

**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



April 21, 2011

**TO:** Members of Finance & Rules Committee

**FROM:** Robert F. Hagemann, III, County Administrator 

**SUBJECT:** Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on *Tuesday, April 26, 2011 at 7:00 p.m.* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Finance & Rules Committee Sponsored Resolutions:**

1. Amending Administrative Regulations and Procedures for the Sale of Real Property Acquired by the County Pursuant to Real Property Tax Foreclosure Proceedings
2. Approving Mortgage Tax Report
3. Authorizing Agreement with the New York State Board of Elections and Amending the 2011 County Budget in Relation Thereto
4. Amending the 2011 County Budget in Relation to the Help America Vote Act and Authorizing Agreement with the NTS Data Systems
5. Amending the 2011 County Budget in Relation to Health Claims
6. Amending the 2011 County Budget and Capital Plan in Relation to the JCC Master Plan Project
7. Granting Easement to Town of Hounsfield Water District #5
8. Amending the 2011 County Budget to Recognize Restitution Money and Allocating Same in Buildings & Grounds Department Budget

9. Authorizing Agreement and Amending the 2011 County Budget with Respect to Sheriff's Department Byrne Grant from the New York State Department of Criminal Justice Services

**General Services Committee Sponsored Resolutions:**

1. Amending the 2011 County Budget in Relation to Local Enhanced Wireless 911 Funding
2. Amending the 2011 County Budget in Relation to the Recycling & Waste Management Department
3. Authorizing the Implementation and Funding in the First Instance 100% of the Federal aid and State "Marchiselli" Program Aid Eligible Costs of a Transportation Federal-Aid Project (Replacement of Barnes Corners Road over Sandy Creek), Appropriating Funds Therefor and Amending the 2011 County Budget and Capital Plan
4. Amending the 2011 County Budget to Recognize Insurance Recovery and Allocating Same in Sheriff's Department Budget

**Informational Items:**

1. Revenue and Expenditure Spreadsheet
2. Monthly Departmental Reports  
County Clerk  
Health Benefits  
County Treasurer

If any Committee member has inquiries regarding any agenda items, or would like to add an item(s), please do not hesitate to contact me.

RFH:jdj

cc:	Audit	Information Services	Real Property Tax Services
	County Clerk	Insurance	County Treasurer
	Board of Elections	JCC	County Attorney
	Human Resources	Purchasing	

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

Amending Administrative Regulations and Procedures for the Sale of Real Property  
Acquired by the County Pursuant to Real Property Tax Foreclosure Proceedings.

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

Whereas, By Resolution Nos 185 of 1999 and 235 of 2000, the Board did approve certain Administrative Regulations and Procedures for the sale of real property acquired by the County pursuant to real property tax foreclosure proceedings, and

Whereas, Based upon the County's experience in foreclosure proceedings and subsequent property sales, it is desirable to modify provisions of the aforesaid Regulations and Procedures respecting the repurchase of property by owners of record prior to the auction of said properties as well as the Administrative Fee structure.

Now, Therefore, Be it Resolved, That the Administrative Regulations and Procedures for the Sale of Real Property acquired by the County pursuant to real property tax foreclosure proceedings adopted by this Board are amended as follows:

*Delete:*

1.6 Assignment Back to Prior Owner Before Auction. During the time between the Redemption Date and the date of the Judgment of Foreclosure in a given RPTL Article 11 real property tax foreclosure proceeding, the County shall not accept payment for any delinquent taxes for those parcels which are the subject of the then pending foreclosure proceeding. In the absence of any provision of state law prohibiting the same, following the issuance of the Judgment of Foreclosure and until three working days prior to any auction scheduled to sell parcels for which the Judgment of Foreclosure was issued, the prior owner of a given parcel in the Foreclosure proceeding may offer to purchase an assignment of the County's right of foreclosure by making payment to the County Treasurer, on notice to the County Attorney. The payment required shall be in cash or certified funds of the full amount of all outstanding real property taxes against the parcel, including interest, penalties and fees to the date of reconveyance, and shall also include the amount fixed for parcels sold at public auction to cover the costs of preparing and recording deeds and related documents, and payment of transfer taxes. The funds so paid shall be held in trust by the County Treasurer, pending the approval of the Board of Legislators to assignments of the Judgment respecting the subject parcel to the prior owner.

(a) (I) Buyer's Fee, Administrative Charge & Transfer Tax. Irrespective of the size of the bid, a buyer's premium of 10% of the purchase money will be required to be paid in cash or by check payable to the Jefferson County Treasurer at the time and place of sale, for which a receipt will be given. Additionally, the buyer shall pay a one time administration fee reflecting estimated costs to be incurred by the County for such services, including the County's legal fees, the fees for recording the deed, for notations and filing of the required affidavits, but shall not exceed

\$500.00 per parcel; and an additional amount sufficient to cover the transfer tax, as provided in § 3.3 of these Regulations, below. (ii). Down Payment. If the closing bid is less than \$1,000.00, the down payment due at the time and place of sale shall be in full. If the closing bid is in excess of \$1,000.00, then the down payment payable immediately after the property is struck down shall be 25% of the bid or \$1,000.00, whichever is greater.

*Add:*

1.6 Repurchase By Prior Owner Before Auction. In the absence of any provision of state law prohibiting the same, as soon as practical following the Redemption Date set forth in the Petition of Foreclosure and until three working days prior to any auction scheduled to sell parcels for which the Judgment of Foreclosure was issued, the prior owner of a given parcel in the foreclosure proceeding may offer to re-purchase the County's right of foreclosure by making payment to the County Treasurer, on notice to the County Attorney. The payment required shall be in cash or certified funds of the full amount of all outstanding real property taxes against the parcel, including interest, penalties and fees as of the last date on which payment may be accepted (i.e. three working days prior the original scheduled auction date), and shall also include the an Administrative Fee to cover the costs of preparing legal documents, to be determined by the Tax Enforcement Officer in consultation with the Finance and Rules Committee of the Board of Legislators, but not to exceed \$750.00. The funds so paid shall be held in trust by the County Treasurer, pending the approval of the Board of Legislators to repurchase respecting the subject parcel(s) by the prior owner.

Upon approval of the Board of Legislators, County shall file with the Court a motion seeking an Order to vacate the Judgment of Foreclosure in regard to those parcels meeting the above conditions, discontinuing the *in rem* tax foreclosure action and cancelling the Notice of Pendency of such action in regard to such parcel(s). The entry of such Order shall restore all parties, including owners, mortgagees, lienors, receivers, administrators and encumbrancers, to the status each held prior to the time the County acquired judgment to said property as if the judgment had never been rendered, and shall render said property liable for all taxes, deficiencies, liens, penalties, interest, and other charges which shall accrue subsequent to those paid in order to obtain the relief provided for in this section, or which were, for whatever reason, omitted from the payment made to obtain such relief. County's sole obligation shall be to obtain and record in the office of the Jefferson County Clerk an Order vacating the Judgment of Foreclosure in regard to parcels repurchased hereto. A party's sole remedy in the event said order cannot be obtained shall be limited to refund of money paid and held in trust by the County Treasurer. There shall be no right to accrued interest.

(a) (I) Buyer's Fee, Administrative Charge & Transfer Tax. Irrespective of the size of the bid, a buyer's premium of 10% of the purchase money will be required to be paid in cash or by check payable to the Jefferson County Treasurer at the time and place of sale, for which a receipt will be given. Additionally, the buyer shall pay a one time administration fee reflecting estimated costs to be incurred by the County for such services to be set by the Tax Enforcement Officer,

including the County's legal fees, the fees for recording the deed, for notations and filing of the required affidavits, but shall not exceed \$750.00 per parcel; and an additional amount sufficient to cover the transfer tax, as provided in § 3.3 of these Regulations, below. (ii). Down Payment. If the closing bid is less than \$1,000.00, the down payment due at the time and place of sale shall be in full. If the closing bid is in excess of \$1,000.00, then the down payment payable immediately after the property is struck down shall be 25% of the bid or \$1,000.00, whichever is greater.

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

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

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

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

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

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**County of Jefferson**  
**Office of the County Attorney**

**County Office Building**  
175 Arsenal Street  
Watertown, New York 13601  
(315) 785-3088 (315) 785-5178 Fax  
Fax not authorized for service



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MEMORANDUM

TO: Scott Gray, Chairman-Finance and Rules Committee  
Members- Finance and Rules Committee

FROM: David Paulsen, Jefferson County Attorney

DATE: April 20, 2011

SUBJECT: Proposed Amendments to Real Property Tax Sale Regulations

Attached herewith are proposed amendments to the current regulations regarding the disposition of tax foreclosure properties. The current regulations have not been amended in the last ten years and I am proposing two changes to reflect increased costs and achieve greater efficiency in the legal process.

First, the administrative fee charged to buyers at the tax auction has been capped at \$500.00 since 1999. At that time the fee, which encompasses the County's cost to pay closing counsel and record the deed and necessary forms, was only \$325.00. As of last year our actual cost increased to \$700.00 due to increases in New York State filing and closing counsel fees. I am therefore proposing raising the cap on the administrative fee from \$500.00 to \$750.00. My intent is not to actually charge the full \$750.00, rather only to charge our actual cost as has been the past practice. The extra \$50.00 is included solely in anticipation of potential future increases in filing fees.

Second, the County's last chance "Buy-back" program has been a very successful and heavily utilized opportunity for owners to reclaim their property from the auction block. Nevertheless, the paperwork aspect has been cumbersome and many of the owners taking advantage of the program fail to cooperate with closing counsel in completing the transaction. The present procedure requires the County to execute and record with the County Clerk an Assignment and Deed to the owner, but we cannot do so unless the owner appears for a closing.

So far as I can determine, we are the only county that uses this procedure for similar programs. I am proposing to streamline this process by eliminating the requirement that the County provide the owner with an Assignment and Deed. Instead, for those owners paying in

full their delinquent taxes and interest under the current time lines, and following approval of this Board, this office will apply to the court to have the judgment of foreclosure vacated for those parcels approved under the program. There will be no need for individual closings and one joint application to the court is the only legal work that is necessary. I propose that an administrative fee continue to be assessed to cover legal cost and discourage taxpayers from delaying past the foreclosure redemption date and paying at the eleventh hour. My suggestion would be a flat \$500.00 administrative fee which is the amount we have charged the past several years.

I respectfully request the Committee's support for this resolution. Please contact me if you have any questions.

pc: Carolyn D. Fitzpatrick, Chairwoman, BOL  
Robert Hagemann, County Administrator

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

Approving Mortgage Tax Report

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

Whereas, This Board is in receipt of the semi-annual Mortgage Tax Report showing the amount to be credited to each tax district in the County of the money collected during the preceding six months ended March 31, 2011.

Now, Therefore, Be It Resolved, That, pursuant to Section 261 of the Tax Law, this Board issue Tax Warrants for the payment to the respective tax districts of the amounts so credited and authorize and direct the County Treasurer to make payment of said amounts to the respective districts in accordance with the report.

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

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

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

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

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Clerk of the Board of Legislators

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# Jefferson County Clerk's Office

175 Arsenal St.  
Watertown, N.Y. 13601




**Cheryl D. Lane**  
County Clerk/ RMO  
(315) 785-3312  
cheryl@co.jefferson.ny.us



**Gizelle J. Meeks**  
Deputy Clerk  
(315) 785-3312  
gmeeks@co.jefferson.ny.us

TO: Robert F. Hagemann, III, County Administrator

FROM: Gizelle J. Meeks, Deputy Clerk 

DATE: April 18, 2011

RE: Semi-Annual Report October 1, 2010 to March 31, 2011

Attached for your information and handling is the Semi-Annual Mortgage Tax Report as approved by the State and distributed as listed below.

GJM:dky

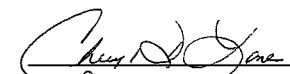

Enc.

Cc: Nancy D.Brown, County Treasurer  
Paul Warneck, Director Real Property Tax Services  
Beth Kurtz, Information Services

**New York State Mortgage Tax Semi-Annual Report**  
**Jefferson County**  
**For the Period 10/01/2010 Through 3/31/2011**  
**Cash Statement for Taxes Collected Pursuant To Article 11**

Part 1

		Basic Tax Distributed					Treasurer			All Other Taxes Distributed				
		1	2	3	4	5	6	7	8	9	10	11	12	13
Year	Month	Basic Tax Collected	Interest received by recording officer	Recording officer's expense	Refunds or Adjustments	Amount paid Treasurer (col 1 + col 2) - (col 3 - col 4)	Interest Received by Treasurer	Treasurer's expense	Tax Districts share (col 5 + col 6) - (col 7)	Local Tax	Additional Tax	Special Assistance Fund	Special Additional Tax	County Tax
2010	October	\$216,254.44	\$16.44	\$9,567.70	\$0.00	\$206,703.18	\$0.00	\$0.00	\$206,703.18	\$0.00	\$0.00	\$0.00	\$82,145.87	\$0.00
2010	November	\$173,388.89	\$13.85	\$9,451.40	\$0.00	\$163,951.34	\$0.00	\$0.00	\$163,951.34	\$0.00	\$0.00	\$0.00	\$67,974.97	\$0.00
2010	December	\$180,327.00	\$15.36	\$9,489.88	\$0.00	\$170,852.48	\$0.00	\$0.00	\$170,852.48	\$0.00	\$0.00	\$0.00	\$69,856.26	\$0.00
2011	January	\$190,025.83	\$19.79	\$9,373.68	\$0.00	\$180,671.94	\$0.00	\$0.00	\$180,671.94	\$0.00	\$0.00	\$0.00	\$77,026.75	\$0.00
2011	February	\$154,555.50	\$13.94	\$9,464.19	\$0.00	\$145,105.25	\$0.00	\$0.00	\$145,105.25	\$0.00	\$0.00	\$0.00	\$59,884.01	\$0.00
2011	March	\$134,594.02	\$11.06	\$9,402.62	\$0.00	\$125,202.46	\$0.00	\$0.00	\$125,202.46	\$0.00	\$0.00	\$0.00	\$52,828.43	\$0.00
Totals :		\$1,049,145.68	\$90.44	\$56,749.47	\$0.00	\$992,486.65	\$0.00	\$0.00	\$992,486.65	\$0.00	\$0.00	\$0.00	\$409,716.29	\$0.00

 Recording Officer  
 Treasurer - Deputy

Distribution Statement  
(Columns 1 Through 5)

The "taxes collected" shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Tax Department noted on the bottom of this part.

Credit Statement  
(Column 6)

This column is the net amount due each tax district for which the Board of Supervisors shall issue its warrant or warrants.

1	2	3	4	5	6
Tax Districts	Taxes Collected	*Additions	*Deductions	Amount of "Taxes Collected" as adjusted and corrected	Net Amount Due Each Tax District
ADAMS	\$48,050.52	\$0.00	\$0.00	\$48,050.52	\$45,455.56
ALEXANDRIA	\$67,906.89	\$0.00	\$0.00	\$67,906.89	\$64,239.58
ANTWERP	\$9,811.50	\$0.00	\$0.00	\$9,811.50	\$9,281.63
BROWNVILLE	\$70,094.51	\$0.00	\$0.00	\$70,094.51	\$66,309.06
CAPE VINCENT	\$42,303.95	\$0.00	\$0.00	\$42,303.95	\$40,019.33
CHAMPION	\$48,619.00	\$0.00	\$0.00	\$48,619.00	\$45,993.33
CLAYTON	\$111,772.39	\$0.00	\$0.00	\$111,772.39	\$105,736.13
ELLISBURG	\$25,155.92	\$0.00	\$0.00	\$25,155.92	\$23,797.38
HENDERSON	\$20,034.38	\$0.00	\$0.00	\$20,034.38	\$18,952.42
HOUNSFIELD	\$42,240.24	\$0.00	\$0.00	\$42,240.24	\$39,959.06
LERAY	\$99,070.63	\$0.00	\$0.00	\$99,070.63	\$93,720.33
LORRAINE	\$4,993.05	\$0.00	\$0.00	\$4,993.05	\$4,723.40
LYME	\$34,112.61	\$0.00	\$0.00	\$34,112.61	\$32,270.36
ORLEANS	\$31,401.60	\$0.00	\$0.00	\$31,401.60	\$29,705.76
PAMELIA	\$49,815.68	\$0.00	\$0.00	\$49,815.68	\$47,125.39
PHILADELPHIA	\$17,239.04	\$0.00	\$0.00	\$17,239.04	\$16,308.05
RODMAN	\$10,308.00	\$0.00	\$0.00	\$10,308.00	\$9,751.32
RUTLAND	\$29,332.00	\$0.00	\$0.00	\$29,332.00	\$27,747.93
THERESA	\$20,544.50	\$0.00	\$0.00	\$20,544.50	\$19,435.00
WATERTOWN-CITY OF	\$167,592.45	\$0.00	\$0.00	\$167,592.45	\$158,541.63
WATERTOWN-TOWN OF	\$56,931.30	\$0.00	\$0.00	\$56,931.30	\$53,856.73
WILNA	\$39,917.02	\$0.00	\$0.00	\$39,917.02	\$37,761.30
WORTH	\$1,898.50	\$0.00	\$0.00	\$1,898.50	\$1,795.97
<b>TOTAL TAX DISTRICTS: 23</b>					
<b>TOTALS</b>	<b>\$1,049,145.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,049,145.68</b>	<b>\$992,486.65</b>

\*see refund, adjustment and special adjustment orders of Commissioner of Taxation and Finance, case numbers.

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

Authorizing Agreement with the New York State Board of Elections  
and Amending the 2011 County Budget in Relation Thereto

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

Whereas, The New York State Board of Elections (NYSBOE) is distributing grant funds available from the federal Voting Access for Individuals with Disabilities (VOTE) grant program, part of the Help America Vote Act (HAVA), and

Whereas, Jefferson County's grant amount is \$4,598 and must be recognized and appropriated in the 2011 County Budget, and the County must enter into an agreement with the NYSBOE.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the NYSBOE to accept said VOTE grant funds and that the Chairman of this Board be and is hereby authorized and directed to execute said agreement on behalf of Jefferson County, and be it further

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

**Increase:**

(Expenditure)

01-1450-1451.4211	Building/Property Maintenance	\$4,598
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(Revenue)

01-1450-999.94089	Federal Aid	\$4,598
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Seconded by Legislator: \_\_\_\_\_

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

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

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

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Clerk of the Board of Legislators

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

Amending the 2011 County Budget in Relation to the Help America Vote Act  
and Authorizing Agreement with the NTS Data Systems, LLC

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

Whereas, As a result of the Help America Vote Act, federal funds were provided to New York State which have been used to offset mandated county costs for new voting machines, public education, poll worker training, and polling place access improvements, and

Whereas, By Resolution 174 of 2006, This Board of Legislators recognized its 5% share of the estimated costs of purchasing new voting machines, and,

Whereas, Jefferson County has completed its purchases of voting machines and associated equipment and still has federal funds allocated to it, and

Whereas, Said funds can be used to pay for the printing of ballots, which cost has already been budgeted in the Department's line account, and

Whereas, The Department desires to complete its purchase of the suite of election software available from NTS Data Systems, LLC (E-Suite Election Management Software) by transferring funds from its printing line to computer software and then using some of the County's remaining allocated federal funds, held by the State of New York, for its ballot printing costs, and

Whereas, The 2011 County Budget must be amended to transfer these funds and an agreement must be authorized between the County and NTS Data Systems.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement for the purchase and five-year maintenance of NTS Data System, LLC's E-Suite Election Management software in the amount of \$66,309 and the Chairman of this Board be and is hereby directed to execute said agreements on behalf of Jefferson County, subject to the review of the County Attorney, and be it further

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

**Increase:**

01-1450-1450.4119	Computer Software	\$66,309
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**Decrease:**

01-1450-1450.4117	Printing	\$66,309
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Seconded by Legislator: \_\_\_\_\_

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

Amending the 2011 County Budget in Relation to Health Claims

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

Whereas, The cost of Jefferson County's self-insured health claims in the first three months of 2011 is higher than at any previous time, and

Whereas, Current projections require that additional funds be placed into the health claims account line, and

Whereas, The health claims for 2010 were significantly under the amount budgeted, producing a fund balance that can be used for 2011, and

Whereas, The 2011 County Budget must be amended to increase the 2011 health claims line.

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

**Increase:**

(Expenditure)

40-9021-9060.8001	Payment of Benefit Claims	\$1,500,000
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(Fund Balance)

40-0599	Appropriated Fund Balance	\$1,500,000
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Seconded by Legislator: \_\_\_\_\_

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

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

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

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Clerk of the Board of Legislators

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

Amending the 2011 County Budget and Capital Plan  
in Relation to the JCC Master Plan Project

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

Whereas, By Resolution No. 70 of 2005, the Jefferson County Board of Legislators endorsed the 2004 Update of the 1998 Facilities Master Plan for Jefferson Community College, which presented recommended capital projects with a total estimated cost of \$18,144,271, and

Whereas, By Resolution No. 272 of 2005, this Board established a Master Plan Projects account in the amount of \$10,000,000 to reflect the County and State funding shares, and

Whereas, In 2007, The State University of New York required that all community colleges prepare new or updated Master Plans in order for them to be eligible for capital funding, and

Whereas, As a result of that requirement, Jefferson Community College developed a new master plan and by Resolution 235 of 2008, this Board endorsed the 2008 Jefferson Community College 2008 Facilities Master Plan, and

Whereas, By Resolution 198 of 2009, this Board established several new capital projects which were funded by the Master Plan Projects account, and

Whereas, Jefferson Community College has recommended two new capital projects (a softball field required by Title IX, and a new campus-wide security project), be funded by the transfer of funds from a completed project and one of lower priority, originally funded by Resolution 198 of 2009, and

Whereas, It is necessary to amend the 2011 County Budget and Capital Plan create capital accounts for these new projects.

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

**Increase:**

20-9006-2490.2021.013	Softball Field	\$120,000
20-9006-2490.2021.014	Campus-wide Security Upgrades	50,000

**Decrease:**

20-9006-2490.2021.011	JCC Site Work	\$100,000
20-9006-2490.2021.012	JCC Gas Lines	70,000

and be it further

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

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

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State of New York    )  
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

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

Granting Easement to Town of Hounsfield Water District # 5

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

Whereas, The Town of Hounsfield ("Town" ) is in the process of obtaining certain easements over privately owned property for use in the construction and operation of the Water District # 5 Water Distribution Facility("Facility"); and

Whereas, The County of Jefferson owns certain real property within the service area of the facilities identified as tax map parcel number 81.00-1-15.1; and

Whereas, A portion of the facilities need to be installed on County property and Town seeks a permanent easement 20 feet in width to install such facilities and a temporary construction easement of an additional 10 feet on either side of the permanent easement.

Now, Therefore, Be It Resolved, That, a temporary and permanent easement shall be granted to Town as outlined herein above, and be it further

Resolved, That the Chairwoman of this Board is hereby authorized to execute the foregoing easements, subject to approval 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

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

Amending the 2011 County Budget to Recognize Restitution Money  
and Allocating Same in Buildings & Grounds Department Budget

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

Whereas, Jefferson County in receipt of a court-ordered restitution check in the amount of \$298.04 for damages done at the County Court Complex, and the 2011 County Budget must be amended to recognize and allocate said funds to the appropriate accounts of the Buildings & Grounds Department budget.

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

**Increase:**

(Revenue)		
01-1620-999.92680	Insurance Recoveries	\$ 298.04

(Expenditures)		
01-1620-1622.1100	Personal Services	\$ 203.04
01-1620.1622.4211.001	Building Repairs and Maintenance	95.00

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 2011 County Budget with Respect to Sheriff's  
Department Byrne Grant from the New York State Department of Criminal Justice Services

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

Whereas, The Sheriff's Department has been awarded a \$50,000 New York State Department of Criminal Justice Services (DCJS) Byrne (CDFA #16.738) grant for the period of 04/01/2011 - 3/31/2012 to purchase a K-9 replacement with training, a waterproof computer for the Sheriff Department's boat, a breathalyzer, a video-capable robot for use in high risk incidents, and shotgun and rifle racks for patrol vehicles, and

Whereas, It is necessary to enter into an agreement with DCJS and amend the 2011 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, and be it further

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

**Increase:**

(Revenue)

01-3110.999.94320	Federal Aid Criminal Justice	\$50,000
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(Expenditures)

01-3110-3110.2101	Computer Equipment	\$ 5,000
01-3110-3110.2300	Technical Equipment	20,200
01-3110-3110.2309	Canine	8,500
01-3110-3110.4313	Training	11,500
01-3110-3110.4585	Departmental Supplies	4,800

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

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## Departmental Revenue (Monthly)

Code-Department	Revenue 3/31/2010	Revenue 3/31/2011	2011 Amended Budget 3/12=25%	2010 Revenue as a % of 2010 Budget	2011 Revenue as a % of 2011 Budget
1040-Board Office Misc Items	56,857,725	56,486,402	29,300,914	50.24%	48.20%
1165-District Attorney	16,053	26,273	46,326	8.53%	14.18%
1325-Treasurer	29,563	27,061	6,500	113.70%	104.08%
1345-Purchasing	5,454	9,570	21,625	7.13%	11.06%
1355-Real Property Tax Service	333,188	362,786	95,575	93.95%	94.90%
1410-County Clerk	302,041	285,231	495,717	15.38%	14.38%
1430-Human Resources	3,585	450	2,069	35.85%	5.44%
1450-Elections	100	134	1,250	1.88%	2.68%
1620-Facilities - General	42,539	43,411	235,300	4.45%	4.61%
3110-Sheriff Criminal & Civil	78,286	96,853	198,717	9.62%	12.18%
3140-Probation	2,551	2,625	185,961	.34%	.35%
3315-Stop DWI	58,047	66,343	68,048	23.46%	24.37%
3410-Fire & Emergency Mngt	6,512	2,006	40,750	4.03%	1.23%
3510-Dog Control	12,295	10,555	96,683	3.40%	2.73%
3620-Code Enforcement	9,825	10,206	37,500	4.91%	6.80%
4050-Public Health Service	136,448	148,580	2,023,686	1.54%	1.84%
4310-Mental Health & Hygiene	1,802,412	2,129,069	2,089,842	23.91%	25.47%
5610-Airport	20,828	13,069	46,000	11.32%	7.10%
6010-Social Service Admin	488,808	1,012,503	2,076,903	5.71%	12.19%
6030-Adult Care Facility	202,699	185,844	354,875	13.47%	13.09%
6070-Social Service Programs	3,636,667	3,162,152	5,014,897	17.39%	15.76%
6540-Consumer Affairs	100	200	2,592	.94%	1.93%
6772-Office for the Aging	77,089	256,480	407,180	4.80%	15.75%
8020-Planning	41,111	39,984	30,036	33.88%	33.28%
8990-Employee Benefits	4,956	4,766	20,000	6.19%	5.96%
9150-Debt Service	38,517	35,702	37,500	25.69%	23.80%
01-General Fund	64,198,274	64,412,037	173,345,667	37.76%	37.16%
9003-Highway	8,097	1,599	2,994,276	.07%	.01%
9004-Road Machinery	16,076	15,064	509,773	.82%	.74%
9101-Solid Waste - Recycling	565,594	97,683	670,000	13.35%	3.64%
9006-General Govt Capital	106,076	22,567	1,006,337	.88%	.56%
6340-Employment & Training	488,565	394,896	579,184	17.51%	17.05%
8668-Federal Revenue Sharing	406,960	288,530	0	.00%	.00%
1436-Insurance	1,477,857	1,815,863	616,919	61.82%	73.59%
9021-Health Benefits	1,682,664	2,870,088	3,959,206	9.84%	18.12%
9022-Insurance Reserve	931	620	0	.00%	.00%
9150-Debt Service	1,191,425	1,177,321	778,584	34.91%	37.80%
Total All Funds	70,125,178	71,096,268	218,087,078	30.96%	32.60%

## Departmental Spending (Monthly)

Code-Department	Spending 3/31/2010	Spending 3/31/2011	2011 Amended Budget 3/12=25%	2010 Spending as a % of 2010 Budget	2011 Spending as a % of 2011 Budget
1010-Board Office	165,138	213,420	238,080	18.09%	22.41%
1040-Board Office Misc Items	4,472,220	4,853,661	8,739,389	13.77%	13.88%
1165-District Attorney	244,680	302,392	366,960	17.73%	20.60%
1170-Public Defender	187,634	239,122	391,639	12.56%	15.26%
1325-Treasurer	101,074	136,131	160,391	16.66%	21.22%
1345-Purchasing	83,195	105,646	136,083	15.61%	19.41%
1355-Real Property Tax Service	154,441	195,090	235,734	17.37%	20.69%
1410-County Clerk	298,277	365,524	487,608	15.57%	18.74%
1420-County Attorney	166,369	216,732	277,719	16.68%	19.51%
1430-Human Resources	61,655	74,570	85,892	15.90%	21.70%
1436-Insurance	266,925	287,351	128,487	52.08%	55.91%
1450-Elections	111,361	127,498	216,583	13.62%	14.72%
1620-Facilities - General	681,044	793,865	991,652	16.52%	20.01%
1680-Information Technology	242,554	288,026	291,538	22.95%	24.70%
1910-Special Items	1,345	0	656,065	.08%	.00%
2490-Education	4,278,317	4,368,317	1,155,137	95.17%	94.54%
3110-Sheriff Criminal & Civil	2,088,083	2,445,999	3,165,829	17.40%	19.32%
3140-Probation	551,070	679,849	825,778	17.37%	20.58%
3315-Stop DWI	10,267	16,467	69,415	4.15%	5.93%
3410-Fire & Emergency Mngt	520,298	530,857	613,593	21.07%	21.63%
3510-Dog Control	56,013	66,991	99,347	15.50%	16.86%
3620-Code Enforcement	88,018	116,095	149,719	15.14%	19.39%
4050-Public Health Service	1,402,077	1,534,862	2,085,759	15.35%	18.40%
4310-Mental Health & Hygiene	1,792,547	1,649,611	2,962,867	17.08%	13.92%
5610-Airport	131,811	166,482	210,957	15.59%	19.73%
6010-Social Service Admin	2,368,050	2,917,252	3,804,113	15.68%	19.17%
6030-Adult Care Facility	242,958	340,114	514,872	12.28%	16.51%
6070-Social Service Programs	8,652,127	10,159,251	10,383,958	20.96%	24.46%
6510-Veterans Service Agency	30,115	38,078	44,754	16.35%	21.27%
6540-Consumer Affairs	23,451	30,189	35,034	16.63%	21.54%
6772-Office for the Aging	295,511	360,548	561,135	13.46%	16.06%
7310-Youth Bureau	26,416	22,673	61,187	8.88%	9.26%
8020-Planning	159,379	126,141	171,838	17.56%	18.35%
8710-Forestry	0	98,811	59,000	.00%	41.87%
8989-Authorized Agencies	798,899	749,000	667,125	30.18%	28.07%
8990-Employee Benefits	315,478	774,789	1,249,432	6.59%	15.50%
8992-Interfund Transfers	1,191,349	1,177,258	3,809,020	7.03%	7.73%
01-General Fund	32,260,147	36,568,662	184,414,746	17.93%	19.83%
9003-Highway	642,966	798,022	2,994,695	5.24%	6.66%
9004-Road Machinery	257,841	332,754	516,160	12.42%	16.12%
9101-Solid Waste - Recycling	303,178	658,572	879,693	6.85%	18.72%
9006-General Govt Capital	499,227	216,527	4,798,530	2.20%	1.13%
6340-Employment & Training	422,792	343,391	616,521	15.51%	13.92%
1436-Insurance	409,289	626,724	616,919	17.12%	25.40%
9021-Health Benefits	1,278,917	278,105	4,216,148	7.48%	1.65%
9023-Occupancy Tax	144,300	154,300	76,075	50.76%	50.71%
9150-Debt Service	1,263,578	1,177,258	803,584	35.97%	36.63%
Total All Funds	37,482,236	41,154,315	246,488,043	15.15%	16.70%

## STATEMENT OF COUNTY CLERK FEES RECEIVED

I, Cheryl D. Lane, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of **MARCH 2011** as follows:

### MOTOR VEHICLE FEES

CC06-MV Ret	\$ 69,476.54
CC05-Sales Tax Ret	\$ 866.00
CC05-FS-6 Fees	\$ 929.00
<b>Total</b>	<b>\$ 71,271.54</b>

### COURT RECORD FEES

CC08-Index Number Fees	\$ 5,938.50
CC50-County Court Fines	\$ 1,100.00
CC08-Miscellaneous	\$4,652.20
<b>Total</b>	<b>\$ 11,690.70</b>

### LAND RECORDS FEES

CC07-Deeds, etc	\$ 9,131.50
CC07-Mortgages	\$ 23,030.50
CC07-Discharges	\$ 6,749.00
CC07-RETT	\$ 425.00
CC07-RP5217 ret	\$ 2,250.00
CC07-Notary ret	\$ 900.00
CC07-NY Ed ret	\$ 270.75
CC07-Cultural Ed	\$ 812.25
CC07-UCCs	\$ 1,600.00
CC07-Misc	\$ 23,314.75
CC07-Interest	\$ 20.90
CC07-C Page Processing	\$ 5,350.00
CC07-E-Search Subscription	\$ 500.00
CC07-E-Search Copies	\$ 430.00
<b>Total</b>	<b>\$ 74,784.65</b>

### MORTGAGE TAX FEES

CC07-Interest	\$ 2.31
CC07-Expense	\$ 13,370.00
<b>Total</b>	<b>\$ 13,372.31</b>

### FEES COLLECTED FOR OTHER DEPARTMENTS

TR50-Stop DWI	\$ 9,766.68
TT61-Deposit/Court	\$0.00
<b>Total</b>	<b>\$ 9,766.68</b>

CC07-Interest	\$ 20.90	\$ 17.72	Gen. Int.	\$ 3.18	DMV Int.
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### TOTAL BY ACCOUNTS

CC05	\$ 1,795.00
CC06	\$ 69,476.54
CC07	\$ 88,156.96
CC08	\$ 10,590.70
CC50	\$ 1,100.00
TR50	\$ 9,766.68
TT61	\$0.00
<b>TOTAL</b>	<b>\$ 180,885.88</b>

RECEIVED FROM CHERYL D. LANE, JEFFERSON COUNTY CLERK THE SUM OF  
BEING JEFFERSON COUNTY FEES FOR THE MONTH OF **MARCH 2011**

**\$ 180,885.88**

4-7-11  
DATE  
CCF-2 (REV 8/02)

Nancy H Brown  
JEFFERSON COUNTY TREASURER/DEPUTY

GHI Payments

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual	Total
2011	1,299,479	1,252,851	1,326,540											3,878,870
2010	1,077,789	1,095,074	1,154,761	1,114,950	1,040,417	1,115,092	1,213,479	1,187,037	1,222,667	1,366,459	1,245,518	1,163,920	100,000	14,097,164
2009	1,027,412	1,084,751	1,246,381	1,165,052	1,188,985	1,244,707	1,083,067	1,190,211	1,179,638	1,313,914	1,128,054	1,019,671	100,000	13,971,844
2008	977,732	805,876	995,288	1,147,285	921,384	812,620	965,724	1,006,833	1,198,851	1,250,648	1,084,114	950,708	21,913	12,138,976
2007	927,080	1,008,645	1,103,535	1,027,853	1,074,040	906,375	1,066,215	1,145,636	881,849	1,591,903	1,206,268	952,953	52,108	12,944,462
2006	920,372	862,003	943,946	835,357	988,449	901,759	861,100	975,331	973,716	1,024,272	1,102,396	1,093,613	72,205	11,554,521
2005	819,961	706,348	955,991	818,370	736,199	882,715	743,513	963,778	771,301	923,003	799,497	753,972	332	9,874,980
2004	616,206	627,058	815,720	762,609	717,780	853,213	601,381	737,647	625,490	719,018	790,874	716,167	107,250	8,690,413
2003	644,323	525,605	604,982	690,366	548,629	610,538	713,408	572,613	628,941	601,781	583,022	709,051	35,141	7,468,400
2002	664,073	589,164	586,347	613,994	559,182	719,379	653,723	618,333	537,552	577,307	422,042	584,256	64,379	7,189,730
2001	460,447	475,577	546,044	469,544	494,010	365,507	599,023	463,528	617,516	630,520	561,550	495,002	106,457	6,284,724
2000	372,095	425,053	409,228	428,247	565,098	565,098	442,665	456,219	388,523	388,523	644,147	409,683	36,541	5,531,122
1999	366,716	339,926	495,319	484,301	379,925	462,209	380,883	398,377	397,752	366,318	424,015	458,934	54,881	5,009,555
Monthly Average Percent	7.73%	7.45%	8.59%	8.33%	8.03%	8.23%	8.13%	8.47%	8.21%	9.37%	8.71%	8.11%	0.65%	100.00%

Estimated Cost Scenarios                      **2011 Budget**                      **15,700,000**

Average % compared to rest of years

1999 - 2010 Average Cost percentage by month/year total	23.76%	
Estimated 2011 Cost	16,321,913	621,913
2010 Cost percentage by month/year total	23.60%	
Estimated 2011 Cost	16,432,462	732,462
Straight 12 Month Cost by average month to date	15,515,480	-184,520
1999 - 2010 average monthly percentage of total	16,318,729	618,729

**COUNTY OF JEFFERSON**  
OFFICE OF COUNTY TREASURER  
COUNTY BUILDING, 175 ARSENAL STREET  
WATERTOWN, NEW YORK 13601  
PHONE (315) 785-3055  
FAX ( 315) 785-7589

**NANCY D. BROWN**  
COUNTY TREASURER

**LINDA M. CAPONE**  
DEPUTY COUNTY  
TREASURER

April 15, 2011

To: Robert Hagemann, County Administrator  
Mike Kaskan, Deputy County Administrator  
From: Nancy D. Brown, County Treasurer  
Re: Monthly Activity in the Treasurer's Office for March of 2011

Attached, please find a summary of some financial information and a summary of department activity for the month of March. I would appreciate it if you would include this with the agenda for the Finance & Rules committee.

Thank you.



## Office of the County Treasurer

### Activity for March, 2011

Payments received, recorded, balanced and deposited <b>3,864</b> receipts processed	\$	<b>20,505,695.67</b>
Interest earned on invested funds	\$	<b>17,998.86</b>
Funds received electronically, identified, posted and invested	\$	<b>16,152,167.16</b>
Outgoing transfers	\$	<b>8,060,900.85</b>
Automated Audit checks processed and distributed <b>790 checks</b> for (Detailing data from <b>2,771 invoices</b> )	\$	<b>2,789,746.04</b>
Payroll and direct deposits distributed	\$	<b>4,651,437.49</b>
Manual checks typed and distributed <b>50</b> in the amount of	\$	<b>5,580,391.88</b>

### Other significant Activity in March

We processed a high volume of payments for redemptions from the pending foreclosure action, redemption deadline was mid March.

We processed a high volume of payments on 2011 installments, 2<sup>nd</sup> installment deadline was 3/31/2011.

We settled 2011 taxes with 22 Towns, and assumed administration of the unpaid 2011 town and county tax collections.

Accounting staff contacted all departments to gather information needed for closing out the 2010 fiscal year and continued work on the financial statements/Annual Update Document. Work continues on gathering information on accruals, deferral, fixed assets, depreciation and data collection. Account analysis, reconciliation and details on grant revenue and requirements are a part of the ongoing process.

We remitted the County's annual contribution to Jefferson Community College in the amount of \$4,260,548.00.

We processed Occupancy tax returns for the 1<sup>st</sup> quarter of 2011.