

County of Jefferson
Office of the County Administrator



Historic Courthouse
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April 11, 2024

TO: Members of General Services Committee
FROM: Robert F. Hagemann, County Administrator *R.F.H.*
SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on *Tuesday, April 16, 2024 at 6:00 p.m.* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentations:

Highway Building Update - Jim Lawrence, Highway Superintendent

Terminal Project Update - Grant Sussey, Director of Aviation

Resolutions:

1. Authorizing Agreement with Lavalley Brothers Construction, Inc. Relative to Construction of the Airport Fuel Farm at the Watertown International Airport
2. Authorizing Agreement for Development and Submission of a Community Development Block Grant (CDBG) Application to the NYS Office for Community Renewal, and the Development and Administration of Grant Program
3. Authorizing the Execution of a Subordination Agreement for a Mortgage Note Held by Jefferson County in Relation to the Community Development Block Grant Housing Improvement Program
4. Amending the 2024 County Budget for Recycling & Waste Management
5. Reappropriating NYS Division of Criminal Justice Services GIVE Grant Award to the Sheriff's Office and Amending the 2024 County Budget in Relation Thereto

If any Committee member has inquiries regarding agenda items, please do not hesitate to contact me.

RFH:jdj

cc:	Airport	Fire & Emerg. Mgmt. Serv.	Sheriff
	Buildings & Grounds	Highway/Recycling & Waste Mgt.	Weights & Measures
	District Attorney	Probation	County Attorney
	Dog Control	Public Defender	County Treasurer
	E-911		

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with Lavalley Brothers Construction, Inc. Relative to Construction
of the Airport Fuel Farm at the Watertown International Airport

By Legislator: _____

Whereas, By Resolution 184 of 2022, this Board of Legislators authorized a grant agreement with the New York State Department of Transportation for construction of a modern above ground Airport Fuel Farm and related State Environmental Quality Review (SEQR) Determination, and

Whereas, By Resolution 135 of 2023, this Board of Legislators allocated additional funding for the project through the American Rescue Plan Act, and

Whereas, By Resolution 312 of 2023, this Board of Legislators authorized an agreement with McFarland Johnson Inc. for preparing bid documents, construction oversight and administration, and grants administration for the project, and

Whereas, McFarland Johnson has since completed the design, coordinated the bidding process and recommends that the low bidder Lavalley Brothers Construction, Inc. be awarded a contract for bid package number one for general construction in the amount of \$1,327,000.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Lavalley Brothers Construction, Inc., for general construction in the amount of \$1,327,000, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute said agreement on behalf of the County, including any changes orders as recommended by the Director of Aviation and County Administrator, not to exceed the funding available, subject to review of the County Attorney as to form and content.

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement for Development and Submission of a Community Development
Block Grant (CDBG) Application to the NYS Office for Community Renewal,
and the Development and Administration of Grant Program

By Legislator: _____

Whereas, Jefferson County remains committed to pursuing affordable housing resources to assist low to moderate income County residents to improve the quality of the County's housing stock, and

Whereas, Jefferson County intends to apply for 2024 Federal Community Development Block Grant (CDBG) funds from the NYS Office for Community Renewal (OCR), and

Whereas, the County issued a Request for Proposals for the three year period 2022 – 2024 to identify qualified community development firms that could assist with grant preparation, program development, and program implementation for CDBG Housing assistance initiatives, and

Whereas, through the RFP process, Avalon Associates was identified as a firm with the required credentials, expertise, and experience to assist the County in developing a CDBG housing application for a sum of \$7,500, which would be a County cost and is contained in the 2024 Budget, and

Whereas, Avalon Associates has also proposed, if a CDBG grant is awarded, to develop the housing program and assist in grant administration for a lump sum of \$15,000 (eligible grant expense); provide program delivery services (e.g., qualifying applicants; inspecting properties; preparing loan and construction documents) for \$2,250 per housing unit (eligible grant expense); and fixed general and grant administration services fees as authorized by the grant program (eligible grant expense).

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Avalon Associates as described for the terms above for the 2024 CDBG Housing Grant, and be it further

Resolved, That the Chair of the Board of Legislators be and is hereby authorized to execute said agreement on behalf of the County, subject to the review of the County Attorney as to form and content.

Seconded By Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing the Execution of a Subordination Agreement for a Mortgage Note
Held by Jefferson County in Relation to the Community Development Block Grant
Housing Improvement Program

By Legislator: _____

Whereas, The County of Jefferson received funding from the New York Office of Community Renewal for the operation of a county-wide housing improvement program under the Small Cities Community Development Block Grant funding (CDBG), and

Whereas, By Resolution 296 of 2021 this Board adopted Guidelines and Administrative Procedures for the operation of the 2020 Housing Improvement Program, and

Whereas, Said regulations require the protection of the County's investment in individual projects by means of a mortgage note, securing the County's right to seek reimbursement of loaned funds in the event of a breach of program regulations by the property owner, and

Whereas, It is not the intent of the program to impair property owners ability to finance or refinance their residential real property through a third party lender, as a result of the interest mortgaged to the County, and

Whereas, An application having been made by Housing Improvement Program participant Stefanie Spaulding requesting that the County execute a Subordination Agreement, subordinating the County's existing mortgage (File No. 2023-00014824) to mortgage about to be executed and recorded to Community Bank.

Now, Therefore, Be it Resolved, that the Chairman of the Board is hereby authorized to execute the Subordination Agreement in favor of the party set forth above, subject to the 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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Amending the 2024 County Budget for Recycling & Waste Management

By Legislator: _____

Whereas, Funds are needed to rent an excavator due to the failure and discontinuance of the Prentice Loader used to load and compact MSW in the Solid Waste building, and

Whereas, This measure is preliminary to a new purchase and modification to the existing building, and

Whereas, Funds are available for transfer within the Recycling & Waste Management budget.

Now, Therefore Be It Resolved, That the 2024 County Budget is hereby amended as follows:

Increase:

15816000 04113	Equipment Rental Expense	\$20,000
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Decrease:

15816000 043101	Internal Fleet Expense	\$20,000
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Seconded by Legislator: _____

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

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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. _____

Reappropriating NYS Division of Criminal Justice Services GIVE Grant Award to the Sheriff's Office and Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, By Resolution No. 202 of 2023 this Board of Legislators recognized a NYS Division of Criminal Justice Services GIVE Grant in the amount of \$34,117 for the Sheriff's Office, and

Whereas, There remain unexpended grant funds that need to be reappropriated for expenditure in 2024.

Now, Therefore, Be It Resolved, That the 2024 County Budget is hereby amended as follows:

Increase:

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$30,509.59
Expenditure		
01311000 01300	Overtime	\$20,509.59
01311000 04313	Travel	7,500.00
01311000 04613	Training	2,500.00

Seconded by Legislator: _____

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

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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
