


**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



January 16, 2014

**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 21, 2014 at 7:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Resolutions:**

1. Authorizing Agreement in Relation to the FY 2013 State Homeland Security Program (SHSP) Grant
2. Authorizing Agreement and Amending the 2014 County Budget in Relation to the FY 2013 State Public Safety Answering Point (PSAP) Sustainment Grant
3. Authorizing Agreement and Amending the 2014 County Budget in Relation to the FY 2013 State Technical Rescue and Urban Search (USAR) Grant
4. Authorizing Agreement and Amending the 2014 County Budget with Respect to District Attorney's Office Grant from the New York State Department of Criminal Justice Services
5. Authorizing Agreement with the New York State Office of Indigent Legal Services, Creating a Part-Time Public Defender Position and Amending the 2014 County Budget in Relation Thereto
6. Amending the 2014 County Budget to Recognize Insurance Recovery and Allocating Same in Sheriff's Department Budget
7. Authorizing Agreement and Amending the 2014 County Budget Relative to New York State Department of Homeland Security and Emergency Services Round 3 Statewide Interoperable

Communications Grant (SICG)

8. Authorizing Agreement with Oneida County To Provide Security for Jefferson County Inmates Admitted to Central New York Psychiatric Center
9. Recognizing NYS Governor's Traffic Safety Committee Child Passenger Safety Program Grant and Amending the 2014 County Budget in Relation Thereto
10. Authorizing Agreement with Government Payment Services, Inc. Relative to Credit Card Processing Services

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

Authorizing Agreement in Relation to the FY 2013  
State Homeland Security Program (SHSP) Grant

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

Whereas, The New York State Division of Homeland Security and Emergency Services has awarded Jefferson County \$90,000 from the FY13 State Homeland Security Program (SHSP)(CFDA 97.067) through funding from the Division of Homeland Security and Emergency Services (DHSES), 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 upgrade the 911 telephone system, and

Whereas, The 2014 County Budget includes said funds.

Now, Therefore Be It Resolved, That the County of Jefferson agrees to accept the \$90,000, 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.

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 2014 County Budget in Relation to  
the FY 2013 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 \$295,524 from the FY13 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 upgrade the 911 telephone system, and

Whereas, The 2014 County Budget must also be amended to recognize the revenue and place the funds in the appropriate capital fund account.

Now, Therefore Be It Resolved, That the County of Jefferson agrees to accept the \$295,524, 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 2014 County Budget is amended as follows:

**Increase:**

(Revenue)		
20-9006-999.3397.001	State Aid Fire & Emergency Management	\$295,524

(Expenditure)		
20-9006-3020.2030	Communications	\$295,524

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Authorizing Agreement and Amending the 2014 County Budget in Relation to  
the FY 2013 State Technical Rescue and Urban Search (USAR) Grant

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

Whereas, The New York State Division of Homeland Security and Emergency Services has awarded Jefferson County \$81,781 from the FY13 Technical Rescue and Urban Search (USAR) grant, funded through the federal Department of Homeland Security's State Homeland Security Program (SHSP) (CFDA 97.067), 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 purchase equipment for the County STAR Team, and

Whereas, The 2014 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 \$81,781, 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 2014 County Budget is amended as follows:

**Increase:**

(Revenue)

20-9006-999.94320.414	State Aid Fire & Emergency Management	\$81,781
-----------------------	---------------------------------------	----------

(Expenditure)

01-3410-3414.2302	Radios	55,500
01-3410-3414.4585	Operating Supplies	15,781
01-3410-3414.4416	Professional Services	7,500
01-3410-3414.4313	Travel	3,000

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

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

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

Authorizing Agreement and Amending the 2014 County Budget with Respect to District Attorney's Office Grant from the New York State Department of Criminal Justice Services

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

Whereas, The District Attorney's Office has recently been awarded a \$15,372 New York State Department of Criminal Justice Services (DCJS) grant for the period of 1/1/2014 - 12/31/2014 to purchase video equipment for the purpose of recording police interviews, and

Whereas, It is necessary to enter into an agreement with DCJS and amend the 2014 County Budget to recognize the revenue and appropriate the funds.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement with the New York State Department of Criminal Justice Services on behalf of Jefferson County, subject to the review of the County Attorney as to form, and be it further

Resolved, That the 2014 County Budget is hereby amended as follows:

**Increase:**

(Revenue)

01-1165.999.94320	Federal Aid Criminal Justice	\$9,377
-------------------	------------------------------	---------

(Expenditure)

01-1165-1165.4111.001	Audio-Visual Equipment	\$9,377
-----------------------	------------------------	---------

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 with the New York State Office of Indigent  
Legal Services, Creating a Part-Time Public Defender Position  
and Amending the 2014 County Budget in Relation Thereto

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

Whereas, In 2003, The State created the Indigent Legal Services Fund to assist counties in providing indigent legal services, primarily through reimbursing payments to attorneys representing indigent defendants, and

Whereas, This funding was contingent on a "maintenance of effort", wherein each county needed to spend at least as much as the prior year to receive it, and

Whereas, In 2010, the State created the Indigent Legal Services Board, which now oversees the fund, and monies are being changed from a distribution based on statute to one based on negotiated contracts (the full statutory payments ended in 2010 and were reduced to 90% in 2011, 75% in 2012, 50% in 2013, and 25% in 2014; it will be 0% in 2015 and thereafter), and

Whereas, In order to receive the maximum amount allowable, the County must enter into an agreement with the Board's Office, which is reflective of proposals for each year developed between the Office and the Public Defender's Office, and

Whereas, "Distribution #1" was the smallest first contractual distribution (\$28,480), and was authorized by this Board of Legislators by Resolution 60 of 2012, and

Whereas, Said proposal for "Distribution #2" has been accepted by the Office of Indigent Legal Services, which covers the period June 1, 2012 through May 31, 2015 in the amount of \$194,358 (\$64,786 per year), and an agreement for it must be authorized, the 2014 Budget amended, and a part-time position created to fulfill the contract requirements.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the New York State Office of Indigent Legal Services for the \$194,358 grant, and that the Chairman of the Board be and is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review and approval of the County Attorney, and be it further

Resolved, That the 2014 County Budget is amended as follows:

**Increase:**

01-1170-1170.1100	Personal Services	\$28,560
01-1170-1170.4102	Office Equipment	10,400
01-1170-1170.4111.003	Computer Equipment	5,000
01-1170-1170.4114.003	Computer Software Maintenance	5,000

01-1170-1170.8010	State Retirement	5,362
01-1170-1170.8030	Social Security	2,142
01-1170-1170.8040	Workers' Compensation	830

**Decrease:**

01-1170-1170.4416	Professional Services	\$57,294
-------------------	-----------------------	----------

and be it further

Resolved, That an Assistant Public Defender position (position 13), at Grade VI of the Management Schedule be created at 50%, effective immediately.

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

---



# Statutory Distributions

In 2003, State Finance Law Section 98-b created the Indigent Legal Services Fund, under the joint custody of the Office of State Comptroller and the Commissioner of Tax and Finance. Section 98-b also specified that one of the prime purposes of the Fund is to assist counties to provide legal representation for persons unable to afford it.

Prior to 2010, money from the Indigent Legal Services Fund was distributed annually to the counties by the Office of State Comptroller, according to a formula based on net local expenditures and maintenance of effort, giving each county a relatively nondiscretionary and unchanging level of support from year to year. In 2010, the Office and Board of Indigent Legal Services were created by Executive Law Sections 832 and 833. The Office and Board replaced the Office of State Comptroller as the entities responsible for making distributions to each county to support its indigent representation capability. The Office and Board are empowered to establish criteria for the distribution of these funds, to ensure that they are used to improve the quality of indigent legal services.

In addition, the 2010 legislative changes to State Finance Law Section 98-B(3)(c) altered the nondiscretionary dollar amounts which each county would receive from the Indigent Legal Services Fund. Under the new schedule, counties would receive an annually declining percentage of their nondiscretionary 2010 support level: 90% in 2011, 75% in 2012, 50% in 2013, 25% in 2014 and 0% in 2015 and thereafter. Money remaining within the Fund following these nondiscretionary payments would be distributed by the ILS in accordance with the provisions of Executive Law Sections 832 and 833. For 2011 and 2012, counties were invited to submit proposals to ILS, indicating specific ways in which they could improve the availability and quality of indigent legal representation, together with an estimated dollar amount and implementation plan. Approval of these proposals by ILS is required for additional disbursements to the counties from the Indigent Legal Services Fund.

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

Amending the 2014 County Budget to Recognize Insurance Recovery  
and Allocating Same in Sheriff's Department Budget

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

Whereas, The Sheriff's Department has received insurance settlement checks in the amount of \$475.20 and \$9,235.15 for damage to patrol units, 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 2014 County Budget is hereby amended as follows:

**Increase:**

01-3110-3110.4310.002	External Fleet Expense	\$ 9,710.35
01-3110-999.92680	Insurance Recoveries	\$ 9,710.35

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

Authorizing Agreement and Amending the 2014 County Budget Relative to  
New York State Department of Homeland Security and Emergency  
Services Round 3 Statewide Interoperable Communications Grant (SICG)

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

Whereas, Jefferson County has recognized the need to improve its public safety communications system, and

Whereas, Pursuant to Resolution 100 of 2013, This Board of Legislators authorized an agreement with Blue Wing Services, Inc. to assist the County in reviewing its existing system, recommending changes, improvements or replacement, submitting frequency requests on behalf of the County, and developing and reviewing bid documents for vendors to implement the system chosen by the County, and

Whereas, Using the initial report from Blue Wing, the Department of Fire & Emergency Management prepared and submitted a grant request through the Statewide Interoperable Communications Grant (SICG) program and has received notification of funding in the amount of \$6,000,000, for the purpose of developing communication tower sites, and

Whereas, It is necessary to authorize an agreement to accept these funds and to amend the 2014 County Budget to appropriate said funds to the capital account.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the New York State Department of Homeland Security and Emergency Services for the \$6,000,000 grant, and that the Chairman of the Board be and is hereby authorized and directed to execute said agreement on behalf of the County, subject to the review and approval of the County Attorney and be it further

Resolved, That the 2014 County Budget is amended as follows:

**Increase:**

(Revenue)		
20-9006-3020-999.93397.001	State Aid Fire & Emergency Services	\$6,000,000

(Expenditure)		
20-9006-3020.2067	P25 Radio Communications System	\$6,000,000

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

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

Authorizing Agreement with Oneida County To Provide Security for  
Jefferson County Inmates Admitted to Central New York Psychiatric Center

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

Whereas, The Central New York Psychiatric Center Forensic Unit (hereinafter the "CNYPC"), located at Marcy, New York in Oneida County, has the capability of providing forensic services for the Sheriff's Departments of other counties which have inadequate facilities for treating mentally ill inmates, and

Whereas, The Jefferson County Sheriff has the need, from time to time, to have inmates in his custody admitted to and treated at the CNYPC, and

Whereas, New York State Correction Law §§504 and 508 provide for the designation of substitute jails and for the removal of inmates from jail to appropriate facilities for the psychiatric care and treatment of inmates, and

Whereas, It is more cost effective for Jefferson County to temporarily transfer inmates in the Jefferson County Jail who are in need of admission to CNYPC to the custody of the Oneida County Sheriff under a substitute jail arrangement so that security of Jefferson County inmates admitted at CNYPC can be provided by the Oneida County Sheriff's Department.

Now, Therefore, Be It Resolved, That Jefferson County enter into an Agreement with the County of Oneida and the Oneida County Sheriff providing for the Oneida County Sheriff's Department to provide security for Jefferson County inmates transferred to CNYPC at the rate of \$165 per day, during the period of January 1, 2014 through December 31, 2016, and be it further

Resolved, That the Chairman of this Board and the Sheriff of Jefferson County be and are hereby authorized to execute such an agreement, subject to approval of the County Attorney.

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

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

Recognizing NYS Governor's Traffic Safety Committee Child Passenger Safety Program  
Grant and Amending the 2014 County Budget in Relation Thereto

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

Whereas, The Jefferson County Sheriff's Department has been awarded a NYS Traffic Safety Committee Child Passenger Safety Program grant in the amount of \$3,500.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby accepts said grant award for the project period October 1, 2013 through September 30, 2014, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to fulfill the requirements of this grant award, subject to approval by the County Attorney as to form, and be it further

Resolved, That the 2014 County Budget is hereby amended as follows:

**Increase:**

Revenue:

01-3110-999.94389	Federal Aid Criminal Justice	\$ 3,500
-------------------	------------------------------	----------

Expenditure:

01-3110-3110.4585	Operating Supplies	\$ 3,500
-------------------	--------------------	----------

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 with Government Payment Services, Inc.  
Relative to Credit Card Processing Services

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

Whereas, Pursuant to Resolution 107 of 2008, This Board of Legislators authorized an agreement with Government Payment Service, Inc., for receiving payment for bail, restitution and other fees through the use of Credit Cards in the Sheriff's and Probation Departments, and

Whereas, Government Payment Service, Inc. provides a credit card processing service to governmental agencies on a twenty-four hour, seven day a week basis at no cost or liability to the County. All fees are paid by the credit card user should they chose that payment method, and

Whereas, The Sheriff has requested that the agreement be renewed.

Now, Therefore, Be it Resolved, That Jefferson County enter into an agreement with Government Payment Service, Inc for a period of two years (January 1, 2014 through December 31, 2015), with the option of 2-year extensions if approved by both parties, for the purposes stated above and the Chairman of the Board of Legislators be and hereby authorized to execute said agreement of behalf of the County subject to the review of 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

---

# County of Jefferson

## DEPARTMENT OF CONSUMER AFFAIRS

### BUREAU OF WEIGHTS AND MEASURES

Keith A. Frantz, Director  
James A. Richmire, Asst. Director



21915 County Route 190  
Watertown, NY 13601  
Phone (315) 786-1094  
Fax (315) 786-0162

#### Monthly Report - December 2013

Establishments:	Establishments		Devices					
	# Insp	# Retest	Correct	Plus	Minus	Other	Visual	Retests
Commercial Estab.	47	3	159	1			9	9
Non-Comm. Estab.	2		2					

<b>Commodities:</b>	# Inspections	5
	# Lots	34
	# Packages/Lots	2380
	# Packages Measured	540
	# Lots Failed	0

<b>Complaints / Requests:</b>	6
<b>Petroleum Samples:</b>	
<b>Milk Tanks:</b>	New
Recalibrations/Rechecks	
<b>Vehicle Scales:</b>	5

<b>Scanner Checks:</b>	# Inspections	8					
	Items Correct	796	99.5%	Marked	Scanned		
	Overcharge	3	0.4%	\$75.21	\$82.95	\$7.74	Loss to Consumers
	Undercharge	1	0.1%	\$3.79	\$3.00	-\$0.79	Loss to Stores
	Not On File						
	Total # Scanned	800	100.0%				
	# Inspections Failed		0.00%				

#### Additional Comments:

No Petroleum Sampling Scheduled by NYS

Keith A. Frantz - Director