

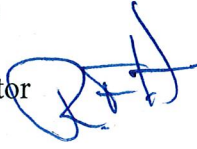
**County of Jefferson**  
**Office of the County Administrator**

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



October 8, 2015

**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, October 13, 2015 at 7:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Accepting Donations on Behalf of the Watertown International Airport and Amending the 2015 County Budget
2. Increasing Petty Cash Fund at the Watertown International Airport
3. Authorizing Agreements in Relation to Airport Terminal Improvements at the Watertown International Airport and Amending the 2015 County Budget
4. Authorizing Agreement with Jefferson County Children's Home for the Provision of Non-Secure Detention Services
5. Authorizing an Agreement with Insights Forensic Counseling, Inc. 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
6. Amending the 2015 County Budget and Capital Plan Relative to the County Road Account
7. Amending the 2015 County Budget in Relation to the Road Machinery Fund
8. Amending the 2015 County Budget to Recognize Insurance Recovery and Allocating Same in Sheriff's Department Budget

**Informational Items:**

1. Monthly Departmental Reports:  
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
	District Attorney	Probation	County Attorney
	Dog Control	Public Defender	County Treasurer
	E-911		

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

Accepting Donations on Behalf of the Watertown  
International Airport and Amending the 2015 County Budget

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

Whereas, The County received cash donations from Bernier Carr & Associates, Passero Associates, Triple A, Hi-Lite Airfield Services, Continental Construction, Rent-A-Wreck, Lifenet of NY/Air Methods, and World Fuels to support the Greater Watertown Chamber of Commerce's Business After Hours event at the Watertown International Airport, and

Whereas, The County also received various non-cash donations for the same event from Triple A, Sams Club #6539, St. Lawrence Aviation, Mike Williams Flight School and Aramark Services, and

Whereas, The following businesses provided door prizes to attendees of the event: Barrett Paving, Sixel Consulting Group, Triple A and St. Lawrence Aviation, and

Whereas, This Board of Legislators must recognize said donations and the 2015 County Budget must be amended to recognize and allocate the cash donations.

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

Resolved, That the 2015 County Budget is amended as follows:

**Increase:**

Revenue:		
01561000 20690	Donations	\$3,750

Expenditure:		
01561000 04415	Advertising	\$3,750

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

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

Increasing Petty Cash Fund at the Watertown International Airport

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

Whereas, Resolution No. 177 of 2012 established a petty cash fund at the Watertown International Airport in the amount of \$100 to be used for providing change for cash sales and services, and

Whereas, There is a business need for increasing said amount of petty cash to \$200 for providing change for sales, services, and security fees for background checks.

Now, Therefore, Be It Resolved, Pursuant to County Law Section 371, the funding level of petty cash fund at the Watertown International Airport is hereby increased to \$200.

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 \_\_\_\_.

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Clerk of the Board of Legislators

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

Authorizing Agreements in Relation to Airport Terminal Improvements at the Watertown  
International Airport and Amending the 2015 County Budget

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

Whereas, Annual increases in passenger capacity requires improvements to the airport terminal to accommodate more efficient passenger screening, car rental counters and ticket counter space, and

Whereas, By Resolution 89 of 2014, This Board of Legislators authorized an agreement with New York State Department of Transportation for a grant award for terminal addition at the Watertown International Airport in the amount of \$451,800, plus initial local match of \$50,200, and

Whereas, By Resolution 63 of 2015, This Board of Legislators authorized an agreement with Passero Associates, the County's selected airport consultant, to design said improvements for a cost not to exceed \$98,500, and

Whereas, Passero Associates has since completed said design, coordinated the bidding process and recommends that the following low bidders be awarded the construction contracts for base bid and Alternate 3 (secure passenger area expansion): 34 & Company for general construction in the amount of \$493,154, ENI Mechanical for mechanical in the amount of \$20,900, ENI Mechanical for plumbing in the amount of \$11,581, and NYTRIC for electrical in the amount of \$39,310, and

Whereas, It is necessary to authorize the construction contracts with these companies and to amend the 2015 County Budget to reflect the bids as well as a 7% contingency budget amount of \$39,546.

Now, Therefore, Be It Resolved, That Jefferson County enter into agreements for the airport terminal building improvements with 34 & Company for general construction in the amount of \$493,154, ENI Mechanical in the amount of \$20,900, ENI Mechanical for plumbing in the amount of \$11,581, and NYTRIC for electrical in the amount of \$39,310, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreements on behalf of the County, including any change orders as recommended by the Airport Manager and the County Administrator, not to exceed the funding available, subject to the review of the County Attorney as to form and content, and be it further

Resolved, That the 2015 County Budget is amended as follows:

**Increase:**

20561000 02088	Airport Terminal	\$200,991
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**Decrease:**

20698900 02064	Property Acquisition/Improvement	\$ 200,991
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and be it further

Resolved, That the 2015 Capital Plan is amended accordingly.

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

Authorizing Agreement with Jefferson County Children's Home  
for the Provision of Non-Secure Detention Services

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

Whereas, Pursuant to Section 218-1a of County Law, Jefferson County is required to provide non-secure detention facilities for the temporary boarding and care of juveniles placed in the custody of the County by the Family Court, and

Whereas, The County desires to contract for such services through a contractual agreement with the Children's Home of Jefferson County which will provide a local group home of six beds with 24-hour awake staff, and the transport of juveniles to medical and counseling appointments, and

Whereas, The New York State Office of Children and Family Services will provide 49% reimbursement of the Non-Secure Detention Services Program.

Now, Therefore, Be It Resolved, That, Jefferson County enter into an agreement with the Children's Home of Jefferson County to provide non-secure detention beds and supportive services to include some juvenile transports during the period January 1, 2016 through December 31, 2016 at a cost not to exceed \$240.00 per day/per juvenile, with an additional cost of \$175.00 per day for one-on-one staff charges, and be it further

Resolved, That the Chairman of the Board be and is hereby authorized and directed to execute such agreement on behalf of Jefferson County, subject to approval of the County Attorney as to form and content.

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 PROBATION DEPARTMENT**  
**2016 CHILDREN'S HOME CONTRACT RENEWAL**

**DESCRIPTION OF SERVICES:** Pursuant to County Law, section 218-1a, the Jefferson County Probation Department is designated with the responsibility for the administration of the Jefferson County Non-Secure Detention Program. We are required to provide non-secure detention facilities for the temporary boarding and care, in compliance with the Rules and Regulations of the New York State Office of Children and Family Services, of juveniles placed into the custody of the County by the Family Court pursuant to the Family Court Act, articles 3 and 7.

**SPECIAL PROGRAM COMPONENTS:**

- A six bed local non-secure facility with a higher level of care in a Group Home setting.
- Group Home can handle higher-risk juveniles than a foster home and allows us to keep more juveniles in Jefferson County.
- Children's Home intake coordinator available 24 hours a day, 7 days a week.
- Children's Home provides for one-on-one supervision of high-risk juveniles when needed.
- They provide us with monthly invoices and with a yearly summary of stats and costs.
- Per Diem rate is less expensive than most out-of-county facilities.
- Out-of-county transport costs have been reduced.

**2015 COSTS:** The contract between the Children's Home of Jefferson County and the Jefferson County Probation Department has provided us with a local Group Home of six beds and a 24-hour awake staff, at a current cost of \$240.00 per day. There is an additional cost of \$175.00 per day for one-on-one staff costs for times when juveniles need extra supervision in lieu of finding a bed in a secure detention facility.

For the period of January 1, 2015 through June 30, 2015, we had 0 juveniles in non-secure detention for 0 days. Our Children's Home invoices through June 30, 2015 show a cost of \$00.00 for the first six months of the year. These costs are offset by a 49% reimbursement in State Aid from the New York State Office of Children and Family Services.

The contract also includes a provision for the Children's Home to transport Non-Secure Detention juveniles to medical and counseling appointments. This has been more cost effective for us in that it allows us to keep from tying up two of our officers during this type of transport and while waiting for the child to complete the interview with the doctor or counselor.

**2016 PROPOSED CONTRACT:** The proposed contract between the Children's Home of Jefferson County and the Jefferson County Probation Department will again provide us with a local Group Home of six beds and a 24-hour awake staff. The per diem rate is set by the New York State Office of Children and Family Services, and is based on the actual expenses of Children's Home for the Non-Secure Detention program. Based on information from Karen Richmond, Executive Director of the Children's Home, we expect the rate for 2016 to remain at \$240.00 per day, with an additional cost of \$175.00 per day for one-on-one staff charges.



**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Authorizing an Agreement with Insights Forensic Counseling, Inc.  
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, Juvenile Delinquents (JDs), Persons in Need of Supervision (PINS), and adult sexual offenders under the supervision of the Probation Department are often ordered by the Courts to undergo sexual offender evaluation and subsequent treatment, and

Whereas, Counseling services in many instances prevent the placement of JDs and PINS in residential treatment, and adults from re-offending thereby saving Jefferson County a much greater cost.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Insights Forensic Counseling, Inc. 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 January 1, 2016 and terminate on December 31, 2016. 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: \_\_\_\_\_

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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 PROBATION DEPARTMENT**  
**2016 INSIGHTS FORENSIC COUNSELING, INC. RENEWAL**

We are requesting a Board of Legislators resolution to be allowed to renew our contract with Insights Forensic Counseling, Inc 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.

Insights Forensic Counseling, Inc. 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 and counseling.

**2015 COSTS:**

From January 1, 2015 through June 30, 2015, we had 32 juvenile and adult Probationers receive services for evaluations and counseling at a cost of \$38,975.00 for the period. We request that parents and adult Probationers make full payment or a reasonable co-payment if possible.

**2016 PROPOSED CONTRACT:**

The Insights Forensic Counseling rates for 2016 will increase to \$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. \_\_\_\_\_**

Amending the 2015 County Budget and Capital Plan Relative to the County Road Account

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

Whereas, The Superintendent of Highways has identified County Capital Road accounts to be increased to provide for additional costs, and

Whereas, There are several complete road project accounts that should be brought to zero balances and closed, and

Now, Therefore, Be It Resolved, That the 2015 County Budget is amended as follows:

**Increase:**

20511200	02701	Road Construction	\$ 112,480.41
20511200	02755	County Road 95	200,000.00

**Decrease:**

20511200	02751	County Road 202	\$ 297,750.46
20511200	02758	County Road 7	14,729.95

and be it further

Resolved, That account 20511200 02751 and 02758 are hereby closed, and be it further

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

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

Amending the 2015 County Budget in Relation to the Road Machinery Fund

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

Whereas, The Superintendent of Highways has requested transfers between accounts to provide adequate funding for purchase of a replacement vehicle, and

Whereas The 2015 Budget must be amended to do so.

Now, Therefore, Be It Resolved, That the 2015 Budget is amended as follows:

**Increase:**

10513000 02405	Service Truck Replacement	\$ 64,083.12
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**Decrease:**

10513000 02404	Dump Truck Replacement	\$ 9,042.80
10513000 02464	Track Hoe	145.32
10153000 02465	Roller	1,015.00
10513000 02600	Shop Equipment	20,000.00
10513000 92665	Sale of Equipment	33,880.00

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

Amending the 2015 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 \$11,253.44 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 2015 County Budget is hereby amended as follows:

**Increase:**

01311000 043102	External Fleet Expense	\$ 11,253.44
01311000 92680	Insurance Recoveries	\$ 11,253.44

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

State of New York    )  
                              )  
County of Jefferson   )

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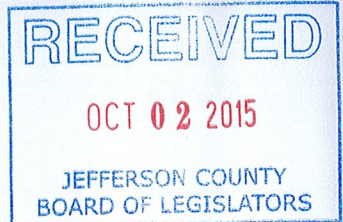
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\_\_\_\_\_  
Clerk of the Board of Legislators

# 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  
 Fax (315) 786-0162

#### Monthly Report - September 2015

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	40		251	10	9	1	10	26
Non-Comm. Estab.								

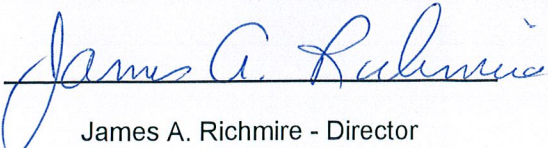
<b>Commodities:</b>	# Inspections	1
	# Lots	8
	# Packages/Lots	270
	# Packages Measured	120
	# Lots Failed	

<b>Complaints / Requests:</b>	13
<b>Petroleum Samples:</b>	
<b>Milk Tanks:</b>	New
Recalibrations/Rechecks	
<b>Vehicle Scales:</b>	5

<b>Scanner</b>	# Inspections					
<b>Checks:</b>	Items Correct			Marked	Scanned	
	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 August.  
 No Octane sampling scheduled for September.

  
 James A. Richmire - Director