

County of Jefferson
Office of the County Administrator

Historic Courthouse
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Watertown, NY 13601-2567
Phone: (315) 785-3075 Fax: (315) 785-5070



June 3, 2011

To: Honorable Members of the Board of Legislators

This shall serve as notice that the regular session of the Jefferson County Board of Legislators for the month of June, 2011 will be convened on ***Tuesday, June 7, 2011 at 7:00 p.m.*** in the Board of Legislators Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY.

If you need additional information relative to any of the Board Session agenda items, please feel free to give me a call.

The agenda for the June meeting is as follows:

ROLL CALL OF MEMBERS

PRIVILEGE OF THE FLOOR

READING OF MINUTES OF LAST SESSION, IF REQUESTED

PRESENTATION OF PETITIONS, NOTICES AND COMMUNICATIONS

REPORTS OF STANDING COMMITTEES

Report of the Finance & Rules Committee on Financial Resolutions

REPORTS OF COUNTY OFFICERS AND OTHERS

Report of the County Treasurer on Investments and Cash on Hand

Report of the County Administrator on Budget Transfers for the month of May

Report of the County Auditor on Erroneous Assessments for the month of May

LOCAL LAWS, RESOLUTIONS AND MOTIONS

1. Resolution No. 105 Amending Jefferson County Administrative Policies and Procedures for Purchasing Policy and Control, and Quotations

2. Resolution No. 106 Approving Jefferson County Administrative Policies and Procedures for County Vehicle Use, Travel and Credit Cards, and Cell Phones
3. Resolution No. 107 Appointing Member to Jefferson Community College Board of Trustees
4. Resolution No. 108 Amending the 2011 County Budget and Capital Plan
(Roll Call Vote) Relative to Jefferson Community College
5. Resolution No. 109 Amending the 2011 County Budget in Relation to Jail Nurse Reclassification
6. Resolution No. 110 Amending the 2011 County Budget in Relation to FY2008 and 2009 Operation Stonegarden Grants
7. Resolution No. 111 Amending the 2011 County Budget in Relation to the State
(Roll Call Vote) FY08 Law Enforcement Terrorism Prevention Program (LETPP) Grant
8. Resolution No. 112 Authorizing Agreement with Passero Associates for Airport
(Roll Call Vote) Terminal Improvement Design and Amending the 2011 County Budget and Capital Plan in Relation Thereto
9. Resolution No. 113 Amending the 2011 County Budget to Recognize Medicare
(Roll Call Vote) Improvements for Patients and Providers Act (MIPPA) and Aging and Disability Resource Center (ADRC) Funding
10. Resolution No. 114 Authorizing Agreements with Providers in Connection with Community Services Early Intervention Services Program
11. Resolution No. 115 Authorizing Agreements with NYS Department of Education Approved Agencies for the Provision of Special Education Services for Preschool Children with Disabilities
12. Resolution No. 116 Authorizing Agreements and Establishing Rates for Provision of Related Services in Connection with the Program for Preschool Children with Disabilities
13. Resolution No. 117 Amending 2011 County Budget Relative to Early
(Roll Call Vote) Intervention Program
14. Resolution No. 118 Amending the 2011 Comprehensive Planning Resource
(Roll Call Vote) Allocation Agreement with the New York State Office of

Children and Family Services, Authorizing Amended
Contractual Youth Program Agreements in Relation
Thereto and Amending the 2011 County Budget

NEW BUSINESS

15. Resolution No. 119 Setting Time and Place for Public Hearing on Tentative
2011-2012 Jefferson Community College Budget
16. Resolution No. 120 Authorizing Assignment of Judgment of Foreclosure to
Former Owners of Certain Parcels of Real Property
(Attachment A will be provided at meeting)

Sincerely,



Robert F. Hagemann, III
Clerk of the Board

RFH:jdj

Enc.

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 105

Amending Jefferson County Administrative Policies
and Procedures for Purchasing Policy and Control and Quotations

By Legislator: 

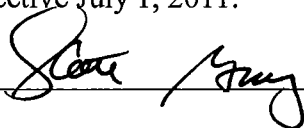
Whereas, Local Law No. 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, Pursuant to Resolutions 353 of 1988 and 338 of 1991, Jefferson County approved and subsequently amended administrative policy and procedures pertaining to Purchasing Policy and Control, and

Whereas, Pursuant to Resolution 339 of 1991, Jefferson County approved administrative policy and procedures pertaining to Purchasing Quotations, and

Whereas, It is the desire of the Board of Legislators to authorize the amendment of said policy and procedures to reflect changes in State statute, and to better reflect the Board's current practices.

Now, Therefore, Be It Resolved, That the Administrative Policy Sections 4.01 and 4.02, **Purchasing Policy and Control** and **Purchasing Quotations**, as amended, is hereby approved and by reference is incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective July 1, 2011.

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



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section:	PURCHASING	Issued:	12/1991	Subsection:	4.01
Subsection:	Policy and Control	Revised:	6/2011	Page:	1

1. The County's Purchasing Agent shall be responsible for the development and administration of a centralized and standardized purchasing system.
2. The purchasing policies and procedures shall be in accordance with all applicable state and local laws and regulations.
3. The Purchasing Department shall procure materials, equipment, supplies, and services as required, at the best possible prices, from responsible suppliers and providers and maintain appropriate supporting documentation and records.
4. The purchase of materials, equipment and supplies involving an estimated annual expenditure of \$20,000 or more and public works contracts involving an estimated annual expenditure of \$35,000 or more shall be awarded only after public advertising, and the solicitation of formal bids in compliance with General Municipal Law, Section 103.
5. The Purchasing Department shall be responsible for issuing Requests For Proposals once a determination is made that an RFP rather than a formal competitive bid is appropriate. The RFP shall include specific language that identifies the method of award.
6. The Purchasing Department will work with County Departments to review Professional Service Contracts on an annual basis and will identify contracts where the solicitation of formal Requests for Proposals would be appropriate. Such RFP's will be developed by the individual Department and Purchasing and issued through the Purchasing Department. All other Professional Service contracts will be documented by the individual Department and an annual report forwarded to the Purchasing Department.
7. The Purchasing Department shall be responsible for all required public advertising and competitive bidding; shall be responsible for all bid solicitations and openings; shall secure and document the recommendations from the appropriate official for awarding bid contracts and shall award contracts within the annual appropriations authorized by the Board of Legislators.
8. Equal Opportunity shall be provided to all responsible suppliers to do business with the County. The Purchasing Department may solicit bids or quotations from any responsible vendor and may develop a list(s) of suppliers that may be used for the procurement of specific goods or services. Any responsible supplier may be included on the list upon request.
9. When formal bidding procedures are not required by law, quotations shall be solicited and appropriately documented.
10. Purchases may be made through available state contracts of the NYS Office of General Services, or in accordance with Sub. 3 of GML 103 which allows the purchases of materials, equipment or supplies, or the contract for services, other than services subject to article eight or nine of the labor law, through any County within New York State, whenever such purchases are in the best interest of the County. Although a Department may request a purchase be made using a particular contract source, the decision as to the appropriate contract to be used will be that of the Purchasing Department who will appropriately document the reason for the determination.
11. Jefferson County will allow all other municipalities within New York State to "piggyback" on the contracts of Jefferson County in accordance with GML 103.
12. Contractual agreements for the leasing and/or lease/purchase of equipment shall be awarded by the Purchasing Department, in conformance with the bidding requirements of GML 103 or solicitation of quotations, whichever is applicable, within the appropriations authorized by the Board of Legislators.
13. Supplies used by county departments shall be uniform whenever consistent with operational needs and in the interest of efficiency and economy.

14. Control involves not only compliance with required purchasing policy, but also affects the paperwork necessary. There are certain expenditures for which the processing of a purchase order may be unnecessary. The following expenses may be approved without purchase orders:
- | | |
|--------------------------------------|---|
| a) Employee expenses | f) Medical examinations and veterinarian fees |
| b) Reimbursement of petty cash funds | g) Interdepartmental charges |
| c) Utility bills | h) Intergovernmental charges |
| d) Legal notices | |
| e) Postage | |
15. No official or employee shall be interested financially in any contract entered into by the County. All officials and employees shall comply with the provisions of the County's code of ethics.
16. The Purchasing Department shall make available to other municipalities within the County the opportunity to participate, whenever practicable, in the County's contracts or competitive bids.
17. In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health or safety or property of the inhabitants of the County requires immediate action which cannot await competitive bidding, public works contracts or purchase contracts may be authorized by the Purchasing Department.
18. In cases where a reasonably exhaustive and documented search discloses that a good or service is available only from a single vendor or in cases where there is common knowledge of the existence of a monopolistic situation for a particular good or service being sought, that good or service may be purchased from a single identified vendor or supplier without competitive bidding or solicitation of quotations. The Board of Legislators may also approve the standardization of a particular product based upon the recommendation of the Purchasing Department.
19. Instances of failure to comply with this policy as identified by the County Auditor shall be reported to the County Administrator. The County Administrator shall keep the Board Chairman and the jurisdictional committee apprised of non-compliance and initiate corrective action. Any questions relative to the intent or clarification of the policy contained herein shall be subject to a determination of the Board of Legislators if determined to be necessary or appropriate.
20. Purchasing responsibility for Jefferson County is delegated to the Purchasing Agent, and the two Buyers in the Purchasing Department.

GUIDELINES:

Purchasing is a term used to describe the activities of obtaining materials, equipment and supplies of the right quality, from a qualified source at a competitive price.

The responsibility and authority for purchasing and all of the accompanying functions have been assigned to the Purchasing Department, under the direction of the Purchasing Agent.

The following definitions apply to the purchasing system and policy:

1. "Competitive Bid" shall mean a formal written statement by a vendor setting forth their terms under which the vendor will furnish supplies or services. Competitive bid requirements and limits are established by state statute.
2. "Purchase Order" shall mean a formal notice to a vendor to furnish the supplies or services described in detail thereon.
3. "Quotation" shall mean an informal notice (either oral or written) by a vendor setting forth the terms under which he will furnish supplies or services.
4. "Request" shall mean a request to the Purchasing Agent for one or more items or services necessary to carry on or improve a particular function.
5. "Requestor" shall mean the Department head, or his authorized subordinate, initiating a request for goods or services.
6. "Specifications" shall mean a written description of needed supplies, equipment or services setting forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the circumstances under which the purchase will be made.
7. "Vendor" shall mean a supplier of goods or services.

REFERENCES:

1. County Law: Sections 362(3), 408-a, 625
2. General Municipal Law: Sections 103, 103-d, 104, 104b, 105, 106
3. Jefferson County Board of Supervisors Resolution No. 353 of 1988 and No. 338 of 1991, approving Administrative Policies and Procedures Relative to Purchasing in Jefferson County

EFFECTIVE: January 1, 1989**REVISION EFFECTIVE:** January 1, 1992; July 1, 2011**ISSUED:** December 13, 1988; December 19, 1991; June 7, 2011

Robert F. Hagemann III
County Administrator



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	PURCHASING	Issued:	12/19/1991	Subsection:	4.02
Subsection:	Quotations	Revised:	6/2011	Page:	1

POLICY:

1. Materials, supplies, equipment and services which are not subject to competitive bidding, and are not purchased through State contracts must still be procured in a manner which will serve the best interests of the public. To this end, in cases where competitive bidding for procurement of a good or service is not legally required, quotations will be solicited under the conditions set forth in the following procedures.

GUIDELINES:

1. Formal competitive bidding will be utilized whenever required by law and shall be conducted in accordance with the County's Administrative Policy. When determined to be in the interest of the County the Purchasing Agent may require competitive bidding even when such bidding is not legally required.
2. In instances where competitive bidding is not warranted or required, price quotation(s) shall be solicited and documented to achieve the best pricing.
3. A quotation shall mean a statement, written or verbal with confirmation, by a vendor setting forth the price and terms and conditions under which the vendor will furnish the goods or services.

PROCEDURES:

1. The County Purchasing Agent shall be responsible for ensuring quotations are solicited in connection with the purchasing of all materials, equipment and supplies as required, including the leasing of equipment and securing of contractual agreements for services.
2. The following sets forth the quotation procedures to be utilized under the specific circumstances:

Estimate Annual Purchase Cost

\$0.01 - \$1,500

(Materials, Equipment or Services)

\$1,500 - \$5,000

(Materials, Equipment or Services)

Minimum Quotation Procedure to be Used

No Quotation required. Purchase to be based upon reliable market information such as catalogues, vendor price listings or quotations.

Vendors provided with verbal description of goods or services sought. Successful vendor submits written quotation confirming terms and conditions of verbal quotation.



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	PURCHASING	Issued:	12/19/1991	Subsection:	4.02
Subsection:	Quotations	Revised:	6/2011	Page:	2

\$5,000.01 - \$20,000
(Materials and Equipment)

or

\$5,000.01 - \$35,000
(Public Works/Services or
Equipment Rental exceeding \$10,000)

Minimum of three Vendors provide a written price quotation for specified goods or services sought.

Minimum of three Vendors provide a written price quotation for specified goods or service.

(Equipment Rental of under \$10,000 does not require a quotation but shall be based upon availability and market pricing.)

(Expenditures for purchases of materials, supplies or equipment in excess of \$20,000 and contracts for public works in excess of \$35,000 will be required to be bid in accordance with the provisions of the General Municipal Law.)

3. Where required, a minimum of three providers shall be solicited. If three providers are not solicited, or if fewer than three responses are received conditions supporting fewer solicitations or responses shall be documented and approved by the Purchasing Agent.
4. In lieu of obtaining written quotations for purchases of commodities under \$20,000 the Purchasing Department is authorized to make such purchases using established government cooperative purchasing contracts including the New York State Office of General Services Contracts, General Services Administration (GSA) Schedule 70 Information Technology contracts, the Minnesota Multistate Contracting Alliance (MMCAP) Contracts, or the US Communities Cooperative Contracts.
5. Written quotations will contain a minimum of the following information:
 - A complete description of the item, or scope of services to be accomplished
 - The unit on which the price is to be quoted
 - Special conditions; i.e. delivery, installation, trade-ins, discounts, shipping fees, etc.
 - Total cost
6. All quotations shall be documented and attached to the applicable purchase order and shall be maintained in the Purchasing Department records files.
7. Quotations will serve as the basis for the selection of a supplier, and will provide the supporting documentation for purchase orders and contracts issued by the Purchasing Department.



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	PURCHASING	Issued:	12/19/1991	Subsection:	4.02
Subsection:	Quotations	Revised:	6/2011	Page:	3

8. Exceptions to utilizing quotations based upon unusual circumstances such as lack of available vendors shall be approved in writing by the Purchasing Agent.
9. If the lowest quotation is rejected, a memorandum shall be prepared by the Purchasing Department or other official involved in the contract award explaining in detail the reasons for rejection. Such a memorandum shall be filed with any contracts or purchase orders issued in connection with the procurement.
10. This policy and procedures shall be reviewed on an annual basis by the appropriate jurisdictional committee of the Board of Legislators. The County Administrator may from time to time solicit comments from Department heads concerning this policy and procedure.
11. Instances of failure to comply with this policy as identified by the County Auditor shall be reported to the County Administrator. The County Administrator shall keep the Chairman of the Board and the appropriate jurisdictional committee of the Board advised as to compliance with this policy and procedures. Any question as to the interpretation of this policy and procedures shall be subject to a determination of the appropriate jurisdictional committee of the Board of Legislators and, if necessary, the full Board of Legislators.

REFERENCES:

County Law: Sections 408-a, 362(3), 625
General Municipal Law, Sections 103, 103-d, 104, 104b, 105, 106
Jefferson County Board of Supervisors Resolution 353 of 1988; Resolution 339 of 1991

EFFECTIVE: January 1, 1992

REVISION EFFECTIVE: July 1, 2011

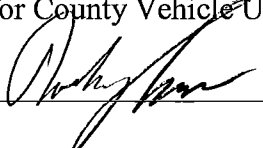
ISSUED: December 19, 1991; June 7, 2011

Robert F. Hagemann III
County Administrator

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 106

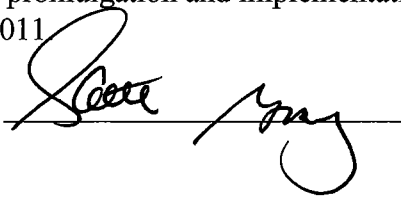
Approving Jefferson County Administrative Policies and Procedures
for County Vehicle Use, Travel and Credit Cards, and Cell Phones

By Legislator: 

Whereas, Local Law No. 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, It is the desire of the Board of Legislators to authorize the promulgation of administrative policies and procedures for county vehicle use, travel and credit cards and cell phones.

Now, Therefore, Be It Resolved, That the Administrative Policy Sections 2.03, **County Vehicle Use**, 1.11 **Travel and Credit Card**, and 3.07 **Cell Phone**, are hereby approved and by reference is incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective July 1, 2011

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



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	GENERAL	Issued:	6/7/11	Subsection:	2.03
Subsection:	County Vehicle Use	Revised:		Page:	1

POLICY:

It is the purpose of this document to define the general policy of the County of Jefferson regarding the assignment, control, and proper use of County – owned, leased, or rented vehicles and motorized equipment (hereinafter referred to as ‘vehicles’) which are utilized by its employees. The intent of this document is to notify each operator of the responsibilities inherent in the assignment of vehicles for use in performance of one’s job. This policy was developed to prevent injuries, property damage, and to control direct and indirect costs to the County. It is the responsibility of all County employees to comply with this policy.

Department Heads shall have the primary responsibility for insuring that every County employee who has occasion to use County vehicles receives a copy of this policy. Employees shall sign the Acknowledgment of Receipt once they have had occasion to read and understand the policy. Department Heads are responsible for retaining the completed form within the department’s personnel files.

With prior County Administrator approval, Department Heads have the ability to adopt such additional policies and procedures regarding the use of County vehicles as they deem necessary provided that such policies and procedures are consistent with the policies and procedures contained herein. All departmental policies and procedures shall conform to this policy.

MOTOR VEHICLE USE GUIDELINES:

1. Department Heads are responsible to insure that all employees are aware that County vehicles must be operated in a proper, courteous, responsible, and safe manner.
2. All operators must obey all applicable traffic laws and County policies. (See Reference section at end)
3. If a person is using prescribed or over-the-counter drugs which they feel might affect their driving abilities, they shall advise their Supervisor or Department Head who may determine that they not operate County vehicles if their abilities are considered impaired.
4. All persons who operate County vehicles must have a valid New York State drivers license which allows for the operation of the vehicle which they are operating. It is imperative that all employees notify the Department Head immediately in the event that his/her license has been restricted, suspended, revoked, or expired.
5. It is the Department Head’s responsibility to see that every County-owned vehicle has County decals permanently affixed at all times. It is imperative that all County decals are removed before the vehicle or motorized equipment is sold, traded, conveyed, or otherwise transferred.
6. Personal use of County vehicles is expressly prohibited.
7. No persons will drive or ride in County vehicles unless on County-related business.

County vehicles must be used on official County business only. Examples of official County business would include transporting non-staff in the natural consequence of the driver’s duties or providing transportation to representatives of other municipalities in order to review projects or to reduce costs of traveling to conferences or meetings.

8. Employees shall not use County vehicles to tow, push, or jump start another vehicle (County – owned or privately owned) unless the County vehicle is designated for that purpose.
9. Any deviations or variations from this policy shall require prior County Administrator approval.



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	GENERAL	Issued:	6/7/11	Subsection:	2.03
Subsection:	County Vehicle Use	Revised:		Page:	2

ACCIDENTS:

If an accident has occurred with a County vehicle, notify law enforcement and medical officials first.

All accidents, whether minor or otherwise, must then be reported immediately to the Department Head who will then notify the Insurance Department and County Attorney as appropriate.

The New York State Department of Motor Vehicle Accident Report (MV-104) must be completed and filed with DMV by the driver in accordance with the instructions on the form and a copy forwarded to the Insurance Department. (ATTACHMENT)

Without limiting the applicability of any other federal and/or state laws, rules, or regulations, if an accident occurs while the employee is using a County vehicle outside the scope of his/her vehicle assignment designation, in violation of any of the rules and regulations set forth in this policy, such employee shall be held accountable and possibly personally liable for any damage to property or injury to any person as a result of such unauthorized use of the vehicle or motorized equipment.

USE OF COUNTY VEHICLES - GUIDELINES FOR TAKING VEHICLES HOME

Under certain circumstances, in which it is determined that there exists a "bona fide non-compensatory business reason" (as defined by the Internal Revenue Service) for the sole benefit of the County, employees may be authorized by the Department Head to take County vehicles to/from their residence for a limited period of time for which the Department Head deems necessary. The Department Head shall have discretion to make such determinations subject to prior approval of the County Administrator and advance notification of both the County Treasurer (Internal Revenue Service Law) and Insurance Department.

It is in the discretion of the County Administrator to determine whether a Department Head shall be permitted to use a County vehicle for commuting purposes. The County Treasurer and Insurance Department will be notified in advance.

The following guidelines should be used by the Department Head to assist in the determination:

Examples where an employee *may* be authorized to take a County vehicle home:

When the employee's job requires that he/she be on 24-hour crisis call.

When the employee is only able to respond to the crisis with the use of a County vehicle equipped with a radio and/or other specialized equipment.

When an employee has assumed the "on-call" responsibility for his/her department and can demonstrate that he/she is routinely required to respond to work during off hours.

When frequent "call ins" to respond to emergency situations is based on the employee's technical skills or supervisory responsibilities.

Any employee utilizing a County vehicle to commute to and from work will be subject to the commuting rule, including but not limited to, the monetary value attributed to use of the vehicle and the de minimus personal use rule as defined by the Internal Revenue Service. A report of such employees will be forwarded to the County Treasurer quarterly or upon separation from service to the County. A copy of such current IRS rules shall be provided to all affected employees.

County take home vehicles will be parked at the department location rather than at the employee's home when the employee will be absent more than two consecutive days due to sick leave, military leave, vacation, or any other leaves of absence.



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	GENERAL	Issued:	6/7/11	Subsection:	2.03
Subsection:	County Vehicle Use	Revised:		Page:	3

While the Department Head has discretion to assign take home vehicles, analysis should be done to ascertain the efficiencies of such a privilege prior to seeking the approval of the County Administrator.

CANCELLATION OF VEHICLE USE

When the Department Head determines, in his or her sole discretion, that it is no longer necessary for an employee to take a County vehicle to/from his or her residence, such vehicle usage by the employee shall terminate immediately upon the employee being notified by the Department Head of such determination. The Department Head shall have discretion to make such determinations and shall provide such notice to both the County Treasurer (Internal Revenue Service Law) and Insurance Department.

REFERENCE:

Jefferson County Safety Policy and Procedures Manual
Jefferson County Drug Free Workplace Policy
Jefferson County Smoking Regulations Policy

FORMS:

MV-104 Report
Acknowledgment of Receipt Form

EFFECTIVE: July 1, 2011

ISSUED: June 7, 2011

Robert F Hagemann III
County Administrator

ACKNOWLEDGMENT OF RECEIPT

JEFFERSON COUNTY VEHICLE USE POLICY

I hereby acknowledge that I have received, read, and understand the Jefferson County Vehicle Use Policy dated and agree to abide by its terms.

Name _____

Title _____

License # _____

Signature _____

Date _____

Department Head Signature _____

Copies to: Department Head
Employee



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section:	FINANCE	Issued:	6/7/2011	Subsection:	1.11
Subsection:	Travel and Credit Card Policy	Revised:			

PURPOSE:

County employees and officials are referred to throughout this policy as "traveler(s)."

The purpose of this policy is to provide guidelines and establish procedures for all Jefferson County employees and officials incurring business travel expenses for the benefit of the County, and to provide the information needed for reimbursement. All travelers are required to comply with these guidelines in order to receive reimbursement for any expense claims related to travel on the County's behalf. When submitting Expense Vouchers to claim reimbursement it is expected that travelers will neither gain nor lose financially. Prior to an event, potential travelers should consult their Department Head if they have specific travel related issues not covered in this policy.

The traveler is performing a valuable service while on business for the County. At the same time, it is the responsibility of the traveler to spend travel money as efficiently and economically as possible. Only actual, necessary and reasonable business expenses incurred in the performance of official business will be paid or reimbursed. Payments made pursuant to this policy shall be in compliance with current IRS regulations.

RESPONSIBILITY:

Each traveler has stewardship responsibility for managing travel expenses, but in particular:

1. As a representative of a government entity, all travelers are responsible to make establishments aware of the tax exempt status and insure that no taxes are charged in all cases where this status is applicable.
2. All travelers are responsible for reading, understanding and complying with this policy.
3. All Department Heads are responsible for reviewing all Expense Vouchers and receipts for accuracy and compliance to policy.
4. The County Administrator's Office is responsible for establishment, maintenance, revision and publication of this policy and the recommendation of all processes and procedures needed to ensure compliance.
5. The County Auditor is responsible for tracking and reporting any deviation from policy back to the Department Head.
6. All travelers are responsible for completion of all travel related documents accurately and completely upon return from a travel event including expenses incurred using the County Travel Card.

ENFORCEMENT:

The County will pay or reimburse travelers for all reasonable and necessary expenses, while traveling on authorized County business. However, the County assumes no obligation for the reimbursement of expenses that are not in compliance with this policy. Travelers who do not comply with this policy may be subject to delay or withholding of reimbursement until all issues are resolved.

ALTERNATIVES TO TRAVEL:

If the business objective can be accomplished, E-Meetings, videoconferencing and teleconferencing are effective alternatives to travel and represent an opportunity to significantly reduce travel costs for Jefferson County, as well as impact the environment.

EXCEPTIONS TO POLICY:

Exceptions, deviations or reimbursements for expenses that are not in compliance with this policy require the prior written approval of the respective Department Head and County Administrator through the Travel Authorization process. In accordance with County Audit Policy the County Auditor will forward exceptions to the County Administrator on a monthly basis for his review and information. A copy will also be sent to the respective Department Head.

POLICY EFFECTIVE DATE & REVIEW:

This policy will become effective upon approval of the Board of Legislators and will be reviewed and updated as required.

TRAVELERS ENDING SERVICE TO THE COUNTY:

When a traveler leaves the service of the County, it is the responsibility of the Department Head and the Department of Human Resources to ensure the following occurs prior to the person's last day of employment:

1. Ensure the employee has submitted all expense claims and receipts prior to termination.
2. Ensure the County Travel Card account has been reconciled and all required documentation submitted in support of any outstanding balance.
3. Obtain payment from the employee for any amount owing to the County for non-reimbursable expenses charged or obtain a signed authorization to deduct from final reimbursement.

TRAVEL AUTHORIZATION

All travelers must submit a Travel Authorization form prior to attending a conference or other County related function that will require them to be out of the office for longer than two consecutive workdays and if an expenditure is involved in the form of fees, mileage, meals, lodging, or other transportation costs that will require reimbursement or payment by the County. Travel for periods of a single day where no overnight stay is required and which will require reimbursement for mileage, fees, etc. do not require a travel authorization form and are reported using the County expense claim form. Department Heads are initially responsible for approval of all travel.

The information on the Travel Authorization should include the purpose of the trip, destination, times and dates, and itemized estimates of all costs related to the event. Changes of a significant nature will require an amended travel authorization be submitted. Explaining the necessity and benefit of the trip to the County is also required.

The Travel Authorization may be amended should conditions warrant with the concurrence of the Department Head and County Administrator. Original/official Travel Authorizations shall reside at the County Auditor's office.

TRAVEL ARRANGEMENTS

RESERVATION PROCEDURES:

All air travel, hotel, car rental and rail travel reservations, including en-route changes, may be booked by the traveler if the traveler elects to use their personal credit card according to the details of the approved Travel Authorization. If the traveler does not wish to use a personal credit card and prefers to have charges billed directly to the County, all travel arrangements MUST be made through the County's authorized Travel Agent Contract. If the Travel Agent contract is used, a copy of the approved Travel Authorization will be forwarded to the Travel Agent by the County Auditor. Any changes to the travel arrangements not covered by the Travel Authorization must receive the same approvals as the original order. Last minute changes (within 48 hours of the commencement of the trip) which require amendment to the Travel Authorization will be paid by the traveler and reimbursed once the amended Travel Authorization is approved.

EMERGENCY/EN-ROUTE RESERVATION CHANGES:

All en-route changes, during business hours, must be made by:

1. Contacting the Department Head for authorization to amend the Travel Order.

2. In cases where obtaining prior approval is not possible a detail of the events will be required upon the Travelers return. All circumstances that occurred requiring the change will need to be presented for approval of an amended Travel Authorization.
3. The County understands that circumstances occur during travel that are beyond the control and planning of the Traveler and will make every attempt possible to reimburse the additional expenses as the result.

EXCEPTIONS FOR TRAVELERS WITH SPECIAL NEEDS:

If the traveler requires accommodation beyond that permitted by the Travel and Expense Policy due to special needs or circumstance, the special requirements must be approved through the Travel Authorization prior to booking any travel arrangements.

MEALS

BUSINESS MEAL EXPENSES:

Business meals are defined as meal expenses incurred by the individual traveler while traveling on County business. Business meal expenses will be paid or reimbursed in accordance with County Audit Policy, for actual costs. No reimbursement will be allowed for expenses submitted without a receipt. Wherever possible, an itemized receipt is encouraged. Charges for alcohol will not be reimbursed.

MEAL SPENDING GUIDELINES AND REIMBURSEMENT:

The traveler will be required to pay meal costs out of pocket and submit the appropriate charges for reimbursement within the guidelines of this policy. In no event will the County prepay meal costs unless such costs are included in an event registration. Travelers will be reimbursed for actual, reasonable documented meal expenses (i.e. with proper receipts). These guidelines include taxes and gratuities.

BUSINESS MEALS TAKEN WITH OTHER TRAVELERS/NON TRAVELERS:

With prior approval of the Department Head, travelers may be reimbursed for business-related meals taken with other travelers or non – travelers if one of the following circumstances applies:

1. When, for confidentiality reasons, business needed to be conducted off County premises.
2. When considered necessary in meeting the mission of the County
3. When participating in work groups where business is conducted during a working lunch.

Business lunches with non-travelers will be reimbursed only if such meeting will promote a County purpose. Such event would include the County paying for both the employee and non-employee. Meal expense guidelines will apply to this event as well as the requirement for appropriate approvals and documentation.

When travelers dine together at a business meal, one employee may pay the bill and submit the receipt. The detail shall include the names of those included on the bill and all parties must have approved Travel Authorizations in place if the meal was part of travel costs.

MEAL EXPENSES WITHIN THE COUNTY:

Travelers may have meal expenses covered for in-county functions where meals are an integral part of the function within the following guidelines:

1. The meeting is directly related to the employee's job and is representing his/her department.
2. The primary purpose of the meeting is to conduct business and the meal is incidental.
3. The meal is an integral part of the business – related function and it would not be practical to attend and not participate.

TIPPING AND GRATUITIES:

Gratuities of 15% of the total bill are recommended with a limit of 20%. This does not supersede any existing department policy that may establish more restrictive gratuity guidelines.

OTHER REIMBURSABLE EXPENSES

The following incidental expenses, when directly related to business travel, may be reimbursable provided they are appropriate, and are identified separately and supported:

1. Parking & Tolls
2. Gasoline for rental vehicles
3. Business phone calls
4. Taxis
5. Reasonable personal phone calls home
6. Personal car mileage
7. Seminar fees
8. Ground transportation
9. Expenses not otherwise identified and have received prior approval as meeting the intent of this policy

AIR TRAVEL

MAKING AIR TRAVEL RESERVATIONS:

Unless an employee elects to utilize their personal credit card, all business travel arrangements must be made using the County's contract for Travel Agent Services. Through the use of various reports issued by the Travel Agent, the Purchasing Department will periodically compare the costs of using the Travel Agent services with direct booking arrangements. Air travel should be the most direct route possible subject to department head approval.

Requests for air travel reservations are required to be made as far in advance as possible to take advantage of economy seating and discounts.

AIRLINE CLASS OF SERVICE / UPGRADES:

All airline tickets will be issued in Coach/Economy Class only. Upgrades at the expense of the County are not permitted and will not be reimbursed.

E-TICKETS & TICKET DELIVERY:

To take advantage of the cost benefits and convenience:

1. The traveler will be e-mailed the confirmation number and itinerary once travel arrangements are complete.
2. E-Ticket receipts must be maintained and attached to the Travel Expense Voucher submitted for reimbursement.

OVERNIGHT DELAYS:

Should an airline delay or cancellation necessitate an unscheduled overnight stay the traveler should make every effort to contact their Department Head and make reasonable alternate arrangements.

CANCELLATIONS / UNUSED TICKETS:

Travelers are responsible for cancelling air reservations by using the same method as their booking procedure (travel agent). Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds:

1. If booked through the Travel Agent, unused or partially used airline tickets must be returned immediately to the travel agency.
2. Travelers must not submit unused tickets with the expense reimbursement report.
3. For unused e-tickets and non-refundable or penalty fares, the circumstances and associated costs must be detailed and approved by the Department Head.

LOST OR STOLEN AIRLINE TICKETS:

Immediately upon discovery of a lost or stolen airline ticket, the traveler is required to report the loss to the appropriate air carrier. The traveler is responsible for ensuring the security of all travel related documents including passport, tickets, etc.

AIRPORT PARKING:

Travelers should use general, long term or offsite parking if available, and provide receipts for reimbursement. In all cases, the availability of airport shuttle service needs to be considered and used whenever possible.

LODGING

If the cost of lodging exceeds the cost of commuting, lodging may be disallowed by Administration. Arrangements for lodging in connection with an approved conference should be made in the most economical manner possible. An itemized bill detailing the expenses incurred at the hotel must be attached to the Expense Voucher submitted to the County Auditor. Expenses of a spouse or companion who accompanies a traveler will not be reimbursed.

MAKING HOTEL RESERVATIONS:

All hotel reservations must be made through the Travel Agent unless the traveler elects to pre-pay the cost of the hotel and submit the expense for reimbursement. If staying in New York State, the traveler should make the hotel aware that they are tax exempt and present a tax exempt certificate at check in. If a traveler must cancel a reservation, they are responsible for obtaining a cancellation number from the hotel or travel agency.

HOTEL PAYMENT PROCEDURES:

Hotel costs must be paid upon departure. Travelers require a zero-balance receipt/folio statement upon checkout and must submit this documentation with the Travel Expense Voucher.

HOTEL HEALTH AND FITNESS CENTER CHARGES:

In general, hotels will provide health and fitness facilities at no additional charge. Additional hotel and fitness center charges will not be reimbursed.

AUTOMOBILE RENTAL

All vehicles must be rented using the current New York State Contract vendor.

INSURANCE COVERAGE:

When obtaining a rental car:

1. You will need to accept and will be reimbursed for the Loss Damage Waiver/Collision Damage Waiver insurance option.
2. Otherwise, you will not have insurance coverage and Jefferson County will not reimburse for any damages incurred.

REFUELLING RENTAL CAR PRIOR TO RETURN:

The rental vehicle must be returned with a full tank of gas to avoid refuelling fees by the car rental company.

1. Fuel charges are reimbursable.
2. Fill up option must not be purchased.

PARKING AND TOLL CHARGES:

Necessary parking and toll charges are reimbursable. Receipts must be provided for parking detailing location and duration.

TRAFFIC AND PARKING VIOLATIONS:

Traffic and parking violations while operating a rental, County or a personal vehicle for business purposes are not reimbursable.

RAIL TRAVEL

All rail travel reservations should be made through the Travel Agent. Travelers are responsible for cancelling rail reservations by using the same method as their booking procedure (i.e. Travel Agent). All Rail travel must be booked in Coach/Economy class.

OTHER TRANSPORTATION

USE OF COUNTY CAR:

Travel by County car is an option available in lieu of the personal use of an automobile. Car pooling is recommended when more than one traveler has the same destination.

PERSONAL CAR USAGE GUIDELINES:

Travelers should consider the following when deciding on the use of their personal vehicle:

1. Is it less expensive than renting a car, taking a taxi or alternate transportation?
2. Is it more timely than taking public transportation?

REIMBURSEMENT FOR PERSONAL CAR USAGE:

Travelers will be reimbursed for business usage of personal cars at the IRS rate in effect at the time of travel. Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle including service, maintenance (gas, oil), insurance and depreciation. Mileage reimbursement excludes normal round trip to and from work. Under no circumstances will the County reimburse a traveler for insurance premiums for a personal vehicle used for business purposes.

To be reimbursed for use of a personal car for business, travelers must submit a Travel Expense Voucher which includes the following basic information:

1. Purpose of the trip.
2. Date and location.
3. Receipts for tolls and parking.
4. Submit all information pursuant to County policy.

OTHER GROUND TRANSPORTATION:

The most economical mode of transportation must be used.

1. All charges must be supported by itemized receipts.
2. Travelers going to the same location should share ground transportation to and from the airport whenever possible.
3. The use of taxis is encouraged for local travel, where no other more economical means of transportation is available (i.e. airport shuttle/private car) where ground transportation is anticipated to be only required for the trip to and from the airport and hotel.
4. Travelers should consider the most economic option for parking and provide receipts for reimbursement.

SPOUSE/COMPANION ACCOMPANIMENT DURING BUSINESS TRAVEL

Jefferson County will not reimburse travel and entertainment expenses incurred by a spouse or other individual that may accompany an employee on business.

TRAVEL – RELATED COMMUNICATION EXPENSES

Travelers will be reimbursed for calls made from their hotel room for business purposes, or calls to office or home which are reasonable and necessary. A copy of the bill must be attached to the Travel Expense Voucher.

RECEIPTS: GENERAL

A receipt is a document that provides evidence of incurred expenses. Receipts are necessary to receive reimbursement. In cases where a receipt is required to support the expense, the receipt should contain the following information:

1. The name of the establishment rendering service
2. The total amount of the charge.
3. The date on which the expense was incurred

Handwritten receipts will be accepted provided that the items listed above are included and the receipt is preferably signed by an employee of the establishment.

FRAUDULENT CLAIMS

The County will take all necessary steps to reclaim any illegal payment and to prosecute those making such claims.

REIMBURSEMENT

All claims for reimbursement that have been approved on the Travel Authorization by the Department Head on the Travel Expense Voucher shall be reimbursed. The Department Head, by signature:

1. Assures that all expenses claimed comply with established travel rules and regulations.
2. That all travel was necessary, in the best interest of the County and was for the purpose stated on the Travel Authorization and Expense Voucher.

All travel expense claims should be submitted to the County Auditor within ninety (90) days of the expenses being incurred.

LOSS/THEFT OF VALUABLES WHILE TRAVELING

1. If a loss of Jefferson County property occurs, the incident must be reported to the County Insurance, Purchasing, and Security Departments.
2. If the loss is the result of theft, a written report should be made to local law enforcement authorities and a copy of the report submitted to the Insurance Department.
3. For the loss or theft of personal property, Travelers must file a claim with their personal property insurance Company/agent to determine policy coverage. The County will not reimburse expenses for the loss or theft of personal items or valuables while traveling.

EFFECTIVE: July 1, 2011
ISSUED: June 7, 2011

Robert F. Hagemann III
County Administrator

ACKNOWLEDGMENT OF RECEIPT
JEFFERSON COUNTY TRAVEL & CREDIT CARD POLICY

I hereby acknowledge that I have received, read, and understand the Jefferson County Vehicle Use Policy dated and agree to abide by its terms.

Name _____

Title _____

License # _____

Signature _____

Date _____

Department Head Signature _____

Copies to: Department Head
 Employee



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	HUMAN RESOURCES	Issued:	6/7/2011	Subsection:	3.07
Subsection:	Cell Phones	Revised:		Page:	1

Policy:

This policy defines the available options for departments to provide cell phones to those employees requiring such technology in the course of daily business, as well as defining responsibilities of both management and employees in the appropriate use and oversight of cell phones.

Department Heads shall be responsible for oversight and approval of each employee's request in their respective units. Approvals are to be made on a genuine business need, not by position. Cell phone usage will be reviewed by the appropriate Department Head, at least, on an annual basis to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use a cell phone for business purposes. When the Department Head determines, in his or her sole discretion, that an employee no longer has a business need to use a cell phone, such phone usage by the employee shall terminate upon the employee being notified by the Department Head; the county provided cell phones and/or other related equipment must be returned to the Department Head as soon as possible thereafter.

An employee's business need for use of a cell phone shall be based on the following criteria:

1. Departmental requirements indicate that having a cell phone is an integral part of performing duties of job description.
2. More than 50% of work is conducted in the field.
3. Required to be contacted on a regular basis.
4. Required to be on-call outside of normal work hours as a job requirement.
5. Critical decision maker.

Scope:

The scope of the policy includes a cell phone which for the purposes of this policy is any device that is being used, in any measure, to make or receive wireless calls on the public cellular telephone networks.

Cell Phone Options

There are two options to provide employees access to cell phones for the purpose of conducting County business, both of which are subject to prior Department Head approval and termination of use as set forth above.

- County-provided cell phones and service
- Reimbursement for County business minutes on an employee-owned cell phone



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section:	HUMAN RESOURCES	Issued:	6/7/2011	Subsection:	3.07
Subsection:	Cell Phones	Revised:		Page:	2

1. County-provided equipment and service

- a. Department Heads may choose to provide eligible employees or groups of employees with cell phones purchased by the County of Jefferson and supported by a wireless service provider under contract with the County. The County will provide "basic", "no charge" cell phones that are available through the New York State or County Contract in place at the time a new phone is provided. Requests for 'upgraded or enhanced' cell phones must be approved by the County Administrator.
- b. Use of cell phones must be supportive of organizational objectives and be consistent with the mission of the County of Jefferson.
- c. County cell phones should be used for safety purposes or to assist in the completion of an assigned task and are not intended to be a personal convenience. County cell phones are provided for official County business, and subject to audit by Department Head and / or the County Administrator's Office if misuse of a phone is suspected.

2. Reimbursement for County business minutes on an employee-owned cell phone

- a. Subject to Department Head approval, when an employee makes necessary County business calls from a personal cell phone, reimbursement will only be made for minutes for those calls that exceed the employee's calling plan limit.
- b. Employees must identify and fully support the business expenses on the detailed cell phone bill and submit the original bill with the request for reimbursement. Where an employee also needs the original receipt for tax or other purposes, the Department Head may accept a copy.

Effective: July 1, 2011

Issued: June 7, 2011

Robert F. Hagemann, III
County Administrator

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 107

Appointing Member to Jefferson Community College Board of Trustees

By Legislator: _____

Resolved, That, pursuant to Section 6306 of the Education Law, Steven C. Haas be and is hereby reappointed to the Jefferson Community College Board of Trustees for a term to expire June 30, 2018.

Seconded by Legislator: _____

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

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. 108

Amending the 2011 County Budget and Capital Plan Relative to Jefferson Community College

By Legislator: 

Whereas, The State of New York bonded for \$1,463,000 in 2006 for Jefferson Community College capital revitalization and maintenance projects, and

Whereas, To this date, no local match has been available to access these funds, and

Whereas, The College has decided to use \$150,000 of its capital chargebacks to provide a partial local match for these funds, and

Whereas, It is necessary to amend the 2011 County Budget and capital plan to recognize the chargeback and state revenues and to create a capital account for the use of these funds.

Now, Therefore, Be It Resolved, That the 2011 County budget is hereby amended as follows:

Increase:

(Expenditures):

20-9006-2490.2044	JCC Campus Revitalization/Maintenance	\$300,000
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(Revenues):

20-9006-999.92240	Capital Chargebacks	\$150,000
20-9006-999.93097	State Aid College	150,000

and be it further

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

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.

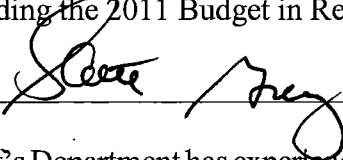
In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 109

Amending the 2011 Budget in Relation to Jail Nurse Reclassification

By Legislator: 

Whereas, The Sheriff's Department has experienced on-going difficulties in recruiting for Registered Professional Nurses who serve in the jail, and

Whereas, The Director of Human Resources has determined that the title of nurses serving in the jail should be changed to Registered Professional Nurse (Jail), and that this title should be placed in Grade 18 of the CSEA contract, and

Whereas, Said changes require that the 2011 Budget be amended to provide for the additional part-year salary increases.

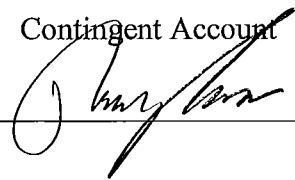
Now, Therefore, Be It Resolved, That the 2011 County Budget is amended as follows:

Increase:

013110-3150.1100	Personal services	\$4,166
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Decrease:

01-1910-1990.4963	Contingent Account	\$4,166
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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. 110

Amending the 2011 County Budget in Relation to
FY 2008 and 2009 Operation Stonegarden Grants

By Legislator: _____

Whereas, By Resolution 120 of 2009, This Board of Legislators accepted a FY 2008 \$1,630,000 Operation Stonegarden (CFDA 97.067) grant from the New York State Office of Homeland Security (NYSOHS) to the Sheriff's Department for the purpose of increasing security at the border, and

Whereas, By Resolution 104 of 2010, This Board of Legislators accepted a FY 2009 \$283,982 Operation Stonegarden grant, and

Whereas, By Resolutions 96 of 2010 and 32 of 2011 unspent FY 2008 and FY 2009 Stonegarden grant funds were re-appropriated by this Board for those respective years, and

Whereas, By Resolution 77 of 2011 the 2011 County Budget was amended to reflect an amendment to the grant budget, and

Whereas, It is necessary to amend the 2011 County Budget again to reflect another change in the grant.

Now, Therefore, Be It Resolved, That the 2011 County Budget is amended as follows:

Increase:

01-3110-3114.2300	Operation Stonegarden Technical Equipment	\$30,000
01-3110-3114.4111.002	Operation Stonegarden Communications	16,301

Decrease:

01-3110-3114.2045	Operation Stonegarden Boat & Trailer	\$ 46,301
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Seconded by Legislator: _____

Jennie M. Adair

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 111

Amending the 2011 County Budget in Relation to the State
FY08 Law Enforcement Terrorism Prevention Program (LETPP) Grant

By Legislator: _____

Whereas, Pursuant to Resolution 119 of 2009, This Board of Legislators accepted \$42,250 from the New York State Office of Homeland Security's FY08 Law Enforcement Terrorism Prevention Program (LETPP) (CFDA 97.067), and

Whereas, Funds from this grant remain unspent and must be re-appropriated to the 2011 County Budget.

Now, Therefore, Be It Resolved that the 2011 County Budget is amended as follows:

Increase:

01-0599	Appropriated Fund Balance	\$29,036.40
01-3110-3110.2101	Computer Equipment	\$29,036.40

Seconded by Legislator: _____

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

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. 112

Authorizing Agreement with Passero Associates for Airport Terminal Improvement
Design and Amending the 2011 County Budget and Capital Plan in Relation Thereto

By Legislator: 

Whereas, the Federal Department of Transportation has awarded the Essential Air Service contract for the Watertown International Airport to American Eagle Airlines, which will provide flights via 44 passenger regional jets, and

Whereas, The large increase in passenger capacity will require improvements to the airport terminal to accommodate additional screened passengers, and

Whereas, Passero Associates, the County's Airport Engineer, has provided a proposal for design services for these improvements at a cost not to exceed \$100,000, and

Whereas, The initial total cost estimate of the improvements to be undertaken in phases, and including the design costs, is approximately \$950,000, and

Whereas, It is necessary to enter into a contract with Passero Associates for the design services and to amend the 2011 county Budget and capital plan to fund said services.

Now, Therefore, Be It Resolved, That, that the Chairman of the Board of Legislators be and is hereby authorized and directed to execute a terminal improvement design services agreement with Passero Associates for an amount not to exceed \$100,000 subject to the review of the County Attorney as to form and content, and be it further

Resolved, That the 2011 County Budget and six year capital plan is amended as follows:

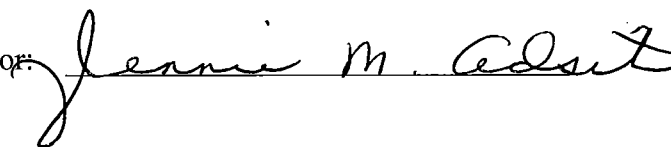
Increase:

20-9006-5610.2088	Terminal Building Improvements	\$100,000
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Decrease:

20-9006-5610.2089	South Hanger Rehabilitation	\$100,000
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Seconded by Legislator:

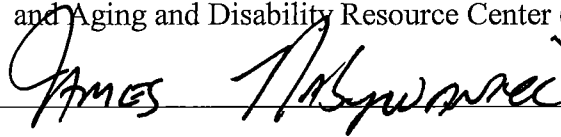


JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 113

Amending the 2011 County Budget to Recognize
Medicare Improvements for Patients and Providers Act (MIPPA)
and Aging and Disability Resource Center (ADRC) Funding

By Legislator:



Whereas, The Office for the Aging has been notified it will receive a federal grant providing additional funding for Medicare Improvements for Patients and Providers Act (MIPPA) and Aging and Disability Resource Center (ADRC) activities, and the 2011 County Budget needs to be amended accordingly.

Now, Therefore, Be It Resolved, That the 2011 County Budget is hereby amended as follows:

Increase:

Revenue:

01-6772-999.94771	Federal Aid Programs for Aging	\$13,741
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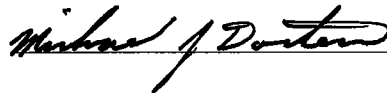
Expenditures:

01-6772-6772.4313	Travel	\$ 293
01-6772-6772.4415	Advertising	3,000

Decrease:

01-0599	Appropriated Fund Balance	10,448
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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____.

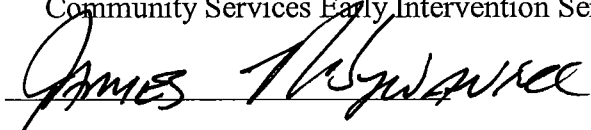
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 114

Authorizing Agreements with Providers in Connection with
Community Services Early Intervention Services Program

By Legislator:



Whereas, The New York State Department of Health established the Early Intervention Program as part of Title II-A of Article 25 of the Public Health Law, said program to provide for services to children ages 0 through 2 years of age who display developmental delays, and

Whereas, The New York State Department of Health has approved a number of providers of services and has set rates for all services in the Early Intervention Program, and

Whereas, In conjunction with the operation of the Early Intervention Program in Jefferson County, it is necessary to enter into contracts with said approved providers of Evaluation, Service Coordination and Services at said established rates for the delivery of services as approved by the New York State Department of Health or other appropriate State agency.

Now, Therefore, Be It Resolved, That, pursuant to Part 69 of Subchapter H, Chapter II, Title 10 of the Official Compilation of Codes, Rules and Regulations of the State of New York, the Chairman of the Board of Legislators and the Director of Community Services be and hereby are authorized to enter into agreements with the following New York State Department of Health approved service providers for the period July 1, 2011 through June 30, 2012 at rates established by the New York State Department of Health:

Direct Service Providers: Building Blocks SLP, OT & PT Family Services, PLLC
Central Assn. for the Blind & Visually Impaired
Jefferson Rehabilitation Center
The Rowland Center, Inc.
Special Programs, Inc. D.B.A. Little Lukes Childcare Ctr.

Evaluation Providers: Building Blocks SLP, OT & PT Family Services, PLLC
Central Assn. for the Blind and Visually Impaired
Jefferson Rehabilitation Center
The Rowland Center, Inc.
Special Programs, Inc. D.B.A. Little Lukes Childcare Ctr.

Service Coordination Providers: Building Blocks SLP, OT & PT Family Services, PLLC
Jefferson Rehabilitation Center
The Rowland Center, Inc.

Seconded by Legislator:

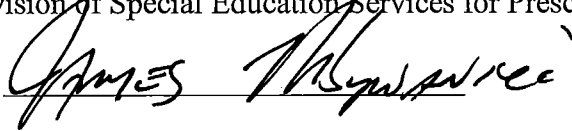


JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 115

Authorizing Agreements with NYS Department of Education Approved Agencies
for the Provision of Special Education Services for Preschool Children with Disabilities

By Legislator:



Whereas, New York State Education Law requires that municipalities enter into agreements with agencies approved by the NYS Commissioner of Education to offer special education services to preschool children with disabilities who are determined by the Board of Education of local school districts to require placement in such special education programs, and

Whereas, The New York State Commissioner of Education has approved a number of providers of services and has set rates for all special education program services, and

Whereas, In conjunction with the operation of the Special Education Services for Preschool Children with Disabilities program, it is necessary to enter into contracts with approved services providers at said established rates.

Now, Therefore, Be It Resolved, Pursuant to Section 4410 of the New York State Education Law, Jefferson County is hereby authorized to enter into agreements for the term July 1, 2011 through June 30, 2012, for the provision of special education services to children ages three through five with disabilities with the following New York State Education Department approved service providers:

<u>Provider</u>	<u>Service</u>
Jefferson Rehabilitation Center	Evaluations Special Education Classroom Special Education Itinerant Teaching
Milestones Children's Center	Evaluations Special Education Itinerant Teaching
Building Blocks SLP, OT & PT Family Services, PLLC	Evaluations Special Education Itinerant Teaching

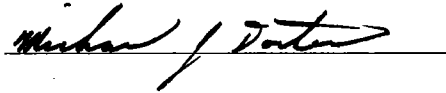
and be it further

Resolved, That the need for such special education services is to be determined by local School Boards of Education, at rates established by the NYS Commissioner of Education as certified by the Director of the Budget of the State of New York, and shall be in a form and contain such terms and conditions as may be acceptable to the NYS Commissioner of Education, and be it further

Resolved, That the Chairman of the Board of Legislators and the Director of Community Services be and are hereby authorized and directed to execute such agreements on behalf of Jefferson County, subject to approval by the County Attorney as to form and substance, and be it further

Resolved, That the Director of Community Services be and is hereby directed to send a letter notifying local School Boards of Education of the rates of each of the special education service providers and the percentage of local share of such cost.

Seconded by Legislator:



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

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 ____.

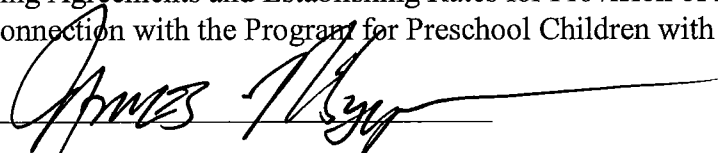
Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 116

Authorizing Agreements and Establishing Rates for Provision of Related Services
in Connection with the Program for Preschool Children with Disabilities

By Legislator:



Whereas, The Program for Preschool Children with Disabilities provides a variety of related services to children aged three to five years with certain disabilities, such services to be provided in the least restrictive environment, be it home or agency based, and

Whereas, Chapter 243 of the Laws of 1989 require that counties maintain a list of appropriately certified or licensed professionals to deliver related services to preschool children with disabilities and set a reasonable reimbursement rate for such services, subject to the approval of the New York State Education Department.

Now, Therefore, Be It Resolved, That, pursuant to Section 4410 of the Education Law, Jefferson County enter into an agreement with each of the following parties for the provision of the indicated service(s). The term of said agreement shall be for the period July 1, 2011 through June 30, 2012 in accordance with the requirements of the State Education Law and regulations:

<u>Provider</u>	<u>Service</u>
Building Blocks SLP, OT & PT Family Services, PLLC	Speech Therapy Physical Therapy Occupational Therapy
Jefferson Rehabilitation Center	Speech Therapy Physical Therapy Occupational Therapy
Special Programs, Inc. D.B.A. Little Lukes Childcare Center	Speech Therapy Physical Therapy Occupational Therapy
The Rowland Center, Inc.	Speech Therapy Physical Therapy Occupational Therapy

and be it further

Resolved, That the rates of payment for Preschool Related Services by a Speech Pathologist, Occupational Therapist and Physical Therapist are hereby established as follows:

	On-site	Off-site
Individual Up to 59 Minutes	\$ 34.00	\$ 59.00
Individual Over 60 Minutes	\$ 49.00	\$ 73.00
Group Up to 59 Minutes	\$ 25.00	\$ 39.00
Group Over 60 Minutes	\$ 39.00	\$ 54.00

and be it further

Resolved, That the rates of payment for Preschool Related Services by Certified Occupational Therapy and Licensed Physical Therapy Assistants are hereby established as follows:

	On-site	Off-site
Up to 59 min.	\$ 25.00	\$ 39.00
Over 60 min.	\$ 34.00	\$ 47.00
Group Up to 59 Minutes	\$ 22.00	\$ 34.00
Group Over 60 Minutes	\$ 31.00	\$ 44.00

and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized to execute such agreements on behalf of Jefferson County, and be it further

Resolved, That the Director of Community Services is hereby authorized and directed to take such steps and execute such documents as may be necessary to secure approval of the rates established herein by the New York State Education Department.

Seconded by Legislator: *Michael J. Dartman*

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

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. 117

Amending 2011 County Budget Relative to Early Intervention Program

By Legislator:



Whereas, The NYS Department of Health (DOH) approved Federal American Recovery and Reinvestment Act (ARRA) stimulus funds for the Early Intervention Program to cover travel expenses, computer and office equipment supplies and expenses, and

Whereas, It is necessary to amend the 2011 County Budget to make the adjustments.

Now, Therefore, Be It Resolved, That the 2011 County Budget is hereby amended as follows:

Increase:

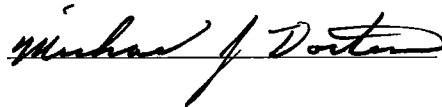
Revenue

01-4310-999.94451-S	EI Federal Aid - Stimulus	\$14,000
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Expenditures

01-4310-4311.4102-S	EI Office Equipment - Stimulus	\$ 4,000
01-4310-4311.4110-S	EI Office Expenses - Stimulus	\$ 5,500
01-4310-4311-4111.003-S	EI Computer Equipment - Stimulus	\$ 2,500
01-4310-4311-4313-S	EI Travel - Stimulus	\$ 2,000

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.

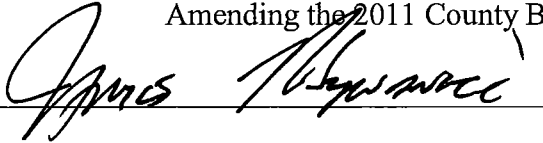
In testimony whereof, I have hereunto set my hand and affixed the seal of said County this _____ day of _____, 20____.

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. 118

Amending 2011 Comprehensive Planning Resource Allocation Agreement with
the New York State Office of Children & Family Services, Authorizing Amended
Contractual Youth Program Agreements in Relation Thereto and
Amending the 2011 County Budget

By Legislator:



Whereas, Pursuant to Resolution No. 281 of 2010 this Board authorized a 2011 Comprehensive Planning Resource Allocation Agreement with the NYS Office of Children & Family Services, and

Whereas, The Youth Bureau has received notification from the NYS Office of Children & Family Services regarding 2011 funding cuts for the Youth Development/Delinquency Prevention (YD/DP) Program, Special Delinquency Prevention Program (SDPP), Recreation Scholarship Program, and

Whereas, The 2011 County Budget, agreements with contractual agencies, and the 2011 Comprehensive Planning Resource Allocation Agreement all need to be amended to reflect those changes.

Now, Therefore, Be It Resolved, That the 2011 Comprehensive Planning Resource Allocation Agreement with the NYS Office of Children & Family Services is hereby amended to reflect the following modified grant funding:

Municipal Youth Service

<u>Municipality</u>	<u>Original State Aid Allocation</u>	<u>Revised State Aid Allocation</u>
City of Watertown	\$ 5, 401	\$ 4,052

Municipal Recreation

<u>Municipality</u>	<u>Original State Aid Allocation</u>	<u>Revised State Aid Allocation</u>
Town of Adams	\$ 1,082	\$ 812
Village of Adams	519	389
Village of Alexandria Bay	274	206
Town of Antwerp	386	290
Village of Antwerp	277	208
Village of Black River	408	306
Town of Brownville	1,077	809
Village of Brownville	313	235

Town of Cape Vincent	359	269
Village of Cape Vincent	206	155
Village of Carthage	1,290	968
Town of Champion	725	544
Town of Clayton	1,047	786
Village of Clayton	502	377
Village of Deferiet	98	74
Village of Dexter	399	299
Town of Ellisburg	1,023	768
Village of Ellisburg	108	81
Village of Evans Mills	179	134
Village of Glen Park	183	137
Town of Henderson	355	266
Town of Hounsfield	664	498
Town of LeRay	6,000	4,502
Town of Lorraine	343	257
Town of Lyme	382	287
Village of Mannsville	143	107
Town of Orleans	813	610
Town of Philadelphia	226	170
Village of Philadelphia	652	489
Town of Rodman	436	327
Town of Rutland	824	618
Village of Sackets Harbor	328	246
Town of Theresa	594	446
City of Watertown	8,663	6,499
Town of Watertown	1,157	868
Village of West Carthage	766	0 (will not request)
Town of Wilna	716	537

Youth Development/Delinquency Prevention (YD/DP)

<u>Agency/Program</u>	<u>Original State Aid Allocation</u>	<u>Revised State Aid Allocation</u>
Children's Home of Jefferson County/Big Brothers		
Big Sisters of the North Country	\$ 10,000	\$ 7,502
Watertown Family YMCA/Middle School		
Achievement Program	5,436	4,078
Watertown Family YMCA/School Age Child Care	30,000	22,507
Town of Alexandria/Hearts for Youth	13,608	10,209
Resolution Center of Jeff. & Lewis Counties/		
Youth Court	7,000	5,252

Special Delinquency Prevention Programs (SDPP)

<u>Agency/Program</u>	<u>Original State Aid Allocation</u>	<u>Revised State Aid Allocation</u>
North Country Children's Clinic/School-Based Mental Health Counseling	\$ 12,960	\$ 8,749
Resolution Center of Jeff. & Lewis Counties/ Court Appointed Special Assistants	6,480	4,375
Transitional Living Services of NNY/ Life Skills	16,131	0
Jefferson County Youth Bureau/Recreation Scholarships	6,900	4,658

and be it further

Resolved, That Pursuant to Section 450 of County Law, the Chairman of the Board of Legislators be and is hereby authorized to execute necessary amended 2011 Comprehensive Planning Resource Allocation Agreement and agency agreements on behalf of Jefferson County, and be it further

Resolved, That the 2011 County Budget is hereby amended as follows:

Decrease:

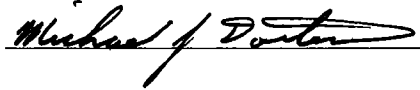
Revenue

01-7310.999.93820	State Aid Youth Programs	\$51,477
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Expenditure

01-7310-7311.4740	YD/DP	\$26,788
01-7310-7311.4745	Recreation Scholarships	\$ 2,242
01-7310-7311.4780	SDPP	\$22,447

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. 119

Setting Time and Place for Public Hearing on Tentative
2011-2012 Jefferson Community College Budget

By Legislator: _____

Resolved, That a public hearing on the Tentative Jefferson Community College Budget for College Fiscal Year 2011-2012 be held before this Board of Legislators on Tuesday, July 5, 2011 at 7:00 p.m. in the Chambers of the Board of Legislators, 195 Arsenal Street, Watertown, NY, and be it further

Resolved, That the Clerk of the Board be and is hereby directed to give notice of said public hearing as required by law.

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. 120

Authorizing Assignment of Judgment of Foreclosure to
Former Owners of Certain Parcels of Real Property

By Legislator: _____

Whereas, Pursuant to Section 1.6 of the Administrative Regulations for the Sale of Real Property Acquired by the County Pursuant to Real Property Tax Foreclosure Proceedings, certain former owners of foreclosed properties have tendered offers to purchase an assignment of County's judgment of foreclosure obtained in certain Tax Foreclosure proceedings, by depositing in trust with the County funds in an amount equal to all the tax, penalties, and interest, together with the County's established administrative fee, and

Whereas, The said former owners and the amounts deposited are set forth in Attachment "A" which is hereby incorporated herein, and made a part hereof.

Now, Therefore, Be it Resolved, that Pursuant to Section 1.6 of the Administrative Regulations for the Sale of Real Property Acquired by the County Pursuant to Real Property Tax Foreclosure Proceedings, the Board of Legislators does hereby approve of the assignment without recourse, of the County's Judgment of Foreclosure to those individuals set forth in Exhibit "A", in considerations of the amounts paid by such individuals as shown on said Exhibit, and be it further

Resolved, That the County Attorney be and is hereby is authorized to execute a non-recourse assignment of the County's Judgment of Foreclosure of the respective parcel of property to the aforesaid former owners on behalf of the County.

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
