


County of Jefferson
Office of the County Administrator

Historic Courthouse
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Watertown, NY 13601-2567
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January 7, 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, January 12, 2016 at 7:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Authorizing Renewal Agreement with NYS Unified Court System for Provision of Court Security Services by Jefferson County
2. Authorizing Agreement and Amending the 2016 County Budget in Relation to the FY 2015-2016 State Public Safety Answering Point (PSAP) Sustainment Grant
3. Reappropriating Funds from Various Unspent Grants Relative to the Fire and Emergency Management Department and Amending the 2016 County Budget in Relation Thereto
4. Amending the 2016 County Budget to Recognize Insurance Recovery and Allocating Same in Sheriff's Department Budget
5. Accepting Donation for Sheriff's Department and Amending the 2016 County Budget in Relation Thereto

Informational Items:

1. Monthly Departmental Reports:
 - Planning
 - 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	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 Renewal Agreement with NYS Unified Court System
for Provision of Court Security Services by Jefferson County

By Legislator: _____

Whereas, Resolution 305 of 2014 authorized a five year Agreement with the NYS Unified Court System for the provision of court security services by the Jefferson County Sheriff for the period of April 1, 2014 through March 31, 2019, said agreement to be divided into annual periods commencing April 1st and terminating on March 31st, each of which will contain provisions for staffing and maximum amounts of monetary reimbursement, and

Whereas, The Unified Court System has notified the County of the establishment of a new period in the five year term of the Agreement to commence on April 1, 2015 and terminate on March 31, 2016 and maximum compensation for the period shall be \$131,759.

Now, Therefore, Be It Resolved, That Jefferson County enter into a renewal agreement with the NYS Unified Court System for the provision of court security services for the period of April 1, 2015 through March 31, 2016, for a maximum compensation of \$131,759, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute such agreement on behalf of Jefferson County, subject to approved 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. _____

Authorizing Agreement and Amending the 2016 County Budget in Relation to
the FY 2015-2016 State Public Safety Answering Point (PSAP) Sustainment Grant

By Legislator: _____

Whereas, The New York State Division of Homeland Security and Emergency Services has awarded Jefferson County \$198,520 from the FY2015-2016 State Public Safety Answering Point (PSAP) Sustainment grant, and

Whereas, The County must enter into an agreement with the New York State Division of Homeland Security and Emergency Services to receive these grant funds which will be used to pay for computer software and equipment maintenance, and

Whereas, The 2016 County Budget must also be amended to recognize the revenue and place the funds in the appropriate accounts.

Now, Therefore Be It Resolved, That the County of Jefferson agrees to accept the \$198,520, and the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said grant agreements on behalf of Jefferson 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 amended as follows:

Increase:

(Revenue)

01341000 93305	State Aid Fire & Emergency Management	\$198,520
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(Expenditure)

01341400 04118	Computer Software Maintenance	118,520
01341000 041141	Equipment Maintenance	80,000

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Reappropriating Funds from Various Unspent Grants Relative to the Fire and Emergency Management Department and Amending the 2016 County Budget in Relation Thereto

By Legislator: _____

Whereas, Jefferson County, through its Fire and Emergency Management Department, has received and recognized various grants in 2014 and 2015 which have not been fully expended, and

Whereas, Said Grants and their remaining unspent amounts include the FY2014 Hazmat grant (\$28,660), the FY14 State Homeland Security Program (SHSP) grant (\$39,530.49), the FY2015 Hazmat grant (\$51,700), and FY15 State Homeland Security Program (SHSP) grant (\$97,500), for a grand total of \$217,390.49, and

Whereas, said funds must be reappropriated and placed in the appropriate expenditure lines.

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

Increase:

Expenditures:

01341400 02300	Technical Equipment	\$36,425.28
01341400 02302	Radios	22,334.09
01341400 041111	Audio-Visual Equipment	534.96
01341400 041113	Computer Equipment	3,680.00
01341400 041152	Cell Phones	3,496.31
01341400 04416	Professional Fees	97,500.00
01341400 04485	Shared Municipal Services	28,000.00
01341400 04514	Uniforms & Clothing	17,976.55
01341400 04585	Operating Supplies	7,443.30

Appropriated Fund Balance:

01000000 30599	Appropriated Fund Balance	\$217,390.49
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Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2016 County Budget to Recognize Insurance Recovery
and Allocating Same in Sheriff's Department Budget

By Legislator: _____

Whereas, The Sheriff's Department has received an insurance settlement check in the amount of \$990 for damage to a patrol unit, and has requested that the settlement be used to supplement the external fleet expense line to pay for needed repairs.

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

Increase:

01311000 043102	External Fleet Expense	\$ 990
01311000 92680	Insurance Recoveries	\$ 990

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____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

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

By Legislator: _____

Whereas, The Sheriff's Department has received a donation from the Raymours Furniture Co., Inc. in the amount of \$700 to support the Operation Safe Child 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	\$ 700
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Expenditures:

01311000 04117	Printing	\$ 350
01311000 04585	Operating Supplies	\$ 350

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



November / December 2015 Highlights

Annual Highlights in bold

The overall service objective of the Department of Planning is the provision of 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.)

November/December 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 November and December, more than \$97,224 was drawn down in support of nine owner occupied housing rehabilitation projects across the County. **During 2015, the County passed through \$606,942 to provide assistance to 58 housing units.**

2014 Award Year- \$750,000. During December, the first two draws were processed for a total of \$940 in support of two projects.

Over 167 owner occupied housing rehabilitation projects have been funded to date throughout the County utilizing the 2007- 2013 award year grants.

Staff from the Office of Community Renewal performed an on-site monitoring visit of the County's 2011 Economic Development award in support of Florelle Tissue. The monitoring did not result in any findings or concerns. Planning Department staff submitted closeout paperwork for the grant at the beginning of December.

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 November and December, \$95,432 in Federal HOME funds was expended representing activity on six housing assistance projects in the Jefferson and Lewis County area. **During 2015, the County passed through \$527,195 to assist 28 housing units.**

Staff prepared and submitted the annual Section 3 report to HUD using the new web portal.

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

County Planning Board

Staff assisted the County Planning Board in preparing for the November and December meetings through the review of eleven NYS General Municipal Law zoning actions and project reviews. The Board transmitted advisory and technical assistance comments back to the referring municipalities. November projects reviewed included: a special permit for an transmission line in the Town of Champion; a use variance for a restaurant in the Village of Dexter; a zoning amendment to the Industrial Zoning District along the Watertown International Airport in the Town of Hounsfield; and a use variance to convert a existing garage to a residential use in the City of Watertown.

December projects included: an area variance for the transmission line in the Town of Champion, a special permit and site plan review for a restaurant/bar, distillery, tasting room, retail shop, lodge, and cottages in the Town of Clayton; a site plan review to construct a storage and prefabrication of materials at a heating and cooling business in the Town of LeRay; a site plan review for a professional sandblasting and coatings business in the Town of LeRay; a site plan review to convert a former porta potty business into a repair shop for automobiles in the Town of Philadelphia; and an area variance to increase the allowable sign surface at a drug store in the City of Watertown.

The staff reviewed and presented 71 projects to the County Planning Board.

Other Activities

Attended Tree Watertown, Points North Homeless Coalition and Jefferson County Water Quality Control committee meetings.

Staff attended an advanced Access Training Course at Onondaga Community College.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Clayton (T & V) – Met with the Comp Plan committee to discuss economic development trends and priorities. The town zoning map was revised to reflect the creation of an MD-2 district.

Black River (V) – Provided a working zoning map for review by the village zoning enforcement officer.

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

Hounsfield (T) – Staff met with the Town Board and the public to discuss the proposed zoning amendment around the Watertown Airport.

Lyme (T) – Staff met with the Zoning Committee on three occasions to refine potential definition clarifications, some new definitions for common uses, and the need for clarified waterfront zoning district where applicable.

During 2015, staff provided direct land use planning assistance to 15 municipalities.

Municipal Land Use Training

Staff coordinated the November training session conducted by staff from the NY Department of Ag and Markets. There were 66 participants.

During 2015, staff coordinated five land use training sessions to assist local planning and zoning board of appeals members in obtaining their required four hours of annual training.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture and Agricultural Districts

Agricultural and Farmland Protection Plan update - Staff continued to review the draft plan.

North Agricultural District Review – Staff sent the maps, layer, and documentation of the new North Agricultural District to the Commissioner of Agriculture and Markets.

The eight year review of the North Agricultural District added a net amount of a little over 43,000 acres to the District for a total size of 112,653.

2015 Annual Inclusion Process – Staff prepared the County's recommendation for the proposed annual inclusion parcels and has received notification from NYS Department of Agriculture and Markets that the requested parcels are certified to be included in the existing agricultural districts.

This annual process increase the land in the county's agricultural districts by 1,200 acres.

Snowmobile Grant-in-Aid Program

Staff used the newly published NYS OPRHP mileage rates to determine how much each club would receive for the upcoming 2015-2016 season contracts.

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, the county map viewer, and agricultural districts.

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

Staff attended an advanced Access and an advanced Excel training course.

For various requests and projects, created or refined the following GIS maps: Airport Expansion Areas (parcels over aerial imagery), proposed subdivision of parcel map for Emergency Management Services, inset maps for draft Agriculture and Farmland Protection report,

Provided GIS layers to Agricultural Protection Plan update consultants.

County of Jefferson

DEPARTMENT OF CONSUMER AFFAIRS

BUREAU OF WEIGHTS AND MEASURES

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



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 Watertown, NY 13601
 Phone (315) 786-1094
 Fax (315) 786-0162

Monthly Report - December 2015

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	52	2	187		6	3	5	5
Non-Comm. Estab.								

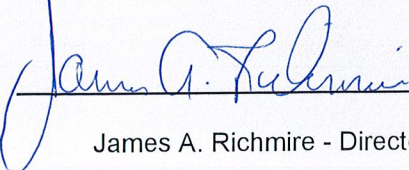
Commodities:	# Inspections	5
	# Lots	53
	# Packages/Lots	4503
	# Packages Measured	960
	# Lots Failed	

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

Scanner	# Inspections	9					
Checks:	Items Correct	844	99.3%	Marked	Scanned		
	Overcharge	5	0.6%	\$72.81	\$79.45	\$6.64	Loss to Consumers
	Undercharge	1	0.1%	\$3.46	\$1.98	-\$1.48	Loss to Stores
	Not On File						
	Total # Scanned	850	100.0%				
	# Inspections Failed		0.00%				

Additional Comments:

All Petroleum Samples Tested MEET Required NYS Tolerances for the month of December, except for one diesel sample, (low flash point). Currently being investigated.



 James A. Richmire - Director