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

November 17, 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, November 22, 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 Application to the Federal Aviation Administration for Passenger Facility Charge Program Application in Relation to the Watertown International Airport

2. Amending the 2016 County Budget in Relation to the Road and Road Machinery Funds

3. Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services in Relation to the Federal Domestic Preparedness Equipment Program and Amending the 2016 County Budget in Relation Thereto

4. Authorizing an Agreement with Rubenzahl, Knudsen & Associates for the Provision of Psychological Testing, Evaluation and Recommendations for Treatment of JDs, PINS at Risk of Out of Home Placement, and Adult Sexual Offenders

5. Authorizing Agreement with NYS Division of Criminal Justice Services in Relation to Aid to Prosecution Program

6. Approving the 2017 Stop DWI Plan

7. Authorizing Agreements for The Governor's Traffic Safety Committee's Stop-DWI Crackdown Enforcement Grant 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 Application to the Federal Aviation Administration for Passenger Facility Charge Program Application in Relation to the Watertown International Airport

By Legislator: _____

Whereas, By Resolution No. 130 of 2016, This Board of Legislators authorized an agreement with McFarland Johnson to prepare an application to the Federal Aviation Administration (FAA) for establishing a Passenger Facility Charge Program at the Watertown International Airport, and

Whereas, Congress authorized the Passenger Facility Charge (PFC) program for the collection of fees not to exceed $4.50 per enplaned passenger at commercial airports controlled by public agencies, and

Whereas, The PFC can be used to fund FAA-approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition, and

Whereas, All planning services and administration costs would be reimbursable under the program, and

Whereas, Public notification and air carrier coordination meetings have been conducted and it is now necessary to execute the application documents.

Now, Therefore, Be it Resolved, That the Board of Legislators hereby authorizes the Chairman of the Board of Legislators to enter into said application and agreement with the Federal Aviation Administration, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: _____

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

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

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

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2016 County Budget in Relation to the Road and Road Machinery Funds

By Legislator: _____

Whereas, The Superintendent of Highways has requested transfers between accounts to provide adequate funding through the calendar year, 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:

Revenue:

05900300 92300	Transportation Svc-O/Govt	$ 10,621.11
05900300 92306	Rd&Bridge Charges-O/Govt	19,283.09
05900300 92590	Permit Fees	5,510.00
05900300 92680	Insurance Recoveries	10,200.00

Expense:

05511000 041114	Power Equipment	$ 5,614.20
05511000 04587	Culvert Pipe	20,000.00
05511000 04686	Hired Machines	20,000.00
10513000 041114	Power Equipment	2,000.00
10513000 041146	Buildings Maintenance	5,000.00
10513000 04211	Building/Prop Maintenance	5,000.00
10513000 043101	Internal Fleet Expense	25,000.00
10513000 043102	External Fleet Expense	25,000.00

Decrease:

Expense:

10513000 04311	Gasoline & Oil	62,000.00

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services in Relation to the Federal Domestic Preparedness Equipment Program and Amending the 2016 County Budget in Relation Thereto

By Legislator: _____

Whereas, New York State Division of Homeland Security and Emergency Services has awarded Jefferson County $52,000, as recipient of a grant, from the FY2016 Hazmat Grant Program (CFDA 97.067) through funding from the Department of Homeland Security's State Homeland Security Program (SHSP).

Now, Therefore, Be It Resolved, That the Board of Legislators hereby authorizes the Chairman of the Board of Legislators to enter into necessary agreements with the NYS Division of Homeland Security and Emergency Services and with Lewis County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2017 County Budget is amended as follows:

Increase:

(Expenditures)		
01341400 02300	Technical Equipment	$ 14,500
01341400 02302	Radio Equipment	10,000
01341400 04485	Shared Municipal Services	13,000
01341400 04585	Operating Supplies	14,500
(Revenues)		
01341000 943204	Federal Homeland Security	$ 52,000

Seconded by Legislator: _____

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

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

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Agreement with Rubenzahl, Knudsen & Associates
for the Provision of Psychological Testing, Evaluation and Recommendations for
Treatment of JDs, PINS at Risk of Out of Home Placement, and Adult Sexual Offenders

By Legislator: _____

Whereas, By Resolution No. 207 of 2015, this Board of Legislators authorized an agreement with Insights Forensics for various services for the period of January 1, 2016 to December 31, 2016, and

Whereas, Insights Forensics has terminated their current contract as of November 1, 2016 and Rubenzahl, Knudsen and Associates have agreed to provide the same services at the same rates effective December 1, 2016 to December 31, 2017

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Rubenzahl, Knudsen & Associates for the provision of court ordered sexual offender psychological testing, evaluation and recommendations for treatment of Juvenile Delinquents, Persons in Need of Supervision, and adult offenders. The contract period shall commence on December 1, 2016 and terminate on December 31, 2017. Compensation shall not exceed the sum of $80.00 per hour for sexual offender evaluation and individual counseling; $47.50 per hour for group counseling; $350 for requested juvenile evaluations, and $75.00 per hour when providing testimony in court relative to the services performed under the contract, 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 Jefferson County, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: _____

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

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

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

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY PROBATION DEPARTMENT

2017 RUBENZAHL, KNUDSEN & ASSOCIATES CONTRACT

We are requesting a Board of Legislators resolution to be allowed to enter into a new contract with Rubenzahl, Knudsen and Associates for Court ordered adult and juvenile sexual offender evaluations, assessments, treatment, and counseling.

For the juveniles, treatment components consist of individual and group therapy for the youth; and family therapy to include all or parts of the family. They also stress group therapy for the parents to provide a support network and a forum to teach them the information that the youth are learning. The program coordinates with any available home-based therapy to assist the family in using the skills they have learned, address issues that exist for the family in the community and school, and be available for crisis intervention services.

Part of the program's purpose is to identify which elements of the family system contributing to sexually abusive behavior are not working, and to help the family modify these dysfunctional elements in order to heal the pain of sexual abuse.

A relapse prevention approach is specifically designed to increase the youth's awareness and range of choices concerning their behavior, and to develop specific coping skills and self-control to prevent a return to the offensive conduct.

Rubenzahl, Knudsen and Associates is also certified for the treatment of adult sexual offenders and the program will now be utilized to provide court ordered evaluations, assessments and treatment for adult sexual offenders.

In order to provide these services, we have a Professional Fees line in our budget. This line is also used for Rubenzahl, Knudsen and Associates psychological evaluations.

2016 COSTS:

From January 1, 2016 through September 30, 2016, we had 27 juvenile and adult Probationers receive services through Insights Forensic Counseling, Inc. for evaluations and counseling at a cost of $29,292.50 for the period. We request that parents and adult Probationers make full payment or a reasonable co-payment if possible. However, Insights Forensic Counseling, Inc. terminated their contract with Probation effective November 1, 2016. As a result, we are requesting to enter into a new contract with Rubenzahl, Knudsen and Associates to provide these services for the period December 1, 2016 to December 31, 2017.

2017 PROPOSED CONTRACT:

The Rubenzahl, Knudsen and Associates rates for 2017 will be $80.00 per hour for evaluation and individual counseling; $47.50 per hour for group counseling; $350 for requested juvenile evaluations, and $75.00 per hour when providing testimony in court relative to the services performed under the contract. The total compensation for the period of this contract shall not exceed the sum of $95,000.00.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with NYS Division of Criminal Justice Services
in Relation to Aid to Prosecution Program

By Legislator: _____

Whereas, The Jefferson County District Attorney's Office has been awarded an Aid to Prosecution grant from the NYS Division of Criminal Justice Services Bureau of Justice Funding (BJF) in the amount of $39,900, for the period October 1, 2016 through September 30, 2017, and

Whereas, BJF now processes grants through an electronic format.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said grant award, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute any and all documents as may be required to fulfill the requirements of this grant award on behalf of Jefferson County.

Seconded by Legislator: _____

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

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

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Approving the 2017 Stop DWI Plan

By Legislator: _____

Whereas, This Board is in receipt of the Stop DWI Budget for County Fiscal Year 2017.

Now, Therefore, Be It Resolved, That the plan for the coordination of County, Town, City and Village efforts to reduce alcohol related traffic injuries and fatalities during 2017 be and is hereby adopted as the Jefferson County Stop DWI Plan for 2017, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Certification Page of the 2017 Stop-DWI Plan on behalf of Jefferson County, and be it further

Resolved, That, upon approval of said Stop DWI Plan by the Commissioner of the New York State Department of Motor Vehicles, expenditure of Stop DWI funds in accordance with said Plan, and the 2017 Jefferson County Budget is hereby authorized.

Seconded by Legislator: _____

State of New York)
)
County of Jefferson)

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

_____
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreements for The Governor's Traffic Safety Committee's Stop-DWI Crackdown Enforcement Grant and Amending the 2016 County Budget in Relation Thereto

By Legislator: _____

Whereas, The New York State Stop-DWI Foundation has successfully coordinated and obtained Stop-DWI Crackdown Enforcement Grants for 40 counties throughout the state, and

Whereas, Jefferson County's grant is for $20,788.71, to be shared with the Watertown City Police Department and the NYS Park Police, and

Whereas, Agreements must by authorized with the Governor's Traffic Safety Committee and the aforementioned agencies, and

Whereas, The 2016 County Budget must be amended to recognize said funding and allocate it to the appropriate accounts.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators be and is hereby authorized to execute agreements as necessary to obtain and distribute funding as described above, subject to the 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:

Revenue:		
01331500 94389	Federal Aid Criminal Justice	$20,788.71
01311000 92614	Stop DWI Svcs Sheriff	9,257.94
Expenditure:		
01311000 1300	Overtime	$ 9,257.94
01331500 4428	Public Safety Svcs. - Other Govt	11,530.77
01331500 4414	Supporting Services	9,257.94

Seconded by Legislator: _____

September / October 2016 Planning Department Report

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.

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Program

2014 Award Year. During September and October $136,750 was drawn down in support of fifteen projects and program development.

2015 Award Year. During September and October $7,320 was drawn down in support of seven projects and program development.

Staff conducted two public hearings. One for an update of the 2014 and 2015 programs and one for the 2016 application for funding.

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 September and October $71,668 in Federal HOME funds were expended; representing activity on seven housing assistance projects.

County Planning Board Staff prepared materials for the September and October CPB meetings. Staff transmitted advisory and technical assistance comments back to the referring municipalities for 14 referrals: Adams (V) – site plan and special use permit for an automated financial structure, Clayton (T) – site plan for an addition to a small retail store, zoning amendments for new Wind Energy Facility law and to change the definitions within the zoning law, Clayton (V) – site plan review for a platform paddle court, Dexter (V) special use permit to operate a vehicle maintenance business and special use permit to allow a home occupation, Hounsfield (T) area variance to reduce the rear yard setback for a proposed office, Lyme (T) zoning amendments to the text and map, Watertown (C) site plan review for an addition to an existing business, area variance to reduce the rear yard setback for a garage addition and zoning amendment to change the zoning district from Residence B to Neighborhood Business, Watertown (T) zoning amendment to update the signage regulations.

Metropolitan Planning Organization (MPO) – Watertown-Jefferson County Area Transportation Council.

Staff attended a Transit Technical Committee meeting and the Volunteer Transportation Center's monthly mobility meeting.

Other Activities

Staff attended a Fort Drum Sustainability Committee meeting.

Staff attended the Upstate APA Conference in Buffalo, NY on September 29 and 30.

Staff is assisting NYSDOT in reviewing Transportation Alternatives Program (TAP) applications.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Brownville (T) – Staff provided comments on produced zoning law amendments and provided a map showing the proposed wind overlay district.

Clayton (T&V) – Staff met with the Comprehensive Plan Committee to discuss additional edits to the respective Public Input, Renewable Energy, and Land Use chapters of the Draft Plan based on public hearing and correspondence edits and committee member suggestions.

Clayton (T) - Zoning map was revised to reflect change to the Industrial District.

Dexter (V) – Staff attended planning board meetings to offer technical assistance.

Lyme (T) - Staff met with the zoning committee and the Town Board to discuss and address a series of comments regarding the zoning ordinance, waterfront district edits, and the wind overlay district.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture and Agricultural Districts Staff conducted the required public hearing for the 2016 Annual Inclusion requests.

Snowmobile Grant-in-Aid Program Staff processed invoices for the final 30% grant funding for two of the four snowmobile clubs.

MS4 Coalition Staff attended the bi-monthly Jefferson County Municipal Separate Stormwater Sewer Systems (MS4) Coalition 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, zoning questions, 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 Land Use by Assessment for 2016, Regional Context (cities within 150 miles of Watertown), City of Watertown Districts by Polling Site and all City Polling Sites and Districts. Additional activities include completing a course on Access databases, developing a database for the 2018 Southwest Agricultural District eight-year review.

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 - October 2016

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	26	1	85		2	2	2	4
Non-Comm. Estab.	5		26	1	1		3	2

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

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

Scanner Checks:						
# Inspections	2					
Items Correct	199	99.5%	Marked	Scanned		
Overcharge						Loss to Consumers
Undercharge	1	0.5%	$18.99	$15.69	-$3.30	Loss to Stores
Not On File						
Total # Scanned	200	100.0%				
# Inspections Failed		0.00%				

Additional Comments:

No petroleum sampling scheduled by NYS. 10/3/16 worked with Barb Cooper in Lewis County training to perform a "cattle scale" inspection.

James A. Richmire

James A. Richmire