

**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

August 4, 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, August 9, 2016 at 5:30 p.m.* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Authorizing Agreements with the Federal Aviation Administration, the New York State Department of Transportation and McFarland Johnson, and Amending the 2016 County Budget and Capital Plan in Relation to the Terminal Apron Reconstruction Design
2. Establishing Time and Place for a Public Hearing on the Inclusion of Viable Agricultural Land in Certified Agricultural Districts before the Districts' Established Review Periods
3. Appointing Section 3 Coordinator for Jefferson County
4. Amending the 2016 County Budget to Recognize Insurance Recovery and Transfers within the Road Machinery Fund
5. Amending the 2016 County Budget Relative to Overtime Reimbursement for the Sheriff's Department
6. Accepting Donation for Sheriff's Department K-9 Unit and Amending the 2016 County Budget in Relation Thereto
7. Authorizing Inter-Municipal Agreement with the City of Watertown Regarding FY 2016 Edward Byrne Memorial Justice Assistance Program and Amending the 2016 County Budget in Relation Thereto

**Informational Items:**

1. Monthly Departmental Reports:

- Planning Department
- Weights and 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	Fire & Emerg. Mgmt. Serv.	Sheriff
	Buildings & Grounds	Highway/Recycling & Waste Mgt.	Weights & Measures
	Code Enforcement	Planning	County Attorney
	District Attorney	Probation	County Treasurer
	Dog Control	Public Defender	
	E-911		

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Authorizing Agreements with the Federal Aviation Administration, the New York State Department of Transportation and McFarland Johnson, and Amending the 2016 County Budget and Capital Plan in Relation to the Terminal Apron Reconstruction Design

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

Whereas, Jefferson County has received a Grant offer from Federal Aviation Administration (FAA), and New York State Department of Transportation (NYSDOT) for the Terminal Apron Reconstruction Design in the amount of \$194,766 and \$10,821 respectively, and

Whereas, Jefferson County has committed funds for the local share of projects costs in the amount of \$10,821, and

Whereas, The Terminal Apron pavement is exhibiting noticeable wear due to the effects of service loads, weather and time, and has a need to be replaced or rehabilitated, and

Whereas, The County's selected airport consultant on this project, McFarland Johnson, prepared the successful application, and

Whereas, The County's airport consultant, McFarland Johnson, will complete the Design at a cost not to exceed \$211,407, and

Whereas, The County is expected to incur \$5,000 in reimbursable administrative expenses in relation to the project, and

Whereas, The 2016 County Capital Plan must be amended to establish said projects in the capital fun.

Now, Therefore, Be It Resolved, That Jefferson County enter into agreements with the FAA, NYSDOT, and also enter into a service agreement with McFarland Johnson, for said project and that the Chairman of the Board is hereby authorized and directed to execute said agreements on behalf of the County, including any change orders as recommended by the Airport Manager, not to exceed the funding available, subject to review of the County Attorney as to form and content, and be it further

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

**Increase:**

Expenditure:		
20561000 00000	Apron Reconstruction	\$ 216,407

Revenue:		
20561000 94589	Federal Aid -- FAA	\$ 194,766
20561000 93589	State Aid -- DOT	\$ 10,820

Decrease:		
20698900 02064	Property improvements	\$ 10,820

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

Establishing Time and Place for a Public Hearing on the Inclusion of Viable Agricultural Land  
in Certified Agricultural Districts before the Districts' Established Review Periods

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

Whereas, New York State Agriculture and Markets Law Article 25AA, Section 303-b requires that Counties establish an annual thirty day period within which to accept requests by landowners to have viable agricultural land included in a certified Agricultural District, and

Whereas, The Jefferson County Board of Legislators passed Resolution No. 98 of 2004, Establishing an Annual Thirty Day Period for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, Resolution No. 98 of 2004 established June 1 through June 30 as the annual thirty day review period, and

Whereas, In accordance with Section 303-b of Article 25AA of the New York State Agriculture and Markets Law, the requests for inclusion were referred to the Agricultural and Farmland Protection Board for review and recommendation, and

Whereas, The recommendation of the Agricultural and Farmland Protection Board concerning the inclusion proposals will be submitted to the Clerk of the Board prior to the public hearing.

Now, Therefore, Be It Resolved, That a Public Hearing be conducted by this Board of Legislators concerning the inclusion of viable agricultural land in certified Agricultural Districts before the Districts' established review periods. The public hearing will be held at the 2<sup>nd</sup> Floor Conference Room at 175 Arsenal Street, Watertown, NY on Tuesday, September 20, 2016 at 5:00 p.m., and be it further

Resolved, That a notice of such public hearing shall be given in accordance with the law.

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

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

Appointing Section 3 Coordinator for Jefferson County

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

Whereas, Pursuant to Resolution 117 of 2016, Jefferson County was awarded grant monies from the New York State Office of Community renewal (OCR) through its Community Development Block Grant program to fund an owner-occupied housing rehabilitation program to benefit income eligible homeowners throughout Jefferson County and a mobile home replacement program for low to moderate income eligible residents, and

Whereas, The Board of Legislators agreed to comply with all state and federal regulations that are applicable to that funding, and

Whereas, Section 3 of the Housing and Community Development Act of 1992, as amended, requires that recipients of HUD funding ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to lower income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to lower income persons, and

Whereas, The NYS Office of Community Renewal, as the agency responsible for administering HUD funding in New York State, requires that local communities administering programs with HUD funding must designate a local Section 3 Coordinator with authority to monitor compliance with the HUD regulations.

Now, Therefore, Be it Resolved, That Michael J. Bourcy, Senior Planner in the Jefferson County Department of Planning is hereby appointed as Section 3 Coordinator for Jefferson County, with authority to monitor compliance with the regulations at 24 CFR Part 135 of the federal regulations.

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 2016 County Budget to Recognize Insurance Recovery  
and Transfers within the Road Machinery Fund

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

Whereas, The Superintendent of Highways has received an insurance settlement check in the amount of \$4,000 for damage to a dump truck, and has requested that the settlement be used to cover repairs, and

Whereas, To provide funding to upgrade fuel system software and diagnostic software a transfer between accounts is necessary, and

Whereas The 2016 Budget must be amended to do so.

Now, Therefore, Be It Resolved, That the 2016 Budget is amended as follows:

**Increase:**

10513000 04119	Computer Software	\$ 4,000.00
10513000 043101	Internal Fleet Expense	12,628.60

**Decrease:**

10513000 041111	Communications Equipment	\$ 4,000.00
10900400 92680	Insurance Recoveries	12,628.60

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 2016 County Budget Relative to Overtime Reimbursement  
for the Sheriff's Department

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

Whereas, The Alcohol and Substance Abuse Council of Jefferson County has reimbursed the Sheriff's Department for overtime costs incurred while performing compliance checks, and

Whereas, The Department has requested that the County Budget be amended to recognize these funds and to increase its current year overtime account accordingly.

Now, Therefore, Be It Resolved, That the 2016 County Budget is hereby amended as follows:

**Increase:**

Revenue:

01311000 91588	Other Public Safety Department Income	\$ 2,416.89
----------------	---------------------------------------	-------------

Expenditure:

01311000 01300	Overtime	\$ 2,416.89
----------------	----------	-------------

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

Accepting Donation for Sheriff's Department K-9 Unit  
and Amending the 2016 County Budget in Relation Thereto

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

Whereas, The Sheriff's Department has received a donation from the North Pole Fire Department in the amount of \$1,599.34 to support the K-9 program.

Now, Therefore, Be It Resolved, That this Board of Legislators does hereby gratefully accept said donation and be it further

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

**Increase:**

Revenue:		
01311000 92705	Gifts and Donations	\$ 1,599.34

Expenditures:		
01311000 04518	Canine Supplies	\$ 1,599.34

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

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

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

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

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

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

Authorizing Inter-Municipal Agreement with the City of Watertown  
Regarding FY 2016 Edward Byrne Memorial Justice Assistance  
Program and Amending the 2016 County Budget in Relation Thereto

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

Whereas, The City of Watertown has been awarded \$11,466 in funds under the Federal Edward Byrne Memorial Justice Assistance Grant Program for law enforcement purposes, and

Whereas, The County will receive \$4,586 of these funds to be used for the purchase of weapons for the Sheriff's Department, and,

Whereas, Grant regulations may require an agreement between the County and the City, and

Whereas, Jefferson County wishes to approve the use of the funds for the program and amend the 2016 County Budget to accept and allocate said grant funds.

Now, Therefore, Be It Resolved, That if necessary, Jefferson County enter into an agreement with the City of Watertown as required by the Edward Byrne Memorial Justice Assistance Program for the purposes detailed above, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review of the County Attorney as to form and content, and be it further

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

**Increase:**

Revenue		
01311000 94389	Federal Aid Public Safety	\$ 4,586.40

Expenditures		
01311000 041115	Firearms	\$ 4,586.40

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



## May / June 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.)

**May/June** 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. In June the Final Performance Report was submitted. This grant was able to assist the rehabilitation of 28 owner occupied homes in the County.

2014 Award Year- \$750,000. During May and June \$92,888 was drawn down in support of fifteen projects and program development.

Over 187 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 May and June, \$49,198 in Federal HOME funds were expended; representing activity on five housing assistance projects.

Staff coordinated with staff from DANC and the City Planning Department to complete the submission of the Consortium's Five Year Consolidated Plan in May.

#### County Planning Board

Staff assisted the County Planning Board in preparing for the May and June 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 for the following referrals: Adams (T) – site plan review for a self-storage business; Clayton (T) – special use permit for agricultural uses; Dexter (V) – zoning map amendment; LeRay (T) – zoning text and map amendments; Orleans (T) – moratorium on wind

energy facilities, site plan reviews for a restaurant addition and a boat sales business, a special use permit to allow multiple principal uses on one lot; Orleans (T) – site plan review for 73 unit self-storage facility; Orleans (T) - site plan review for a mobile food trailer; Orleans (T) site plan review for a commercial sign; Watertown (C) – site plan review and area variance for three multi-family residential buildings, two office buildings and a community center; Watertown (C) – zone change for a parcel from NB to Commercial; Watertown (T) – site plan review for a wood working shop; and LeRay (T) – site plan review for a beauty salon.

#### Other Activities

Staff attended an Economic Development Seminar hosted by JCIDA.  
Staff coordinated a municipal land use training session at JCC, attended by 30 people.  
Staff attended a Points North meeting.

### **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 Housing, Natural Resources, and Historic and Cultural chapter final edits to the Draft Plan.

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

Lyme (T) - Staff met with the local zoning committee to address a series of draft changes to the zoning ordinance, discussed FEMA related property certification process, as well as other administration and review options.

### **RESOURCE AND ENVIRONMENTAL MANAGEMENT**

#### Agriculture and Agricultural Districts

Staff prepared and mailed materials for the Annual Inclusion Process and provided a news release to the local papers.

Staff prepared materials for an AFPB meeting to review Tug Hill Tomorrow Land Trust's applications to NYS Department of Agricultural and Markets for the Round 14 Farmland Protection Implementation Grants program.

#### Snowmobile Grant-in-Aid Program

Staff reviewed and certified documentation for the Phase III end of the year requirements for NYS OPRHP for all four clubs.

Staff coordinated, compiled, and submitted Phase I (GPS based) updates for two club trail systems for a total of 70 miles of updated trail locations.

#### 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.

Staff attended a half day MS4 training seminar regarding MS4 requirements.

Staff attended the Black River Watershed Conference.

Staff attended the Central NY Regional Planning Board meeting to listen to a presentation on the National Marine Sanctuary in Alpena, MI.

### **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)**

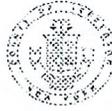
For various requests and projects, created or refined the following GIS maps:

# 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 - July 2016

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	55	2	154	11	5	4	4	29
Non-Comm. Estab.	1		4					

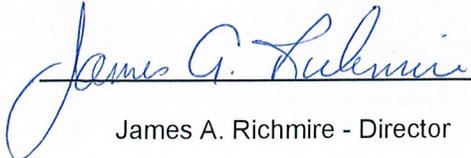
Commodities:	# Inspections	
	# Lots	
	# Packages/Lots	
	# Packages Measured	
	# Lots Failed	

<b>Complaints / Requests:</b>	6
<b>Petroleum Samples:</b>	24
<b>Milk Tanks:</b>	New 3
	Recalibrations/Rechecks
<b>Vehicle Scales:</b>	15

Scanner	# Inspections	1				
<b>Checks:</b>	Items Correct	100	100.0%	Marked	Scanned	
	Overcharge					Loss to Consumers
	Undercharge					Loss to Stores
	Not On File					
	Total # Scanned	100	100.0%			
	# Inspections Failed		0.00%			

**Additional Comments:**

All Petroleum Samples Tested MEET Required NYS Tolerances for the month of July.

  
 \_\_\_\_\_  
 James A. Richmire - Director