an Agreement with AP Global Insurance Services, LLC to Conduct a Retiree Drug Subsidy Reopening for the Jefferson County Health Benefits Program

By Legislator: _____

Whereas, The Director of Insurance is recommending that a Retiree Drug Subsidy (RDS) reopening take place in order to ensure that the County has received all of its RDS entitlement payments, and

Whereas, The County's health insurance consultant has evaluated potential vendors and is recommending AP Global Insurance Services, LLC based upon their demonstrated history and fee structure, and

Whereas, AP Global Insurance Services, LLC will provide the service for the fee of 30% of the money recouped as part of the RDS reopening process.

Now, Therefore, Be It Resolved, That the Chairman of the Board is hereby authorized to execute such agreement with AP Global Services, LLC on behalf of Jefferson County, 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 Settlement of Claim Relative to Damage to Motor Vehicle Owned by Leslie Baker

By Legislator: _____

Whereas, On or about January 24, 2025, a motor vehicle owned and operated by Leslie Baker, i.e., 2021 Ford F-350, was allegedly damaged at the Jefferson County Transfer Station by a front-end loader owned by Jefferson County and operated by a Jefferson County employee, and

Whereas, On or about February 19, 2025, Leslie Baker duly served a Notice of Claim upon Jefferson County, alleging damages to his motor vehicle as aforesaid, and

Whereas, The Jefferson County Insurance Director caused there to be an investigation of the accident, to include interviews and review of video footage of the accident, and also retaining the services of an independent adjuster to assess the costs of repair to said motor vehicle, and

Whereas, After investigation of the accident, to include receipt of the findings of the independent adjuster, the Jefferson County Insurance Director has recommended that the claim be settled in the total amount of \$10,159.25, and which sum is comprised of \$9,704.25 for the cost of repairs to said motor vehicle, and \$455.00 for the cost of a rental vehicle for the period of time in which said motor vehicle was unavailable due to the repairs being made to it, and

Whereas, Pursuant to Local Law No. 5 of 1986, a settlement or compromise of a claim in the amount of \$10,000.00 or greater requires the prior approval of the Board of Legislators.

Now, Therefore, Be It Resolved, the Board of Legislators does hereby agree to a settlement of the matter herein; and the sum of Ten Thousand, One Hundred Fifty-Nine and 25/100 Dollars (\$10,159.25) be and hereby is appropriated from Account: 01193000 04600, the Judgment and Claims Fund, for purposes of settling the referenced claim against the County of Jefferson; and the County Attorney is hereby authorized to tender that sum to Leslie Baker upon receipt of a Release of all claims in a form acceptable to the County Attorney.

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 Appointments/Reappointments to the Workforce Development Board

By Legislator: _____

Whereas, The Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, requires that there be established a local Workforce Development Board (WDB) to oversee local job training services and activities, and

Whereas, Chapter 2, Section 107(a)(b) of the Workforce Innovation and Opportunity Act authorizes the establishment, membership, and composition of the local Workforce Investment Board, and

Whereas, Chapter 2, Section 107(c) of the Workforce Innovation and Opportunity Act authorizes the appointment and certification for local Workforce Investment Board membership, and

Whereas, The Counties of Jefferson and Lewis seek to appoint individuals to the local Workforce Development Board who have interest and experience in the delivery of local workforce development services.

Now, Therefore Be It Resolved, That the Board of Legislators hereby authorizes the Chairman of the Board to appoint/reappoint the following individuals to serve as members of the Jefferson-Lewis Workforce Development Board for the terms indicated.

<u>Member</u>	<u>Term to Expire</u>
<u>Jefferson County Representatives</u>	
Stephen Todd, Jefferson-Lewis BOCES	6/30/2028
<u>Jefferson-Lewis Representatives</u>	
Lynn Murray, Murcrest Farms	6/30/2028
*James Thompson, District Office Manager, Access-VR	6/30/2027
<u>Lewis County Representative</u>	
*Tracey Yarina, Ominia Materials	6/30/2028

*New Appointment

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 County Treasurer Petty Cash Fund

By Legislator: _____

Whereas, Pursuant to Section 371 of the County Law, and by Resolution No. 196 of 1957, Resolution No. 88 of 1988, and Resolution No. 176 of 2015, a petty cash fund was established in the County Treasurer’s Office in the amount of \$100 and subsequently increased to \$250 and \$300, respectively, and

Whereas, Said petty cash fund is used to make change when taxpayers pay cash at the Treasurer’s Office, and

Whereas, The County Treasurer has recommended that the amount be increased from \$300 to \$450 to better serve the taxpayers in terms of change needed on a daily basis, and to provide each clerk in the office with their own cash box.

Now, Therefore, Be It Resolved, Pursuant to Section 371 of the County Law, the funding level of the County Treasurer petty cash fund is hereby increased to \$450.

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 Granicus for a Short-Term Rental and Occupancy Tax Management System and Support and Amending the 2025 County Budget in Relation Thereto

By Legislator: _____

Whereas, With rise in popularity of short-term rentals, many communities have struggled to define and enforce regulations that preserve community character and keep communities safe, while ensuring parity in revenue collection, and

Whereas, The passage of New York State Senate Bill S820 and Assembly Bill A5686 aim to provide a structured and uniform approach to managing short-term rentals throughout New York State, balancing the interests of property owners, local governments, and residents; while providing parity with existing forms of travel accommodations such as hotels and motels, and

Whereas, the new law provides for local responsibilities in the administration and collection of occupancy taxes, and

Whereas, one such responsibility requires counties to operate a short-term rental registry in order to enforce and collect occupancy taxes, and

Whereas, A thorough evaluation and demonstration period was conducted to evaluate potential vendors, resulting in the selection of Granicus to create and maintain a short-term rental registry and tax collection system, and

Whereas, Per the agreement, Granicus will establish a short-term rental and occupancy tax registry and will provide compliance monitoring services, address identification, and staff training, and

Whereas, Granicus has proposed to provide the services for a one-time set up fee for \$4,360 and an annual initial subscription fee of \$29,687.60.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign an agreement with Granicus for a Short-Term Rental and Occupancy Tax Registry for the initial term of one year, including any additional extensions, subject to mutual termination, with the approval 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:

Revenue		
50902300 91113	Tax On Room Occupancy	\$ 34,048
Expenditure		
50641000 04119	Computer Software	\$ 34,048

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

Department	Revenue through end of March 2024	Revenue through end of March 2025	2025 Amended Budget March = 25.00%	2024 Revenue as % of 2024 BUD	2025 Revenue as % of 2025 BUD
1045 - General Items 01	\$80,792,268	\$16,539,589	\$41,955,233	49.009%	9.86%
1165 - District Attorney 01	\$346,091	\$6,546	\$256,848	32.220%	0.64%
1170 - Public Defender 01	\$0	\$0	\$261,551	0.000%	0.00%
1325 - Treasurers Department 01	\$425	\$4,635	\$10,375	1.430%	11.17%
1345 - Purchasing 01	\$6,576	\$7,794	\$20,000	8.769%	9.74%
1355 - Real Property Tax Services 01	\$402,745	\$216,350	\$137,371	71.686%	39.37%
1410 - County Clerk 01	\$348,720	\$372,184	\$557,375	15.053%	16.69%
1420 - County Attorney 01	\$65,139	\$60,630	\$218,469	9.991%	6.94%
1430 - Human Resources 01	\$2,980	\$5,875	\$2,250	2.328%	65.28%
1436 - Insurance Department 01	\$0	\$0	\$22,500	0.000%	0.00%
1450 - Board of Elections 01	\$0	\$15	\$238	0.000%	1.53%
1620 - Buildings 01	\$17,204	(\$206,247)	\$328,064	1.561%	-15.72%
1680 - Information Technology 01	(\$507)	\$0	\$15,500	-0.817%	0.00%
2490 - Education 01	\$183,892	\$0	\$47,500	89.703%	0.00%
3110 - Sheriff - Criminal & Civil Div 01	\$79,569	\$42,370	\$151,250	16.542%	7.00%
3140 - Probation 01	\$314,327	\$12,484	\$221,509	35.425%	1.41%
3315 - STOP DWI Program 01	\$38,431	\$34,946	\$24,533	37.074%	35.61%
3410 - Fire & Emergency Management 01	\$13,172	\$11,469	\$193,738	1.753%	1.48%
3510 - Dog Control 01	(\$2,601)	\$3,617	\$115,039	-0.666%	0.79%
3620 - Code Enforcement 01	\$13,527	\$16,317	\$58,281	6.599%	7.00%
4050 - Public Health 01	\$20,107	\$85,434	\$1,799,005	0.362%	1.19%
4310 - Mental Health Services 01	\$4,568,572	\$4,212,109	\$3,287,492	39.383%	32.03%
5610 - Airport 01	\$440,458	\$179,360	\$765,918	16.774%	5.85%
6010 - Social Services Administration 01	\$3,072,472	(\$115,613)	\$3,267,906	26.112%	-0.88%
6070 - Services for Recipients 01	\$5,390,924	\$1,714,414	\$6,358,456	22.721%	6.74%
6510 - Veterans Service Agency 01	\$0	\$0	\$24,068	0.000%	0.00%
6540 - Consumer Affairs - County Seal 01	\$18,368	\$19,347	\$25,891	20.487%	18.68%
6772 - Office for the Aging 01	(\$889,134)	\$26,749	\$467,801	-49.335%	1.43%
8020 - Planning 01	\$62,093	\$91,413	\$2,500	62.908%	914.13%
8730 - Forestry 01	\$0	\$11,952	\$0	NaN	#Error
8989 - Public Benefit Agencies 01	\$0	\$250	\$0	NaN	#Error
8990 - Employee Benefits 01	\$0	\$0	\$10,000	0.000%	0.00%
8992 - Interfund Transfers 01	\$0	\$0	\$0	0.000%	#Error
Total	\$95,305,821	\$23,353,987	\$60,606,659	41.028%	9.63%
9003 - Highway 05	(\$167,871)	\$39,061	\$4,111,774	-1.111%	0.24%
9004 - Road Machinery 10	\$103,836	\$41,815	\$509,830	5.110%	2.05%
9101 - Solid Waste - Recycling 15	\$948,251	\$479,162	\$1,224,146	21.129%	9.79%
9006 - Capital 20	(\$22,679)	\$151,666	\$1,808,574	-0.036%	2.10%
1045 - General Items 21	\$341,493	\$27,281	\$0	3.976%	#Error
6340 - Employment and Training 25	\$118,107	\$190,884	\$699,612	3.850%	6.82%
1436 - Insurance Department 35	\$1,756,794	\$1,532,888	\$636,687	66.779%	60.19%
9021 - Health Benefits 40	\$6,190,549	\$5,541,830	\$6,772,522	24.430%	20.46%
9023 - Occupancy Tax 50	\$0	\$0	\$121,075	0.000%	0.00%
9150 - Debt Service 55	\$304,297	\$28,339	\$559,241	11.974%	1.27%
Total All Funds	\$104,878,598	\$31,386,913	\$77,050,120.27	29.185%	10.18%

Department	Spending through end of March 2024	Spending through end of March 2025	2025 Amended Budget March = 25.00%	2024 Spending as % of 2024 BUD	2025 Spending as % of 2025 BUD
1010 - Legislative Board 01	\$331,900	\$302,471	\$358,753	26.364%	21.08%
1045 - General Items 01	\$7,721,616	\$7,788,204	\$12,955,674	15.205%	15.03%
1165 - District Attorney 01	\$636,833	\$593,634	\$873,125	20.589%	17.00%
1170 - Public Defender 01	\$375,564	\$505,988	\$649,420	17.446%	19.48%
1325 - Treasurers Department 01	\$148,110	\$193,960	\$223,550	20.330%	21.69%
1345 - Purchasing 01	\$119,901	\$139,697	\$151,101	18.000%	23.11%
1355 - Real Property Tax Services 01	\$217,475	\$226,228	\$310,591	18.153%	18.21%
1410 - County Clerk 01	\$539,558	\$531,222	\$544,220	24.931%	24.40%
1420 - County Attorney 01	\$467,341	\$472,940	\$895,829	14.210%	13.20%
1430 - Human Resources 01	\$154,098	\$129,509	\$166,065	22.488%	19.50%
1436 - Insurance Department 01	\$981,750	\$921,821	\$304,476	65.463%	75.69%
1450 - Board of Elections 01	\$1,025,335	\$216,203	\$281,652	57.026%	19.19%
1620 - Buildings 01	\$1,246,097	\$1,003,558	\$1,168,747	26.193%	21.47%
1680 - Information Technology 01	\$699,856	\$807,482	\$528,339	28.286%	38.21%
1910 - Special Items 01	\$0	\$12,808	\$577,308	0.000%	0.55%
2490 - Education 01	\$5,683,923	\$5,606,500	\$1,535,317	94.421%	91.29%
3110 - Sheriff - Criminal & Civil Div 01	\$6,069,504	\$5,588,239	\$5,524,148	27.673%	25.29%
3140 - Probation 01	\$862,536	\$893,174	\$1,143,900	19.282%	19.52%
3315 - STOP DWI Program 01	\$14,642	\$17,531	\$24,533	14.125%	17.86%
3410 - Fire & Emergency Management 01	\$1,265,663	\$1,295,937	\$1,296,234	17.450%	24.99%
3510 - Dog Control 01	\$76,980	\$101,104	\$122,211	17.998%	20.68%
3620 - Code Enforcement 01	\$161,053	\$158,936	\$193,686	22.024%	20.51%
4050 - Public Health 01	\$1,620,780	\$1,763,220	\$2,525,643	18.898%	17.45%
4310 - Mental Health Services 01	\$2,326,834	\$1,984,362	\$4,606,335	14.222%	10.77%
5610 - Airport 01	\$1,723,136	\$1,453,671	\$967,578	40.968%	37.56%
6010 - Social Services Administration 01	\$4,524,390	\$4,526,865	\$6,205,921	20.124%	18.24%
6070 - Services for Recipients 01	\$9,860,580	\$9,101,946	\$12,894,990	20.371%	17.65%
6510 - Veterans Service Agency 01	\$45,198	\$44,872	\$53,993	20.751%	20.78%
6540 - Consumer Affairs - County Seal 01	\$45,974	\$44,720	\$57,713	21.388%	19.37%
6772 - Office for the Aging 01	\$519,214	\$561,135	\$822,383	16.289%	17.06%
8020 - Planning 01	\$123,301	\$138,868	\$188,761	15.568%	18.39%
8730 - Forestry 01	\$69,669	\$122,534	\$42,000	40.040%	72.94%
8989 - Public Benefit Agencies 01	\$890,506	\$1,724,153	\$479,465	48.840%	89.90%
8990 - Employee Benefits 01	\$1,634,136	\$1,135,046	\$1,765,000	24.451%	16.08%
8992 - Interfund Transfers 01	\$90,643	\$124,955	\$4,185,553	0.573%	0.75%
Total	\$52,274,096	\$50,233,492	\$64,624,212	21.172%	19.43%
9003 - Highway 05	\$7,144,996	\$4,552,235	\$4,760,852	40.558%	23.90%
9004 - Road Machinery 10	\$2,518,221	\$2,194,971	\$736,376	56.071%	74.52%
9101 - Solid Waste - Recycling 15	\$2,370,362	\$1,728,442	\$1,182,771	43.790%	36.53%
9006 - Capital 20	\$8,687,242	\$5,342,034	\$4,510,114	11.057%	29.61%
1045 - General Items 21	\$1,208,306	\$0	\$0	12.442%	#Error
6340 - Employment and Training 25	\$482,985	\$560,445	\$816,235	15.744%	17.17%
1436 - Insurance Department 35	\$253,704	\$445,020	\$636,637	9.644%	17.48%
9021 - Health Benefits 40	\$5,189,534	\$4,611,988	\$6,993,142	20.479%	16.49%
9023 - Occupancy Tax 50	\$4,300	\$435,000	\$121,075	0.926%	89.82%
9150 - Debt Service 55	\$29,509	\$26,459	\$559,241	1.161%	1.18%
Total All Funds	\$80,163,256	\$70,130,085	\$84,940,654.31	20.205%	20.64%

Statement of County Clerk's Fees Received

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

DMV Fees:

CC06	Retention	\$ 71,000.74
CC05	Sales Tax Ret	\$ 630.50
CC05	FS-6 Ret	\$ 766.00
Total		\$ 72,397.24

Land Records Fees:

CC07	Recording Fees	\$ 40,439.50
CC07	Filing Fees	\$ 3,498.00
CC07	Passport Fes	\$ 1,820.00
CC07	Photo Fees	\$ 825.00
CC07	RETT	\$ 291.00
CC07	RP5217 Ret	\$ 2,322.00
CC07	Notary Ret	\$ 220.00
CC07	NY Ed. Ret/RM	\$ 966.00
CC07	UCC's	\$ 1,240.00
CC07	Miscellaneous	\$ 394.00
CC07	General Int.	\$ 482.11
CC07	DMV Int.	\$ -
CC07	Cover Page Fee	\$ 3,795.00
CC07	Overages	\$ 310.35
CC07	Copy Fees	\$ 3,472.10
CC07	E-Subscription	\$ 6,835.50
Total		\$ 66,910.56

Mortgage Tax Fees:

CC07	Expense	\$ 35,855.41
CC07	Interest	\$ 49.90
Total		\$ 35,905.31

Total By Account

CC05		\$ 1,396.50
CC06		\$ 47,943.04
CC07		\$ 84,401.67
CC08		\$ 6,180.25
CC50		\$ -
PROJECT TR50		\$ 1,950.00
TT61		\$ -
Total		\$ 141,871.46

Court Record Fees:

CC08	Index Fees	\$ 5,180.25
CC08	Misc. Court	\$ 1,000.00
CC50	County Fines	\$ -
Total		\$ 6,180.25

Fees Collected for Other Depts.:

TR50	Stop DWI	\$ 1,950.00
TO761	Deposit Into Court	\$ -
Total		\$ 1,950.00

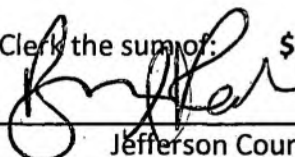
Adjustments (Deductions):

CC06	DMV Online Revenue:	\$ 23,057.70
CC07	Credit Cards	\$ 17,541.20
CC07	Notaries:	\$ 220.00
		\$ -
Total		\$ 220.00
CC07	Incorporations:	\$ 653.00
		\$ -
Total		\$ 653.00
CC07	Tax Sale - Rec. Fees	\$ -
	Tax Sale - RETT	\$ -
	Tax Sale - Misc.	\$ -
Total		\$ -

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

141,871.46

4/4/2025
Date


Jefferson County Treasurer/Deputy

Health Benefit Report - Expenditures through March 2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual/ Rebates	Total	Adopted Budget
2025	2,267,609	2,235,937	2,196,719											6,700,265	26,000,000
2024	1,921,916	1,974,502	2,172,724	2,387,400	2,806,454	2,094,421	2,487,230	2,432,222	2,037,901	2,343,581	2,201,250	1,911,667	-1,350,290	25,420,978	23,500,000
2023	1,725,821	2,063,382	2,335,068	1,949,665	2,152,515	2,147,317	1,942,590	2,355,616	2,204,520	2,022,029	1,887,991	1,747,627	-2,388,665	22,145,474	22,000,000
2022	1,537,896	1,842,588	2,730,790	1,241,092	1,899,488	1,836,289	1,723,927	2,195,618	1,714,200	1,848,532	1,832,888	1,823,947	-849	22,226,406	21,500,000
2021	1,391,643	1,360,776	1,840,634	1,111,871	1,724,818	1,979,876	1,644,478	1,148,699	1,904,488	1,740,311	1,952,912	1,736,020	913,753	20,450,280	22,500,000
2020	2,000,523	1,959,018	1,955,959	1,611,645	1,645,789	1,474,318	2,086,246	1,622,635	2,008,568	1,731,176	1,597,596	1,493,882	-1,543,303	19,644,052	21,100,000
2019	1,706,282	1,487,006	1,495,967	1,370,373	1,733,868	1,533,132	1,751,872	1,629,898	1,867,896	2,059,652	1,836,676	1,687,820	-625,042	19,535,402	22,100,000
2018	1,592,534	1,785,350	2,113,093	1,848,874	1,279,299	1,162,251	1,400,942	1,999,071	1,431,052	1,862,490	1,355,279	1,583,609	-967,059	18,446,785	21,500,000
2017	1,529,529	1,866,306	1,825,608	1,572,248	1,819,815	1,815,944	1,488,988	1,596,965	1,511,099	1,561,197	1,876,330	1,697,642	-188,804	19,972,868	21,500,000
2016	1,633,556	1,631,731	1,966,926	1,395,394	1,555,709	1,782,977	1,674,534	1,427,421	1,982,882	1,689,937	1,380,652	1,715,106	-174,186	19,662,639	19,500,000
2015	1,447,909	1,711,206	1,323,090	1,832,204	1,671,467	1,478,813	1,659,141	1,336,322	1,720,703	1,832,887	1,294,288	2,045,210	-1,169,591	18,183,649	17,950,000
2014	1,278,930	1,130,181	1,468,292	1,665,269	1,460,980	1,536,745	1,449,695	1,374,535	1,203,417	1,289,949	1,380,933	1,362,655	275,388	16,876,970	16,000,000
2013	579,446	894,308	1,505,686	1,533,248	1,273,873	1,186,989	924,809	1,435,050	1,133,361	1,286,329	1,208,752	1,523,899	702,604	15,188,353	16,000,000
2012	701,835	1,236,667	1,325,449	958,983	1,333,307	1,090,308	1,234,885	1,319,356	1,470,833	1,356,075	1,286,161	1,390,545	468,831	15,173,236	16,500,000
2011	1,299,479	1,252,851	1,326,540	1,150,034	1,174,784	1,306,781	1,133,739	1,046,098	1,173,697	1,337,826	1,057,304	1,347,532	-278,692	14,327,973	17,200,000
Monthly Average Percent	7.62%	8.36%	9.60%	7.96%	8.57%	8.41%	8.32%	8.47%	8.82%	8.94%	8.25%	8.75%	-2.06%	100.00%	

Estimated Cost Scenarios 2025 Budget 26,000,000

Average % compared to rest of years

2018-2024 Average Cost percentage by month/year total	26.48%
Estimated 2025 Cost	25,301,977 698,023
2024 Cost percentage by month/year total	23.34%
Estimated 2025 Cost	28,703,074 (2,703,074)
Straight 12 Month Cost by average month to date	26,938,914 (938,914)