

**County of Jefferson**  
**Office of the County Administrator**

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



November 2, 2018

**TO:** Members of Finance & Rules Committee  
**FROM:** Robert F. Hagemann, III, County Administrator *R.F.H.*  
**SUBJECT:** Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on *Wednesday, November 7, 2018, 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:

**Finance & Rules Committee Sponsored Resolutions:**

1. Revising and Adopting 2019 Tentative Budget
2. Appropriation for the Conduct of County Government for Fiscal Year 2019
3. Adopting Capital Plan for 2019-2024
4. Certification of Taxes to the City of Watertown
5. Levying Tax Map Maintenance Charges for 2019
6. Approving Mortgage Tax Report
7. Payment of Legislators' Expenses
8. Endorsing Recommendation of the Committee Assigned to Review County Fees Services and Directing the County Staff to Implement Such Recommendations
9. Amending Jefferson County Administrative Policies and Procedures for Non-

## Discrimination/Anti-Harassment

10. Approving Jefferson County Administrative Policies and Procedures for Sexual Harassment
11. Amending the 2018 County Budget and Capital Plan Relative to Jefferson Community College
12. Amending the 2018 County Budget Relative to Debt Service
13. Amending the 2018 County Budget in Relation to Employment & Training Department
14. Authorizing Appointment to the Jefferson-Lewis Workforce Development Board
15. Appointing Election Commissioner
16. Appointing Member to Jefferson County Industrial Development Agency
17. Appointing Members to Soil & Water Conservation District Board of Directors
18. Approving Appointment to the Thousand Islands Bridge Authority
19. Approving Appointments to the Thousand Islands Regional Tourism Development Corporation
20. Amending the 2018 County Budget in Relation to Samaritan Senior Village, Inc.
21. Amending the 2018 County Budget in Relation to Recycling & Waste Management

## **General Services Committee Sponsored Resolutions:**

1. Amending the 2018 County Budget in Relation to the HOME Investment Partnership Grant Program
2. Amending the 2018 County Budget in Relation to the County Road Machinery Fund
3. Amending the 2018 County Budget in Relation to Recycling & Waste Management
4. Authorizing Agreement and Amending the 2018 County Budget in Relation to the FY16 State Homeland Security Program (SHSP) Grant
5. Amending the 2018 County Budget and Capital Plan in Relation to the Watertown International Airport Terminal Apron Reconstruction Project

**Health & Human Services Committee Sponsored Resolutions:**

1. Amending the 2018 County Budget and Authorizing Agreement Relative to DSRIP Funding for the Office for the Aging
2. Amending the 2018 County Budget Relative to DSRIP Funding for Community Services Department
3. Amending the 2018 County Budget to Recognize Federal Medicaid Administration Reimbursement for the Community Services Department
4. Amending the 2018 County Budget Relative to Additional Revenue from NYS Office of Temporary and Disability Assistance for Non-Custodial Parent Employment Program Funding

**Informational Items:**

1. Revenue and Expenditure Spreadsheet
2. Monthly Departmental Reports  
County Clerk

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

RFH:jjj

cc:	Audit	Human Resources	Purchasing
	County Clerk	Information Technology	Real Property Tax Services
	Board of Elections	Insurance	County Treasurer
	Employ. & Training	JCC	County Attorney

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

Revising and Adopting 2019 Tentative Budget

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

Whereas, Pursuant to Section 357 of the County Law, the Finance and Rules Committee of this Board has reviewed the Budget Officer's 2019 Tentative Budget and has proposed that certain changes, alterations and revisions be made to said budget.

Now, Therefore, Be It Resolved, That the 2019 Budget Officer's Tentative Budget be changed, altered and revised as shown on the attached Schedule A, said schedule shall be considered a part of this resolution as if fully set forth herein, and be it further

Resolved, That said Tentative Budget, with such changes, alterations and revisions as are heretofore set forth be and is hereby adopted as the Budget of the County of Jefferson for County fiscal year 2019.

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

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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

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

Appropriation for the Conduct of County Government  
for Fiscal Year 2019

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

Whereas, Pursuant to Sections 354 and 355 of the County Law the Budget Officer has prepared and submitted to this Board the 2019 Budget Officer's Tentative Budget, and

Whereas, Said Tentative Budget has been changed, altered and revised by this Board in accordance with Section 358 of the County Law, and

Whereas, Said Tentative Budget, as changed, altered and revised, has been adopted by this Board by Resolution No. \_\_\_\_\_

Now, Therefore, Be It Resolved, That the numbers in the 2019 Budget Officer's Tentative Budget in the column entitled "Budget Officer's Recommendations," with such changes, alterations and revisions as have been approved by this Board, be inserted in the column entitled "Adopted," and be it further

Resolved, That, pursuant to Section 360 of the County Law, the several amounts specified in such budget in the column entitled "Adopted" be and are hereby appropriated for the objects and purposes specified, effective January 1, 2019.

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

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State of New York    )  
                                  ) 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. \_\_\_\_\_**

Adopting Capital Plan for 2019 - 2024

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

Whereas, Pursuant to Resolution No. 357 of 1992 and Section 99-g of the General Municipal Law, the Budget Officer has prepared and submitted as part of the 2018 Budget Officer's Tentative Budget a Six Year Capital Plan for the years 2019-2024.

Now, Therefore, Be It Resolved, That said Capital Plan be and is hereby adopted.

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

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State of New York )  
                                  ) 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. \_\_\_\_\_**

Certification of Taxes to the City of Watertown

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

Resolved, That the Clerk of the Board be and is hereby authorized and directed to certify to the Clerk and the Assessor of the City of Watertown, the apportioned share of the 2019 County Tax to be levied on real property within the City as follows:

County Tax ..... \$

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

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

Levying Tax Map Maintenance Charges for 2019

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

Resolved, That, Pursuant to Section 503 of the Real Property Tax Law, the twenty-two Towns of the County be and are hereby charged \$355,782 for 2019 Tax Map Maintenance, and be it further

Resolved, That the Clerk of the Board of Legislators be and is hereby authorized and directed to apportion said sum among the twenty-two Towns in the County of Jefferson in accordance with Resolution No. 248 of 1987, and that the amount apportioned to each Town be and is hereby levied and assessed against the taxable property of the respective Town.

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

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State of New York    )  
                                  ) 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. \_\_\_\_\_**

Approving Mortgage Tax Report

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

Whereas, This Board 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 ended September 30, 2018.

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: \_\_\_\_\_

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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

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**Department of  
Taxation and Finance**

October 19, 2018

Ms. Gizelle J. Meeks  
Jefferson County Clerk  
175 Arsenal Street  
Watertown, NY 13601

Re: Semi-Annual Report for the period April 1, 2018 through September 30, 2018.

Dear Ms. Meeks,

Your joint Semi-Annual Report, NY Form AU-202, which we received on October 19, 2018, is approved. The net amount of \$795,720.07 due to the respective tax districts is recognized. The report may be submitted to your County Legislative Body for their action, pursuant to Section 261 of the Tax Law.

Sincerely yours,

A handwritten signature in cursive script that reads "Joseph Mayer".

Joseph Mayer  
Excise Tax Technician 2  
Telephone: (518) 862-6074

NEW YORK STATE MORTGAGE TAX SEMI-ANNUAL REPORT



COUNTY OF Jefferson

FOR THE PERIOD OF April 2018

THROUGH September 2018

CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

TAX RATE:0.8651474993

Months	BASIC TAX DISTRIBUTED					TREASURER			ALL OTHER TAXES DISTRIBUTED			
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1 + Col 2 - Col 3 - Col 4)	6 Interest Received by Treasurer	7 Treasurers Expense	8 Tax Districts Share (Col 5 + Col 6 - Col 7)	9 Local Tax	10 Additional Tax CNY	11 Special Assistance Fund	12 Special Additional Tax SONYMA
Oct												
Nov												
Dec												
Jan												
Feb												
Mar												
Apr	116,641.50	0.35	20,540.52	0.00	96,101.33	0.07	96,101.40	0.00	0.00			39,967.10
May	166,064.60	0.33	20,273.00	-225.00	145,566.93	0.07	145,567.00	0.00	0.00			63,244.13
Jun	156,091.17	0.64	20,827.26	0.00	135,264.55	0.13	135,264.68	0.00	0.00			53,617.72
Jul	166,729.94	0.26	20,764.82	0.00	145,965.38	0.05	145,965.43	0.00	0.00			58,472.35
Aug	184,682.00	0.41	20,700.97	0.00	163,981.44	0.08	163,981.52	0.00	0.00			66,397.80
Sep	129,766.55	0.76	20,927.42	0.00	108,839.89	0.15	108,840.04	0.00	0.00			42,415.82
Totals	919,975.76	2.75	124,033.99	-225.00	795,719.52	0.55	795,720.07	0.00	0.00			324,114.92

*[Signature]* Recording Officer  
*[Signature]* Treasurer

Distribution Statement  
 (Columns 1 through 5) The "taxes collected" shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Taxation Department noted on the bottom of this part.

**PART II**

Credit Statement  
 (Column 6) This column is the net amount due to each tax district for which the Board of Supervisors shall issue its warrant or warrants.

MUNICIPALITY	2 Taxes Collected	3 *Additions	4 *Deductions	5 Taxes Adj. Corr	6 Amount Due Tax District
ADAMS	32,375.83	0.00	0.00	32,375.83	28,009.87
ALEXANDRIA	45,866.50	0.00	0.00	45,866.50	39,681.29
ANTWERP	12,192.50	0.00	0.00	12,192.50	10,548.31
BROWNVILLE	53,408.63	0.00	0.00	53,408.63	46,206.34
CAPE VINCENT	42,105.66	0.00	0.00	42,105.66	36,427.61
CHAMPION	38,524.00	204.97	0.00	38,728.97	33,506.27
CLAYTON	96,296.00	0.00	-225.00	96,071.00	83,115.59
ELLISBURG	22,292.49	0.00	0.00	22,292.49	19,286.29
HENDERSON	24,723.50	0.00	0.00	24,723.50	21,389.47
HOUNSFIELD	37,809.40	0.00	0.00	37,809.40	32,710.71
LERAY	86,945.50	0.00	0.00	86,945.50	75,220.68
LORRAINE	8,466.51	0.00	0.00	8,466.51	7,324.78
LYME	32,753.89	0.00	0.00	32,753.89	28,336.95
ORLEANS	30,131.27	0.00	0.00	30,131.27	26,067.99
PAMELIA	35,835.53	0.00	0.00	35,835.53	31,003.02
PHILADELPHIA	10,271.50	0.00	0.00	10,271.50	8,866.36
RODMAN	8,677.17	0.00	0.00	8,677.17	7,507.03
RUTLAND	25,755.72	0.00	0.00	25,755.72	22,282.50
THERESA	20,310.44	0.00	0.00	20,310.44	17,571.53
WATERTOWN-CITY OF	135,440.07	0.00	0.00	135,440.07	117,175.64
WATERTOWN-TOWN OF	74,303.65	0.00	0.00	74,303.65	64,283.62
WILNA	43,976.50	0.00	-204.97	43,771.53	37,868.83
WORTH	1,513.50	0.00	0.00	1,513.50	1,309.40
<b>Total Tax Districts: 23</b>	<b>919,975.76</b>	<b>204.97</b>	<b>-429.97</b>	<b>919,750.76</b>	<b>795,720.07</b>

\*See refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers

**New York State Mortgage Tax Semi-Annual Report  
Jefferson County  
For the Period 4/01/2018 Through 9/30/18  
Cash Statement for Taxes Collected Pursuant To Article 11**

Year	Month	Basic Tax Distributed				Treasurer			All Other		
		1	2	3	4	5	6	7	8	9	10
		Basic Tax Collected	Interest received by recording officer	Recording officer's expense	Refunds or Adjustments	Amount paid Treasurer (col 1 + col 2) - (col 3 - col 4)	Interest Received by Treasurer	Treasurer's expense	Tax Districts share (col 5 + col 6) - (col 7)	Local Tax	Additional Tax
2018	April	\$ 116,641.50	\$ 0.35	\$ 20,540.52	\$ -	\$ 96,101.33	\$ 0.07	\$ -	\$ 96,101.40	\$ -	\$ -
2018	May	\$ 166,064.60	\$ 0.33	\$ 20,273.00	\$ (225.00)	\$ 145,566.93	\$ 0.07	\$ -	\$ 145,567.00	\$ -	\$ -
2018	June	\$ 156,091.17	\$ 0.64	\$ 20,827.26	\$ -	\$ 135,264.55	\$ 0.13	\$ -	\$ 135,264.68	\$ -	\$ -
2018	July	\$ 166,729.94	\$ 0.26	\$ 20,764.82	\$ -	\$ 145,965.38	\$ 0.05	\$ -	\$ 145,965.43	\$ -	\$ -
2018	August	\$ 184,882.00	\$ 0.41	\$ 20,700.97	\$ -	\$ 163,981.44	\$ 0.08	\$ -	\$ 163,981.52	\$ -	\$ -
2018	September	\$ 129,766.55	\$ 0.76	\$ 20,927.42	\$ -	\$ 108,839.89	\$ 0.15	\$ -	\$ 108,840.04	\$ -	\$ -
<b>Totals:</b>		\$ 919,976.76	\$ 2.75	\$ 124,033.99	\$ (225.00)	\$ 795,719.52	\$ 0.55	\$ -	\$ 795,720.07	\$ -	\$ -

Get information from MT-4.

Column 1:  
Taxes Collected Amount  
+ Apportionment amount.  
(Listed as See Attachment)

Column 2:  
Basic Tax Interest

Column 3:  
Expense amount listed under Basic Tax.

Column 5:  
Column 1 + Column 2  
Subtract from Column 3 - Column 4

Column 8:  
Column 5 + column 6  
Subtract from column 7

AU-202 (3/04)

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

Payment of Legislators' Expenses

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

Whereas, This Committee to whom claims of the members of the Board were referred, has examined and audited such claims and finds the total to be \$ 59.95, we have allowed:

Legislator Expense:                      \$ 59.95

Now, Therefore, Be It Resolved, That the County Treasurer be and is hereby directed to draw checks payable to the claimants as audited.

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

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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

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

Endorsing Recommendation of the Committee Assigned to Review County Fees  
and Directing the County Staff to Implement Such Recommendations

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

Whereas, The Chairman of the Board established an Ad-Hoc Committee to review County fees,  
and

Whereas, The Committee has conducted said review and provided a report of its findings and  
recommendations relative to County Fees to the Chairman of the Board, and, through the Finance  
& Rules Committee, to the Board of Legislators, and

Whereas, The recommendations include:

1. Adjust Tax Enforcement, Building Permit and Commercial Tipping and Permit fees, and  
institute Probation administrative fee when feasible; and
2. Review fees through the annual budget process in future.

Now, Therefore, Be It Resolved, That the Board of Legislators hereby endorses the findings and  
recommendations of the Committee to adjust certain fees, and be it further

Resolved, That the County Administrator and County Attorney are hereby directed to take the  
steps necessary to carry out these recommendations.

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

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

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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

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**JEFFERSON COUNTY**  
**AD HOC COMMITTEE ON COUNTY FEES**  
**REPORT**

Submitted by Committee Members

Legislator William W. Johnson, Chairman  
Legislator James A. Nabyaniec  
Legislator Patrick R. Jareo

To

The Honorable Scott A. Gray, Chairman  
Jefferson County Board of Legislators

September 11, 2018

The Ad-Hoc Committee on County Fees, comprising Legislators Johnson, Nabywaniec and Jareo was established in accordance with Article 4, Rule 57 of the Jefferson County Board of Legislators Standing Rules. Staffing assistance was provided primarily by County Administrator Robert Hagemann and Deputy Administrator Sarah Baldwin. Rule 57 also calls for ad-hoc committees to report any findings to the Chairman of the Board of Legislators who, in turn, will convey the information to the full Board via the oversight committee responsible for the duties and responsibilities being studied. This report is officially being submitted to the Chairman of the Board for final review, and consideration by the Finance and Rules Committee, and subsequent action by the Board of Legislators.

Pursuant to Jefferson County Administrative Policy 1.08 FINANCE – Collection, Handling and Disbursement of Departmental Funds, “County fees and payments collected shall be at rates established by law or regulation, as provided for in duly authorized contracts or as otherwise established by the Board ...”

The Ad Hoc Committee reviewed all County-determined fees and met with the following departments:

- Board of Elections
- Human Resources
- Probation
- Weights & Measures
- County Treasurer
- County Attorney
- Code Enforcement
- County Clerk
- County Sheriff
- Real Property Tax Services (RPTS)
- Recycling & Solid Waste Management

The committee considered applicable coverage of costs of service, fairness of fee structure, comparability to neighboring communities, and history – including how recently fees were updated. The following changes are being recommended:

- **County Attorney - Tax Enforcement Fees**

Regulations governing the sale of real property acquired by the County pursuant to real property tax foreclosure proceedings were first adopted by the Board in 1999, and last amended by Resolution 84 of 2011. Specifically, the repurchase by prior owners before auction stipulates an Administrative Fee to cover certain costs, to be determined by the Tax Enforcement Officer in consultation with the Finance and Rules Committee of the Board, but not to exceed \$750. That fee is currently set at \$500 per parcel. Unfortunately, there is an inequity in charging a flat fee in that owners owing a small tax must pay the same administrative fee as an owner owing significantly greater amounts.

From a fairness standpoint, switching to a percentage-based administrative fee is compelling; though setting a per parcel minimum amount to discourage owners with small balances from ignoring the deadlines. The past year's experience involved 35 parcels, of which six owed less than \$1,000 and on the opposite end of the spectrum, seven parcels exceeded \$15,000. The administrative fees revenue realized was \$17,500.

It is recommended to change the Administrative Fee from the per parcel basis to become 6% of taxes owed, with a minimum fee of \$100. If this had been in place in June, the revenue would have been almost \$500 greater. The goal is not to increase revenue, but rather to assess the fee more fairly and to discourage use of the repurchase program, especially for the largest nonpayers.

In addition to affecting the budget revenue estimate, a Resolution will need to be introduced to amend the relevant regulations effective January 1, 2019.

- **Code Enforcement - Building Permit Fees**

The Jefferson County rules and regulations for administration and enforcement of the New York State Uniform Fire Prevention and Building Code and its attendant fee schedule were first adopted by the Board in 1992 and last amended by Resolution 241 of 2000. The permit fee is calculated on a sliding schedule based on construction value. This cost factor was established at \$45.00 per square foot effective January 1, 1993; and was raised every year or two to be \$60.00 effective January 1, 2000. It has not been changed since then, and it is detrimental to be so out-of-date as this factor is also used in determining economic values across the County and for Planning statistics.

It is recommended to increase the local base construction cost factor from \$60.00 to \$120.00 per square foot, to be more in accord with real value. The sliding schedule would also be amended to mitigate the doubling factor so that actual fee increases are 25%. It is also recommended to modify most of the set fees not covered by the permit fee schedule that is based on construction value – with increases between 10% and 25% – to be more in line with actual costs. It is estimated that revenue will increase approximately \$22,000 annually.

In addition to affecting the budget revenue estimate, a Resolution will need to be introduced to amend the rules and regulations of the Uniform Fire Prevention and Building Code and its attendant fee schedule effective January 1, 2019.

- **Probation - Probation Fees**

A one-time fee of \$50 to cover alcohol/drug testing where it is a condition of probation was established by Local Law in 1992. It was intended to cover lab testing costs, but was never increased. However, due to a subsequent opinion of the Attorney General's Office, it was discontinued because it is not specifically authorized by State statute.

Executive Law 257-c does permit counties to adopt a local law requiring individuals currently serving or who shall be sentenced to a period of probation upon conviction of any crime under Vehicle and Traffic Law Article 31 to pay an administrative fee of \$30 per month. This will require Probation to establish policies and procedures to enforce collection of the new fee. Some further research is needed regarding consideration of ability-to-pay, appropriate level of fee and procedures to institute making the monthly fee a condition of probation. It is recommended that this fee be instituted effective January 1, 2019 if possible, or later in 2019 as is feasible; this will require a local law. It is estimated that the fee will generate approximately \$10,000 annually.

- **Solid Waste Management - Commercial Tipping Fees and Permit Fees**

The current tipping fee for commercial solid waste disposal is \$65 per ton; of which \$44 covers the DANC disposal fee and \$21 is applied towards operational costs to run the Jefferson County Solid Waste Management facility in the town of Pamela. The rate was last adjusted by Resolution 304 of 2014 effective January 1, 2015. This increased the County transfer rate from \$18 per ton to the current \$21. This was done to more accurately capture the costs of solid waste transfer facility operation.

The current permit fee for commercial haulers is \$100 per year, which applies to approximately 250 haulers. This was last raised by Local Law in 2005, amending Local Law No. 3 of 1991, to more reasonably reflect the actual costs of processing such a permit, effective January 1, 2006. Then Local Law No. 1 of 2014 replaced Local Law No. 3 of 1991, to provide an integrated system for managing the collection, transportation and disposal of solid waste and recyclables. It includes the provision that Commercial Waste Permit fees may be amended from time to time by resolution of the Board of Legislators.

It is recommended that the County transfer rate be raised from \$21 to \$26 per ton, and the resultant revenue dedicated to equipment and capital costs. This is anticipated to generate approximately \$150,000 annually. It is also recommended that the annual Permit Fee for commercial haulers be increased from \$100 to \$150 to more fairly assess the cost. This is anticipated to generate approximately \$12,500 annually.

In addition to affecting budget revenue estimates, a Resolution will need to be introduced to increase both fees for Solid Waste Management. Both adjustments should take place in 2019 with an effective date set to allow reasonable time for haulers to notify customers.

In closing, it is recommended that fees be reviewed more consistently in future years through the annual budget process; especially regarding County Clerk, RPTS, Sheriff's Office, and Weights & Measures in the near future. In the County Clerk's area, we are awaiting New York State action to institute the Mortgage Tax fee that has been proposed.

Many of RPTS fees were adjusted by Resolution in June of 2015; however, consideration should also be given to those that were not adjusted at that time, especially the Revaluation Fees. Most of the Sheriff's Office fees are set by New York State and are comparable to adjacent counties. However, as costs of photographic and other supplies used in issuing permits increase, it is important to review coverage of those costs. Also, Weights & Measures fees need to be considered with caution to not build barriers to commerce.

In the longer term, it is recommended that a Board of Elections fee for 'loan' of voting machines for other entities' use should be considered only if funding regulations allow. Human Resources civil service exam fees should be reviewed to keep up with New York State requirements and portion of the fee, while maintaining reasonable fee levels for ease of entry to employment. Also, the Treasurer fees are mainly set by law; increases such as delinquent tax files and insufficient funds check returns should be considered only if they would not penalize the users.

The Committee would like to thank all the departments who provided such thorough information, context and recommendations for consideration.

Respectfully submitted,

William Johnson, Committee Chair, District 2

James Nabywaniec, Legislator, District 8

Patrick Jareo, Legislator, District 9

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

Amending Jefferson County Administrative  
Policies and Procedures for Non-Discrimination / Anti-Harassment

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

Whereas, Local Law No. 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, It is the desire of the Board of Legislators to authorize the promulgation of administrative policies and procedures for non-discrimination/anti-harassment, as amended, which will replace the non-discrimination/anti-harassment policies and procedures earlier adopted.

Now, Therefore, Be It Resolved, That the Administrative Policy Section 3.06, Human Resources: Non-Discrimination/Anti-Harassment, is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective November 14, 2018, and be it further

Resolved, That the previously approved and promulgated (by Resolution 60 of 2013), Administrative Policy Section 3.06, Human Resources: Non-Discrimination/Anti-Harassment, is hereby rescinded.

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

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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

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# ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

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Section: HUMAN RESOURCES

Issued: 5/00

Subsection: 3.06 Non-Discrimination/Anti-Harassment

Revised: 3/13, 11/18

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## **Policy Statement:**

Jefferson County is committed to a working environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Jefferson County expects that all decisions and relationships among employees will be free of unlawful bias, prejudice and harassment.

Illegal discrimination includes any type of action or behavior based on a person's sex, sexual orientation, predisposing genetic characteristics, race, color, national origin, age, religion, creed, marital status, military status, or disability, including pregnancy, or is otherwise a violation of any provisions of the Civil Rights Act of 1964, including Title VII; the Age Discrimination Act of 1975; The Americans with Disabilities Act of 1990; and the New York State Division of Human Rights Laws.

## **Applicability:**

This policy applies to all elected officials and employees of Jefferson County, individuals doing business with the County and any person utilizing County Facilities.

## **The County's Response:**

The County will actively work to prevent and eliminate discrimination and harassment and will respond promptly to deal with any incidents. This response may include, but is not limited to: training, counseling and/or disciplinary action in accordance with the appropriate collective bargaining agreement.

## **Examples of Discriminatory or Harassing Conduct:**

- Discrimination in the provision of employment opportunities, benefits or privileges.
- Verbal or physical conduct designed to threaten, intimidate, or coerce. This may include verbal taunting (including racial and ethnic slurs or negative stereotyping) or physical actions which impairs the employee's ability to perform his or her job or interferes with the employee's work performance.

- Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of protected status.

**Sexual Harassment is a type of harassment and falls into the following categories:**

1. **“Quid pro quo”** harassment, where submission to harassment is used as a basis for employment decisions or advancement. (Wherein promotions, raises, better working hours, grades, special accommodations, etc., are linked to compliance with sexual advances.) Therefore, only someone in a supervisory capacity or authority to grant such benefits can engage in “quid pro quo” harassment.
2. **“Hostile work environment,”** where the harassment creates an offensive and unpleasant working environment, inclusive of anyone affected by the offensive conduct.

**Examples of Sexual Harassment are:**

- Vulgar or lewd comments or jokes
- Unwelcome, repeated demands or requests for dates
- Promise or provision of promotions, raises, better working hours, special accommodations based on compliance with sexual advances or harassment.
- Unwanted and unwelcome touching

The law and this policy prohibit men harassing women, women harassing men, women harassing women, and men harassing men. The harasser can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

**Procedures:**

1. Department Heads and Supervisors play a critical role in prevention and correction. All supervisory personnel are responsible for:
  - ✓ Discouraging discrimination and harassment
  - ✓ Ensuring compliance with this policy
  - ✓ Properly responding and reporting discrimination and harassment complaints
2. All employees of Jefferson County are responsible to notify their supervisor, Department Head, or the Director of Human Resources immediately regarding incidents of discrimination or harassment.
3. Supervisory personnel may seek to resolve complaints through an informal process. The ability to resolve the complaint informally depends on the circumstances and the severity

of the situation.

4. If the employee believes that informal resolution of the matter is not appropriate or believes that an attempt at informal resolution was ineffective, the employee shall make a formal written complaint to:

Director of Human Resources  
Jefferson County Office Building, 2<sup>nd</sup> floor  
175 Arsenal Street  
Watertown, NY 13601

The Director of Human Resources will investigate all formal written complaints and forward the findings along with a recommendation to the Department Head. The Department Head will take the appropriate action, including discipline if necessary, in accordance with the appropriate collective bargaining agreement.

**Confidentiality:**

All inquiries, complaints, and investigations are treated with sensitivity, seriousness, and confidentiality except as is reasonably necessary to investigate and remedy the matter.

**Retaliation:**

Threats or other forms of intimidation and retaliation against a complainant or any other party reporting or acting pursuant to this policy are violations of the policy and constitutes grounds for disciplinary action. Knowingly making a false report impedes the effectiveness of this policy and constitutes grounds for disciplinary action.

**REFERENCES:**

1. Jefferson County Board of Legislators' Resolution No. 133 of 2000.  
*Jefferson County Board of Legislators' Resolution No. 69 of 2013*  
*Jefferson County Board of Legislators' Resolution No. of 2018*
2. Title VII Civil Rights Act of 1964.
3. Civil Rights Act of 1991.
4. New York State Executive Law §290 et seq.

**ISSUED:** *May, 2000*

**REVISED:** *March 5, 2013, November 13, 2018*

*Robert F. Hagemann, III*  
*County Administrator*

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

Approving Jefferson County Administrative Policies and Procedures  
for Sexual Harassment

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

Whereas, Local Law No. 10 of 1986 provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, Title VII of the Civil Rights Act and The Civil Rights Act of 1991 requires local governments to provide a workplace that is free from sexual harassment, and

Whereas, The Board of Legislators is committed to providing a work environment which is conducive to optimum performance and efficiency.

Now, Therefore, Be It Resolved, that the Administrative Policy Section 3.09 Human Resources: Sexual Harassment is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective November 14, 2018.

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

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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

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# ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson    Board of Legislators    Office of the County Administrator

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Section:            HUMAN RESOURCES

Issued:    11/13/2018

Subsection:    3.09 Sexual Harassment

Revised:

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## **Introduction:**

Jefferson County is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Jefferson County's commitment to a discrimination-free work environment. Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Jefferson County. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

## **Policy:**

1. Jefferson County's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Jefferson County. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Jefferson County will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Jefferson County who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>1</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor or Department Head. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums,

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1

A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Jefferson County to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including Department Heads and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Jefferson County will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Jefferson County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including Department Heads and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Jefferson County will provide all employees a complaint form for employees to report harassment and file complaints.
7. Department Heads and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of to:

Director of Human Resources  
Jefferson County Department of Human Resources  
175 Arsenal St.  
Watertown, NY 13601
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

**Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

**Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

**Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or Department Head of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** Jefferson County cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, Department Head or Director of Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, Department Head or Director of Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All Department Heads and supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Director of Human Resources.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and Department Head will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and Department Heads will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Jefferson County will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Director of Human Resources or another individual designated by the County Administrator, will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;

- A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective actions.
- Keep the written documentation and associated documents in a secure and confidential location.
  - Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written documentation.
  - Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Jefferson County but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Jefferson County, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court. There is no cost to file a complaint with DHR.

Complaining internally to Jefferson County does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza,

Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov). For more information about filing a complaint contact DHR at (888) 392-3644 or visit [www.dhr.ny.gov/complaint](http://www.dhr.ny.gov/complaint).

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties.

The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669- 4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at: [info@eeoc.gov](mailto:info@eeoc.gov).

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

### **REFERENCE:**

Jefferson County Board of Legislators Resolution No    of 2018

**FORMS:**     Sexual Harassment Complaint Form

**ISSUED:**    November 13, 2018

Robert F. Hagemann, III  
County Administrator

# Jefferson County

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Jefferson County Department of Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/combating-sexual-harassment-workplace](http://ny.gov/combating-sexual-harassment-workplace)**

## COMPLAINANT INFORMATION

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Select Preferred Communication Method:    Email    Phone    In person

## SUPERVISORY INFORMATION

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

## COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheet of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: \_\_\_\_\_

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

I certify that the information I have provided in this form is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made of the final determination (this may be done via email) and implement any corrective actions identified in the written documentation.

# **Sexual Harassment Prevention Policy Notice**



**Combating  
Sexual Harassment**

**Sexual harassment is against the law.**

All employees have a legal right to a workplace free from sexual harassment, and Jefferson County is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, Jefferson County has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

**If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, Department Head or Director of Human Resources so we can take action.**

**Our complete policy may be found: [www.co.jefferson.ny.us/departments/humanresources](http://www.co.jefferson.ny.us/departments/humanresources)**

**Our Complaint Form may be found: [www.co.jefferson.ny.us/departments/humanresources](http://www.co.jefferson.ny.us/departments/humanresources)**

**If you have questions and to make a complaint, please contact:**

**Jefferson County Department of Human Resources  
175 Arsenal St.  
Watertown, NY 13601  
315-785-3147**

For more information and additional resources, please visit:

**[www.ny.gov/programs/combating-sexual-harassment-workplace](http://www.ny.gov/programs/combating-sexual-harassment-workplace)**

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

Amending the 2018 County Budget and Capital Plan Relative to Jefferson Community College

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

Whereas, The State of New York bonded for \$1,463,000 in 2006 for Jefferson Community College capital revitalization and maintenance projects, and

Whereas, Pursuant to Resolutions 108 and 123 of 2011, 153 and 255 of 2012, 204 of 2013, 149 of 2014, 239 of 2017, and 72 of 2018, this Board of Legislators established and subsequently amended a capital account to fund such projects, and

Whereas, The College wishes to fund \$225,000 of its capital chargebacks in this account to replace and upgrade theater lighting and controls, and

Whereas, It is necessary to amend the 2018 County Budget and capital plan to recognize the new chargebacks and state aid for this account.

Now, Therefore, Be It Resolved, That the 2018 County Budget is hereby amended as follows:

**Increase:**

Expenditure:

20249000 02056	JCC Campus Revitalization/Maintenance	\$450,000
----------------	---------------------------------------	-----------

Revenues:

20900600 92240	Capital Chargebacks	\$225,000
20900600 93097	State Aid College	225,000

and be it further

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

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

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

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

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

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

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

Amending the 2018 County Budget Relative to Debt Service

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

Whereas, The County has issued Bond Anticipation Notes (BAN) notes for multiple capital projects, and

Whereas, The 2018 County Budget under estimated the amount of interest due, and

Whereas, Jefferson Community College reimburses the County for their share of debt service cost for the Maintenance and Revitalization Bond as authorized by Resolution No. 228 of 2014.

Now, Therefore, Be It Resolved, That the 2018 County Budget is amended as follows:

**Increase:**

Revenue

01915000 92392	Debt Service Other Governments	\$16,500
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Expenditure

01973000 07000	Bond Anticipation Notes Interest	\$16,500
----------------	----------------------------------	----------

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

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

Amending 2018 County Budget in Relation to Employment & Training Department

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

Whereas, The Jefferson-Lewis Workforce Development Board has been awarded \$48,965.16 in Trade Act Adjustment Assistance Program funds, and

Whereas, The Employment & Training Department received ticket to Work funds in 2016 and 2017, some of which remain unspent, and

Whereas, The Department intends to use some of these funds for training and to purchase laptop computers for their resource room, for clients' use for job searches, resumes and the like, and

Whereas, The 2018 County Budget must be amended to accept the New York State funding and allocate it to the proper account, and to appropriate the 2016 and 2017 funds to purchase the laptop computers.

Now, Therefore, Be It Resolved, That the 2018 County Budget is amended as follows:

**Increase:**

Revenue

25634000 94616	Fed Aid Job Training	\$48,965.16
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Expense

25634000 046132	Clients Training	\$48,965.16
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2564000 04111	Trackable Durable Expendables	10,000.00
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**Decrease:**

Reserve

250000000 30888	Ticket to Work Restricted Funds	\$10,000.00
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Seconded by Legislator: \_\_\_\_\_

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

Authorizing Appointment to the  
Jefferson-Lewis 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 Development Board, and

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

Whereas, Deborah Vink from JRC retired, and her replacement on the Board is Lynn Pietroski.

Now, Therefore Be It Resolved, That the Board of Legislators hereby authorizes the following appointment to the Workforce Development Board for term as indicated:

<u>Member</u>	<u>Term to Expire</u>
New Appointments <u>Jefferson County Representatives</u> Lynn Pietroski, Jefferson Rehabilitation Center	6/30/2020

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. \_\_\_\_\_**

Appointing Election Commissioner

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

Resolved, That pursuant to Section 3-204 of the Elections Law, Babette M. Hall, Democrat be and is hereby appointed as Election Commissioner of the County of Jefferson for a two year term beginning January 1, 2019.

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

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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

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

Appointing Member to Jefferson County Industrial Development Agency

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

Whereas, The 1972 Legislature of the State of New York created the Jefferson County Industrial Development Agency.

Now, Therefore, Be It Resolved, That, Pursuant to Article 18a of the General Municipal Law, the Jefferson County Board of Legislators hereby reappoints John H. Jennings, for a term to expire December 31, 2022, as a member of the Jefferson County Industrial Development Agency.

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

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

Appointing Members to Soil & Water Conservation District Board of Directors

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

Resolved, Pursuant to Section 7 of the Soil & Water Conservation Districts Law, the following individuals are hereby appointed to the Soil & Water Conservation District Board for terms to expire as noted:

<u>Name</u>	<u>Term to Expire</u>
David Brass, Grange	12/31/2021
Thomas Boxberger, Member At Large	12/31/2021
Michael Kiechle, Practical Farmer At Large	12/31/2021

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 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY  
SOIL AND WATER CONSERVATION DISTRICT**

RECEIVED

OCT 25 2018

JEFFERSON COUNTY  
BOARD OF LEGISLATORS

www.jeffersoncountyswcd.org

PO Box 139, Watertown, NY 13601

Telephone (315) 782-2749

Fax (315) 782-3054

October 23, 2018

Robert F. Hagemann III  
Jefferson County Administrator  
195 Arsenal Street  
Watertown, NY 13601

Re: SWCD Board of Directors

Dear Mr. Hagemann:

Our board met on October 15, 2018. Directors Brass, Boxberger, and Kiechle were notified that their terms are expiring December 31, 2018. They agreed to continue serving on our board, and the board agreed to have them continue. Therefore, please accept this letter as our respectful request to maintain David Brass, Thomas Boxberger, and Michael Kiechle as directors.

If you have any questions or concerns, please contact me at 782-2749. Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Christine Watkins".

Christine Watkins  
Executive Director

rr

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

Approving Appointment to the Thousand Islands Bridge Authority

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

Resolved, That, pursuant to Section 577 of the Public Authorities Law, the following reappointment by the Chairman of this Board to the Thousand Islands Bridge Authority for the term indicated, be and is hereby approved:

<u>Name</u>	<u>Term Expiration</u>
Natalie Kinloch	12/31/2023

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

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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 \_\_\_\_.

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Clerk of the Board of Legislators

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P.O. BOX 10  
LANSDOWNE, ONTARIO  
CANADA K0E 1L0

MAIN OFFICE: 43530 INTERSTATE 81  
COLLINS LANDING  
P.O. BOX 428  
ALEXANDRIA BAY, NY 13607  
TEL: (315) 482-2501  
FAX: (315) 482-5925  
www.tibrIDGE.com  
www.boldtcastle.com

ROBERT V.R. BARNARD  
CHAIRMAN

MEMBERS:  
BRUCE ARMSTRONG  
MICHELINE DUBÉ  
NATALIE KINLOCH  
JACQUES E. PIGEON  
PATRICK J. SIMPSON  
ROBERT J. STORMS

ROBERT G. HERR, III  
EXECUTIVE DIRECTOR

September 28, 2018

RECEIVED

OCT 05 2018

JEFFERSON COUNTY  
BOARD OF LEGISLATORS

Mr. Scott A. Gray  
Jefferson County Board of Legislators  
175 Arsenal Street  
Watertown, New York 13601

Dear Chairman Gray:

As indicated by the attached letter dated September 28, 2018, the current term of Natalie Kinloch as a member of the Thousand Islands Bridge Authority expires on December 31, 2018. Also, I am pleased to find that if the JCBOL desires, Ms. Kinloch is most willing to continue representing Jefferson County's interest as a member of the Authority.

From a management perspective, Ms. Kinloch has provided invaluable advice related to Bridge or Boldt Facility projects or tourism promotion. Equally important, with her extensive experience in the business sector, her advice concerning insurance matters, finance and procurement policies and customer service to name a few, have been most helpful in the day-to-day conduct of the Authority's business.

In conclusion, Ms. Kinloch was first appointed as a member of TIBA, effective 01/01/14, and over the ensuing five (5) year period, has played a proactive role in the conduct of the Authority's affairs. Her primary objective being, what's in the best interest of the physical assets, Jefferson County and the millions of customers the Authority serves each year.

If you have any questions, please contact me at your convenience.

Sincerely,

Robert G. Horr, III  
Executive Director

RGH/jt  
Attachment

CC: Michael Montigelli, Chairman, Finance & Rules Committee  
Robert F. Hagemann, III, Jefferson County Administrator



P.O. BOX 10  
LANSDOWNE, ONTARIO  
CANADA K0E 1L0

MAIN OFFICE: 43530 INTERSTATE 81  
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FAX: (315) 482-5925  
www.tibridge.com  
www.boldtcastle.com

ROBERT V.R. BARNARD  
CHAIRMAN

MEMBERS:  
BRUCE ARMSTRONG  
MICHELINE DUBÉ  
NATALIE KINLOCH  
JACQUES E. PIGEON  
PATRICK J. SIMPSON  
ROBERT J. STORMS

ROBERT G. HERR, III  
EXECUTIVE DIRECTOR

September 28, 2018

Mr. Scott A. Gray, Chairman  
Jefferson County Board of Legislators  
175 Arsenal Street  
Watertown, New York 13601

Dear Chairman Gray:

As you are aware, my current five (5) year appointment as a member of the Thousand Islands Bridge Authority (TIBA) expires on December 31, 2018.

Over the five (5) year period, I have had the privilege of serving with other TIBA members, the continued rehabilitation of this region's premier visitor attraction, Boldt Castle•Heart Island and Boldt Yacht House facilities. Over the next few years the Authority will be contemplating the future needs of this important international crossing and it would be a distinct honor to continue serving on the Thousand Islands Bridge Authority.

In conclusion, it has been a privilege to represent the interests of Jefferson County and if it is your pleasure and that of the Board of Legislators, I am most anxious to continue serving as a member of the Thousand Islands Bridge Authority.

Thank you for your consideration.

Sincerely,

Natalie Kinloch  
Assistant Secretary-Treasurer

NK/jt

CC: Michael Montigelli Chairman, Finance & Rules Committee  
Robert F. Hagemann, III, Jefferson County Administrator

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Approving Appointments to the Thousand Islands  
Regional Tourism Development Corporation

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

Resolved, That, pursuant to the Articles of Incorporation for the Thousand Island Regional Tourism Development Corporation, the following appointments by this Board to the Thousand Island Regional Tourism Development Corporation for terms to expire December 31, 2019 are hereby approved:

At Large Representative .....	Peter Whitmore
Alexandria Bay Representative .....	Ronald Thomson
Jefferson County Administrator .....	Robert Hagemann
At Large Representative .....	Peyton Taylor

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 2018 County Budget in Relation to Samaritan Senior Village, Inc.

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

Whereas, Pursuant to Resolution 281 of 2011, this Board of Legislators authorized an agreement with Samaritan Medical Center, its subsidiaries or related corporations, providing for the transfer of the County's adult home residents of Whispering Pines to a new facility in consideration of a payment of \$5,000,000 for a term of ten years, and

Whereas, Pursuant to Resolution 290 of 2012, this Board amended its 2012 County Budget to appropriate the funds for the payment, and

Whereas, Said agreement with Samaritan Senior Village, Inc., among other clauses, specified that the \$5,000,000 payment was in consideration of replacing the services the County would have provided at the County Home for a period of ten years, and

Whereas, The County's outside auditors, with whom the County Treasurer is in agreement, recommend that the County amend its budgets beginning in 2013 and continuing for a ten year period, to reflect the value (\$500,000 per year), of the services rendered by the Samaritan Senior Village, Inc. facility, and

Whereas, Pursuant to Resolution No. 129 of 2014 this Board amended its 2013 and 2014 County Budgets and Resolution No. 48 of 2016 amended the 2015 and 2016 County Budgets, and Resolution No. 54 of 2017 amended the 2017 County Budget, and amendment of the 2018 County Budget is needed.

Now, Therefore, Be It Resolved, That the 2018 County Budget is hereby amended as follows:

**Increase:**

01603000 04422	Contracted Health Care	\$500,000
01000000 30599	Appropriated Fund Balance	\$500,000

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

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

Amending the 2018 County Budget in Relation to Recycling & Waste Management

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

Whereas, Recycling & Waste Management is experiencing higher than anticipated tonnage transport, and

Whereas, The 2018 County Budget must be amended to provide for resulting shortfalls anticipated in some Recycling & Waste Management Fund accounts.

Now, Therefore, Be It Resolved, That the 2018 Budget is amended as follows:

**Increase:**

Revenue		
15910100 92131	Tipping Fees	\$65,000
Expenditure		
15816000 04311	Gasoline and Oil	\$65,000

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.

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

---

Department	Revenue through end of October 2017	Revenue through end of October 2018	2018 Amended Budget October = 83.30%	2017 Revenue as % of 2017 BUD	2018 Revenue as % of 2018 BUD
1045 - General Items 01	\$116,126,719	\$121,337,985	\$113,224,942	86.65%	89.27%
1165 - District Attorney 01	\$114,296	\$153,855	\$155,451	60.70%	82.44%
1170 - Public Defender 01	\$409,494	\$343,758	\$219,162	159.62%	130.66%
1325 - Treasurers Department 01	\$24,276	\$26,473	\$27,489	75.28%	80.22%
1345 - Purchasing 01	\$68,051	\$68,494	\$70,888	75.53%	80.49%
1355 - Real Property Tax Services 01	\$442,234	\$424,539	\$356,759	98.09%	99.13%
1410 - County Clerk 01	\$1,486,822	\$1,470,120	\$1,670,582	74.93%	73.30%
1420 - County Attorney 01	\$87,365	\$157,232	\$434,826	17.23%	30.12%
1430 - Human Resources 01	\$10,560	\$7,570	\$6,248	140.80%	100.93%
1436 - Insurance Department 01	\$0	\$0	\$18,326	NaN	0.00%
1450 - Board of Elections 01	\$1,007	\$440	\$791	287.62%	46.26%
1620 - Buildings 01	\$432,532	\$391,923	\$775,773	47.93%	42.08%
1680 - Information Technology 01	\$600	\$0	\$45,815	0.92%	0.00%
3110 - Sheriff - Criminal & Civil Div 01	\$513,413	\$609,828	\$648,815	63.32%	78.29%
3140 - Probation 01	\$228,555	\$372,659	\$547,378	35.49%	56.71%
3315 - STOP DWI Program 01	\$148,979	\$155,675	\$165,201	66.06%	78.50%
3410 - Fire & Emergency Management 01	\$323,089	\$552,198	\$606,826	56.27%	75.80%
3510 - Dog Control 01	\$75,878	(\$108,407)	\$303,019	13.42%	-29.80%
3620 - Code Enforcement 01	\$68,087	\$64,776	\$74,970	56.74%	71.97%
4050 - Public Health 01	\$2,820,512	\$2,477,336	\$5,336,823	45.77%	38.67%
4310 - Mental Health Services 01	\$7,168,615	\$6,773,303	\$8,565,034	80.92%	65.87%
5610 - Airport 01	\$1,371,366	\$1,203,230	\$1,520,025	76.71%	65.94%
6010 - Social Services Administration 01	\$5,621,742	\$8,134,364	\$8,136,497	56.17%	83.28%
6070 - Services for Recipients 01	\$13,097,214	\$12,976,153	\$16,605,765	62.93%	65.09%
6510 - Veterans Service Agency 01	\$8,529	\$8,529	\$7,105	100.00%	100.00%
6540 - Consumer Affairs - County Seal 01	\$38,764	\$57,492	\$49,932	66.23%	95.91%
6772 - Office for the Aging 01	\$811,157	\$491,098	\$1,269,496	50.87%	32.22%
8020 - Planning 01	\$56,860	\$48,079	\$126,394	87.60%	31.69%
8730 - Forestry 01	\$67,243	\$11,507	\$0	#Error	#Error
8992 - Interfund Transfers 01	\$22,500	\$0	\$0	100.00%	NaN
9150 - Debt Service 01	\$0	\$8,895	\$0	NaN	#Error
01 - General Fund	\$151,646,460	\$158,219,104	\$160,970,332	79.47%	81.88%
9003 - Highway 05	\$9,821,150	\$10,125,645	\$12,058,220	69.06%	69.95%
9004 - Road Machinery 10	\$2,380,055	\$2,536,911	\$2,027,357	100.98%	104.24%
9101 - Solid Waste - Recycling 15	\$2,487,750	\$2,238,650	\$2,139,140	98.93%	87.18%
9006 - Capital 20	\$18,401,534	\$5,146,946	\$24,949,654	48.20%	17.18%
6340 - Employment and Training 25	\$1,334,070	\$1,743,740	\$2,234,781	54.53%	65.00%
1436 - Insurance Department 35	\$2,297,506	\$2,324,806	\$2,058,356	90.85%	94.08%
9021 - Health Benefits 40	\$18,265,779	\$17,829,491	\$18,947,221	80.41%	78.39%
9023 - Occupancy Tax 50	\$349,883	\$375,339	\$391,510	74.44%	79.86%
9150 - Debt Service 55	\$2,542,743	\$4,345,454	\$3,006,975	42.24%	120.38%
Total All Funds	\$209,526,930	\$204,886,085	\$228,783,546	74.23%	74.60%

Department	Spending through end of October 2017	Spending through end of October 2018	2018 Amended Budget October = 83.30%	2017 Spending as % of 2017 BUD	2018 Spending as % of 2018 BUD
1010 - Legislative Board 01	\$744,739	\$758,471	\$852,100	76.43%	74.15%
1045 - General Items 01	\$29,730,115	\$31,511,424	\$32,526,632	76.14%	80.70%
1165 - District Attorney 01	\$1,310,645	\$1,365,263	\$1,574,366	72.80%	72.24%
1170 - Public Defender 01	\$1,269,439	\$1,232,044	\$1,718,766	61.44%	59.71%
1325 - Treasurers Department 01	\$466,384	\$448,406	\$517,927	73.93%	72.12%
1345 - Purchasing 01	\$430,862	\$452,977	\$512,724	71.57%	73.59%
1355 - Real Property Tax Services 01	\$560,011	\$564,515	\$745,544	60.68%	63.07%
1410 - County Clerk 01	\$1,246,795	\$1,283,830	\$1,434,296	71.83%	74.56%
1420 - County Attorney 01	\$972,208	\$1,013,150	\$1,140,241	69.90%	74.02%
1430 - Human Resources 01	\$251,132	\$256,347	\$304,786	71.52%	70.06%
1436 - Insurance Department 01	\$425,819	\$395,467	\$383,609	82.43%	85.88%
1450 - Board of Elections 01	\$484,211	\$557,854	\$682,635	63.72%	68.07%
1620 - Buildings 01	\$2,698,014	\$2,441,574	\$3,022,382	72.67%	67.29%
1680 - Information Technology 01	\$982,217	\$1,028,923	\$1,145,999	68.60%	74.79%
1910 - Special Items 01	\$12,962	\$6,528	\$733,040	1.21%	0.74%
2490 - Education 01	\$5,167,935	\$5,278,178	\$4,474,646	97.98%	98.26%
3110 - Sheriff - Criminal & Civil Div 01	\$10,734,203	\$11,105,230	\$12,638,695	72.58%	73.19%
3140 - Probation 01	\$2,641,438	\$2,732,692	\$3,167,922	70.68%	71.86%
3315 - STOP DWI Program 01	\$24,447	\$134,556	\$167,069	10.84%	67.09%
3410 - Fire & Emergency Management 01	\$2,374,887	\$2,397,777	\$2,989,598	67.70%	66.81%
3510 - Dog Control 01	\$318,465	\$249,918	\$303,450	56.35%	68.60%
3620 - Code Enforcement 01	\$430,945	\$378,620	\$488,396	69.52%	64.58%
4050 - Public Health 01	\$4,879,701	\$4,724,984	\$6,256,654	65.23%	62.91%
4310 - Mental Health Services 01	\$7,521,824	\$7,753,309	\$11,304,855	61.05%	57.13%
5610 - Airport 01	\$2,009,113	\$2,031,057	\$2,072,821	79.01%	81.62%
6010 - Social Services Administration 01	\$13,367,370	\$13,253,511	\$16,074,209	69.42%	68.68%
6030 - Adult Care Facility 01	\$0	\$0	\$0	0.00%	NaN
6070 - Services for Recipients 01	\$31,515,161	\$30,929,883	\$35,381,281	72.13%	72.82%
6510 - Veterans Service Agency 01	\$141,015	\$145,638	\$169,721	74.95%	71.48%
6540 - Consumer Affairs - County Seal 01	\$115,741	\$119,439	\$133,862	73.23%	74.32%
6772 - Office for the Aging 01	\$1,646,688	\$1,739,383	\$2,096,299	65.61%	69.12%
8020 - Planning 01	\$355,582	\$378,635	\$623,318	49.45%	50.60%
8730 - Forestry 01	\$167,185	\$167,663	\$139,944	99.51%	99.80%
8989 - Public Benefit Agencies 01	\$1,674,140	\$1,732,624	\$1,443,276	100.00%	100.00%
8990 - Employee Benefits 01	\$4,734,616	\$3,774,924	\$7,165,139	57.46%	43.89%
8992 - Interfund Transfers 01	\$14,116,625	\$14,254,823	\$12,753,117	100.00%	93.11%
9150 - Debt Service 01	\$117,887	\$0	\$227,826	92.82%	0.00%
01 - General Fund	\$145,640,519	\$146,599,616	\$167,367,145	73.03%	72.96%
9003 - Highway 05	\$12,398,014	\$12,377,830	\$12,122,265	87.11%	85.06%
9004 - Road Machinery 10	\$2,040,931	\$2,125,663	\$2,155,218	82.74%	82.16%
9101 - Solid Waste - Recycling 15	\$1,970,666	\$2,296,044	\$2,155,800	75.39%	88.72%
9006 - Capital 20	\$12,272,120	\$15,395,082	\$37,559,334	27.91%	34.14%
6340 - Employment and Training 25	\$1,793,271	\$2,045,776	\$2,237,706	73.11%	76.16%
1436 - Insurance Department 35	\$2,045,282	\$1,690,646	\$2,058,493	80.87%	68.41%
9021 - Health Benefits 40	\$15,241,654	\$14,577,871	\$18,947,221	67.09%	64.09%
9023 - Occupancy Tax 50	\$520,800	\$509,800	\$456,734	100.00%	92.98%
9150 - Debt Service 55	\$4,252,237	\$2,920,457	\$3,006,975	70.63%	80.90%
Total All Funds	\$198,175,495	\$200,538,786	\$248,066,891	66.74%	67.34%

## 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 **September 1, 2018 through September 30, 2018** as follows:

**DMV Fees:**

CC06 Retention	\$ 44,860.12
CC05 Sales Tax Ret	\$ 649.50
CC05 FS-6 Ret	\$ 680.00
<b>Total</b>	<b>\$ 46,189.62</b>

**Land Records Fees:**

CC07 Recording Fees	\$ 48,358.00
CC07 Filing Fees	\$ 2,083.00
CC07 Passport Fes	\$ 630.00
CC07 Photo Fees	\$ 200.00
CC07 RETT	\$ 336.00
CC07 RP5217 Ret	\$ 2,736.00
CC07 Notary Ret	\$ 600.00
CC07 NY Ed. Ret/RM	\$ 1,041.00
CC07 UCC's	\$ 1,600.00
CC07 Miscellaneous	\$ 420.00
CC07 Cover Page Fee	\$ 4,480.00
CC07 Overages	\$ 65.46
CC07 Copy Fees	\$ 2,970.40
CC07 General Int.	\$ 2.33
CC07 DMV Int.	\$ 0.60
CC07 E-Subscription	\$ 2,992.50
<b>Total</b>	<b>\$ 68,515.29</b>

**Mortgage Tax Fees:**

CC07 Expense	\$ 29,083.00
CC07 Interest	\$ 0.15
<b>Total</b>	<b>\$ 29,083.15</b>

**Total By Account**

CC05	\$ 1,329.50
CC06	\$ 44,860.12
CC07	\$ 91,604.49
CC08	\$ 3,625.00
CC50	\$ -
TR50	\$ 30.00
TA0761	\$ -
<b>Total</b>	<b>\$ 141,449.11</b>

**Court Record Fees:**

CC08 Index Fees	\$ 3,625.00
CC08 Misc. Court	\$ -
CC50 County Fines	\$ -
<b>Total</b>	<b>\$ 3,625.00</b>

**Fees Collected for Other Depts.:**

TR50 Stop DWI	\$ 30.00
TT61 Deposit Into Court	\$ -
<b>Total</b>	<b>\$ 30.00</b>

**Adjustments (Deductions):**

CC06 DMV Online Revenue:	\$ -
	\$ -
<b>Total</b>	<b>\$ -</b>

CC07 Credit Cards	<b>\$ 5,920.95</b>
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CC07 Notaries:	<b>\$ 60.00</b>
1. Vonnice Joels	

CC07 Tax Sale - Rec. Fees	\$ -
Tax Sale - RETT	\$ -
<b>Total</b>	<b>\$ -</b>

CC07 ACH Payment	<b>\$ 13.00</b>
made to Treasurer instead of our office 09/04/18. (2018020937)	

**RECEIVED**

**OCT 02 2018**

JEFFERSON COUNTY TREASURER

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of: \$ 141,449.11

10/2/18  
Date

*Donna Kimball*  
\_\_\_\_\_  
Jefferson County Treasurer/Deputy