

County of Jefferson
Office of the County Administrator



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

May 5, 2016

TO: Members of General Services Committee
FROM: Robert F. Hagemann, County Administrator 
SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on **Tuesday, May 10, 2016 at 7:00 p.m.** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentation:

Development of the BOCES Tri-County Solar Energy Consortium - John Warneck

Resolutions:

1. Accepting Donation on Behalf of the Department of Fire and Emergency Management and Amending the 2016 County Budget
2. Adopting Revised Guidelines and Administrative Procedures in Relation to the County's Housing Improvement Program funded by NYS Community Development Block Grant (CDBG) Awards

Informational Items:

1. Reports:
 - Planning Department
 - MS4 Stormwater Coalition Annual Report
(can be viewed at www.jcnystormwater.com)
 - Weights & Measures

If any Committee Member has inquiries regarding agenda items, or would like to add an item(s) please do not hesitate to contact me.

RFH:tlr

cc: Airport
Buildings & Grounds
Code Enforcement
District Attorney
Dog Control
E-911

Fire & Emerg. Mgmt. Serv.
Highway/Recycling & Waste Mgt.
Planning
Probation
Public Defender

Sheriff
Weights & Measures
County Attorney
County Treasurer

SOLAR ENERGY / TRI COUNTY ENERGY CONSORTIUM

The consortium is made up of municipalities and schools each having a representative designated as a member of the Consortium Board of Directors.

Currently there are about 45 members in the Consortium in Jefferson, Lewis, St. Lawrence, Franklin and Oneida Counties and at this time no new members are being allowed to join. The Board elects a seven member Executive Committee who is authorized to act on behalf of the Consortium.

How Remote Net Metering Works (RNM) and the Current Consortium Plan

An SC2 meter is installed at the site of the solar array. Power generated is fed back into the grid, not to the facility. National Grid pays for the power generated at an SC2 RNM meter rate, which is currently 12.5 – 13 cents/kwh.

The Consortium pays the developer the agreed PPA (Power Purchase Agreement) rate to a developer. Jeff-Lewis BOCES has already signed a PPA for 7.2 cents/kwh with no escalator (although escalators are sometimes included in agreements). Under RNM rates secured by the Consortium, National Grid is required to pay this tariff to the Consortium. The RNM rate fluctuates on a monthly basis.

The difference between the RNM rate and the PPA rate is reflected as a credit to the NG bill. The developer builds, owns, operates, and maintains the arrays at no cost to the entities involved. According to Dave Turner, Oswego County Director of Development, it's his understanding that the developers obtain their own financing packages through investors using the estimated revenue through the executed PPA's as support of the projects.

The maximum size of an array is 2MW per interconnection, and each array requires 10-12 acres of land and access to three – phase power. Fixed costs limit smaller sized systems because of the resulting higher PPA rate.

Current plan is to build twenty to twenty-five 2MW arrays in Jefferson & St. Lawrence Counties.

The Public Service Commission allowed entities to take advantage of Remote Net Metering Credits (RNM) if the filing was received by May 30, 2015 and the Consortium has secured the credits for all who expressed an interest or a potential interest in joining the Consortium.

Federal Investment tax credits expire on 12/31/17 and the RNM credits expire 12/31/17 at which time the program must be fully operational.

At this point, Solar City is ready to submit potential sites to National Grid for review, but they will need a signed PPA from the Consortium to do so. The consortium requires a separate

EPA (Electricity Purchase Agreement) from the members guaranteeing their participation in the consortium.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Accepting Donation on Behalf of the Department of Fire and
Emergency Management and Amending the 2016 County Budget

By Legislator: _____

Whereas, The Northern New York Community Foundation's Garrett W. Loomis Firefighters Fund has presented the Jefferson County Department of Fire and Emergency Management with a check for \$2,500 for safety equipment used in the training of firefighters in the County, and

Whereas, The 2016 County Budget must be amended to recognize this donation.

Now, Therefore, Be It Resolved, That Pursuant to County Law Section 215 (3), this Board of Legislators gratefully accepts said donation and be it further

Resolved, That the 2016 County Budget is amended as follows:

Increase:

Revenue:

01341000 92705	Donations	\$2,500
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Expenditure:

01341000 04585	Operating Supplies	\$2,500
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Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Adopting Revised Guidelines and Administrative Procedures in Relation
to the County's Housing Improvement Program funded by NYS
Community Development Block Grant (CDBG) Awards

By Legislator: _____

Whereas, Jefferson County has received consecutive annual competitive Community Development Block Grant (CDBG) awards from 2007 through 2015 from the New York State Office of Community Renewal to implement and administer a county-wide Housing Improvement Program, and

Whereas, Local Guidelines and Administrative Procedures for implementation and local administration of the program were last adopted by the County Board of Legislators on August 5, 2014, and

Whereas, Guidelines and administrative forms are periodically updated to incorporate changes to meet program and regulatory requirements associated with all current and subsequent awards, and

Whereas, Updates to the Guidelines and Administrative Procedures must be adopted by the Board of Legislators.

Now, Therefore, Be it Resolved, That this Board of Legislators, having been provided with an updated copy of the Guidelines and Administrative Procedures for Jefferson County, dated May 10, 2016, hereby adopts them and they shall become effective immediately for all County-sponsored housing rehabilitation activities conducted with Small Cities Community Development Block Grant funding.

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



AVALON ASSOCIATES, INC.
DEVELOPMENT PACKAGING and FINANCING
COMMUNITY DEVELOPMENT

P.O. Box 746, Glens Falls, New York 12801
Telephone (518) 798-0777 FAX (518) 798-0779

April 23, 2016

Jefferson County Planning Department
175 Arsenal Street
Watertown, NY 13601

Attn: Michael Bourcy
Interim Planning Director

RECEIVED

APR 25 2016

JEFFERSON COUNTY
DEPARTMENT OF PLANNING

Subject: **2015 CDBG
Housing Improvement Program
Revised Guidelines & Forms**

Dear Mike:

I have attached a draft of the revised guidelines and forms for the CDBG grant that was recently approved by the NYS Office of Community Renewal. A PDF version was attached with an email that was sent to Jen Voss last week. Minor editorial changes have been made throughout the document and several significant revisions are outlined here:

- Eligibility is still limited to owner-occupants, but we can work with multi-unit projects as long as one of the units is occupied by the property owner. In the past, multi-unit projects could include 1-4 family properties. That has been changed to 1-3 unit properties. The state has created a new category for 4+ unit properties and they will generally be absentee-owned.
- Mobile home replacement is still included as an option in this program. That activity can be considered if additional funding (perhaps NYS-AHC) is available to support that new activity, which will finance replacement of substandard mobile homes with new conventional housing. These will be "stick-built" homes, not used mobile homes or new manufactured housing. They will be more expensive projects (\$100,000+) that can only be accomplished with a combination of financing sources (CDBG, AHC and loans from USDA or private banks). The state considers this activity to be a variation of housing rehabilitation; so it can be considered under your new grant without special review or approval from OCR.
- The eligibility requirements in Section 3.3 of the guidelines were revised last year to include the new mobile home replacement activity. Those applicants will be required to complete a home-buyer training course (like the one offered by Neighbors of Watertown) and get pre-qualified for financing at a local bank (or USDA) before they can be considered for assistance under this program.



April 25, 2016
Michael Bourcy
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- Additional changes have been made this year to recognize restrictions in federal and state regulations that would affect any work on mobile homes in sensitive environmental areas. The new mobile home replacement activity will not be permitted in flood zones or in wetlands or areas adjacent to a wetland. Those changes are included in Section 6 of the guidelines.
- The changes in Section 6 also include language to prohibit any activities in Coastal Zones or Coastal Barrier Resource Areas and to require NYS-DEC approval for any project that includes work on wells or septic systems in or adjacent to a wetland area. Those restrictions come from the environmental review process that was required for this new grant.
- Section 8 of the guidelines has been revised to include a requirement for releases to be signed by each applicant granting to the county and to the NYS Housing Trust Fund Corporation (HTFC) the unrestricted right to use photographs taken of the property and/or the applicant and releasing the county and the HTFC from any liability for use of those materials.
- Section 9 of the guidelines has been revised to include requirements for review of each project by the State Historic Preservation Office (SHPO), by the Tribal Historic Preservation Office (THPO) and by the DEC (if required for work in sensitive environmental areas).
- Section 10 of the guidelines has been revised to detail materials that must be in each Project File to document compliance with selected federal and state regulations. These are not new requirements; but there is a new focus on compliance and documentation that must be recognised while administering local programs with CDBG funding.
- Section 11 of the guidelines has been revised to include special requirements for subcontractors who are hired to handle asbestos-containing materials or complete lead abatement activities.
- Section 12 of the guidelines has been revised to require special approval by the NYS Office of Community Renewal for change orders that exceed 3% of the original contract price for any rehabilitation project.
- The Project Area Map in APENDIX A has been revised to limit the exclusion areas to the city of Watertown. That is now the only part of the county where applications will not be considered under this program since the city is now an "entitlement community" and will receive HUD funding in annual formula grants. The towns of Champion and Wilna, including the villages of Carthage and West Carthage will now be eligible under the county-wide program since there is no other funding available in that area.



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Michael Bourcy
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- Two maps have been added in APPENDIX A to identify Coastal Zone areas where assistance is limited and the John H. Chaffe Coastal Barrier Resources Area where no assistance can be considered under the county-wide Housing Improvement Program.
- Additional Lead-Based Paint Brochures have been attached in APPENDIX B.
- Several revisions have been made in the program forms to accommodate changes in the guidelines (see above) and new requirements from the Office of Community Renewal, as follows:

Form 100 - Project File Checklist is revised

A Personal Release and Property Release have been added with Form 101

The Floodplain Management Worksheet is attached with Form 102

The Environmental Statutory Checklist is attached with Form 102

The Consistency Assessment Form for Coastal Zone Projects is attached with Form 102

The General Conditions Attachment for Form 103 has been revised and expanded

Form 106 - Application for Assistance is revised

OCR Form 5-9 replaces our Lead Paint Applicability Worksheet Attachment to Form 106

A Section 3 Contractor Report is attached with Form 108

A Section 3 Employee Certification is attached with Form 108

OCR Form 1-4B is included with the Inspection Report and Payment Authorization forms

Form 113 - Change Order is revised

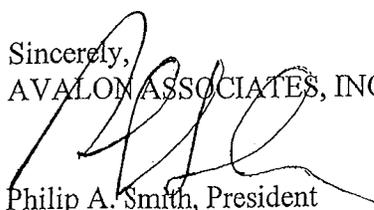
A new Sale and Occupancy Limitation form is Attached with Form 115

A new Rent Limitation form is attached with Form 115

I understand these revised guidelines will be reviewed by your office and the Planning Committee during the next month before going on the agenda for approval by the Board of Legislators at its meeting on June 7. I have enclosed a resolution that can be used for that purpose.

Please advise if you have any questions or need additional documentation.

Sincerely,
AVALON ASSOCIATES, INC.


Philip A. Smith, President
(psmith@avalonassociatesinc.com)



March / April 2016 Highlights

The overall service objective of the Department of Planning is to provide quality technical assistance to the County and its local municipalities within the Department's four established workplan areas: County Planning and Economic Development, Community Planning and Development, Resource and Environmental Management, and Information, Demographic, and Data Services. (Note: GIS tasks are now listed under the appropriate workplan heading.)

March/April project status and highlights within these major categories were as follows:

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Program

2013 Award Year - \$750,000. During March and April, \$8,877 was drawn down in support of one owner occupied housing rehabilitation project in the County. The last of the funds have been drawn.

2014 Award Year- \$750,000. During March and April \$55,563 was drawn down in support of nine projects and program development.

Over 179 owner occupied housing rehabilitation projects have been funded to date throughout the County utilizing the 2007- 2014 award year grants.

North Country HOME Consortium

The County continues to serve as the lead entity to administer the multi-county (Jefferson, Lewis, and St. Lawrence) Consortium, which acts as a direct entitlement community for Federal HOME housing funds. During March and April, \$228,658 in Federal HOME funds were expended; representing activity on eleven housing assistance projects.

Staff coordinated with staff from DANC and the City Planning Department to continue working on the Consortium's Five Year Consolidated Plan due in May.

County Planning Board

Staff assisted the County Planning Board in preparing for the March and April meetings through the review of seventeen NYS General Municipal Law zoning actions and project reviews. The Board transmitted advisory and technical assistance comments back to the referring municipalities.

March projects reviewed included site plan reviews for a service station and an auto parts store in the Town of Alexandria, an area variance in the Village of Chaumont, two site plan reviews for met towers in the Town of Clayton, a local law to prohibit Wind Energy Facilities in the Town of Clayton, a special use permit for solar in the Village of Dexter, a site plan review for a commercial use in the Town of Hounsfield, a site plan review for an addition to an equipment rental use in the Town of Pamela, a special use permit for an overhead transmission line and substation in the Town of Rutland, a site plan review for a nursery in the Town of Watertown and an amendment to the zoning map in The Town of Watertown.

April projects included a moratorium of wind energy facilities within the Town of Clayton, a site plan review for a self-storage facility in the Village of Clayton, a site plan review to reopen a former restaurant in the Town of Henderson, review of a comprehensive plan for the Town of Lorraine, and a Wind Energy Facility Permit for a proposed met tower in the Town of Orleans.

Other Activities

Attended the Watertown Jefferson County Area Transportation Council Transit Technical Committee, Tree Watertown, Points North Homeless Coalition, Jefferson County and Jefferson County Water Quality Control committee meetings.

Attended the Fort Drum Sustainability Committee meeting at JCIDA in preparation for Fort Drum Day in Albany.

Staff attended the APA Upstate Chapter Spring Planners Day at SUNY ESF for training.
Staff attending the Local Government Conference at JCC for training.
Staff attended the New York Planning Federation Conference for training.
Staff coordinated an evening land use training session in April that was attended by 44 people.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Clayton (T&V) – Staff provided maps of residential land use as part of the Comprehensive Plan efforts. Staff met with the Comprehensive Plan Committee to discuss the Demographics chapter edits to the Draft Plan.

Clayton (T) – Provided maps showing proposed changes to Town's Zoning Map.

Chaumont (V) - Staff continued working with the Planning Board on updating their Zoning Code.

Hounsfield (T) –Staff provided an updated zoning reference map.

Lyme (T) – Staff edited the draft zoning map as requested by Town.

Lyme (T) - Staff met with the local zoning committee to address a series of draft changes to the zoning ordinance.

Watertown (T) – Staff finalized the Town zoning map and provided a reference zoning map.

Dexter (V) – Staff provided maps of proposed zoning changes and of parcels owned by the Village.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture and Agricultural Districts

Agricultural and Farmland Protection Plan update - Staff prepared resolutions for SEQR and Adoption of the Ag Plan for the March General Services Committee and April Board of Legislators meetings. After the BOL approved the Agricultural and Farmland Protection Plan, staff submitted the Plan and documentation materials to the Commissioner of Agriculture and Markets for his review.

Snowmobile Grant-in-Aid Program

Staff processed two invoices for the initial 70% of funds for two clubs the 2015-2016 season. Staff began compiling documentation for the end of the year requirements for NYS OPRHP.

Miscellaneous

Staff attended the bi-monthly Jefferson County Municipal Separate Stormwater Sewer Systems (MS4) Coalition meeting as well as the Storm-water Coordinator sub-group meeting.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning municipal zoning maps, parcels, flood maps, the county map viewer, and agricultural districts.

Other Geographic Information System (GIS) Tasks (not associated with projects above)

For various requests and projects, created or refined the following GIS maps: municipal zoning map statuses, special project maps in Henderson and Chaumont, Coffeen Industrial Park, corporate and industrial parks in and around Watertown for the County's Facts and Figures paper, County Planning Board project sites, percent of low-to-moderate income populations by block group for the Village of Heuvelton and for Lewis County for CDBG reporting, percent renter occupancy of housing units by town for the 2010-2014 American Community Survey in Jefferson County, percent population change by county for New York State for 2010 to 2015.

Provided updated agricultural district layer for County map viewer.

County of Jefferson

DEPARTMENT OF CONSUMER AFFAIRS

BUREAU OF WEIGHTS AND MEASURES

James A. Richmire, Director
 Brian M. Mooney, Asst. Director



21915 County Route 190
 Watertown, NY 13601
 Phone (315) 786-1094

Monthly Report - April 2016

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	47		109	4	4		3	9
Non-Comm. Estab.								

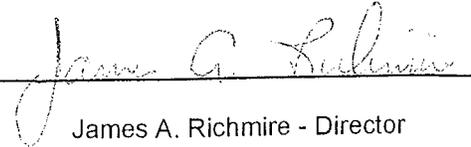
Commodities:	# Inspections	
		1
	# Lots	8
	# Packages/Lots	221
	# Packages Measured	120
	# Lots Failed	0

Complaints / Requests:	2
Petroleum Samples:	25
Milk Tanks:	New 5
	Recalibrations/Rechecks
Vehicle Scales:	11

Scanner Checks:	# Inspections			Marked	Scanned	
	Items Correct					
Overcharge						Loss to Consumers
Undercharge						Loss to Stores
Not On File						
Total # Scanned						
# Inspections Failed						

Additional Comments:

All Petroleum Samples Tested MEET Required NYS Tolerances for the month of April. Request (2) full retests to check for ethanol content on two of four 91 ethanol free samples.
 4/1/16 >Received complaint regarding contaminated fuel or water. Collected sample, full testing showed no issues.


 James A. Richmire - Director