

Office of the County Administrator
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Ryan Piche
County Administrator

Dylan Soper
Deputy County Administrator



Date: April 11, 2025

TO: Members of General Services Committee

FROM: Ryan Piche, County Administrator

A handwritten signature in black ink, consisting of the initials 'RP' enclosed within an oval shape.

SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on ***Tuesday, April 15, 2025 at 6:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Presentation:

2025 Road & Bridge Projects – James L. Lawrence, Jr., Superintendent of Highways

Resolutions:

1. Authorizing an Agreement with Advent Financial Systems, LLC
2. Amending the 2025 County Budget and Capital Plan in Relation to 911 Emergency EXACOM Dispatch Recorder System
3. Amending the 2024 County Budget and Capital Plan to Reappropriate American Rescue Plan Act (ARPA) Funds in Relation to Certain Highway Projects
4. Adopting Guidelines and Administrative Procedures in Relation to the County's Housing Improvement Program
5. Amending the 2025 County Budget to Reappropriate New York State Statewide Investment in More Swimming (NYSWIMS) Grant Funds
6. Authorizing Agreements for The Governor's Traffic Safety Committee's Stop-DWI High Visibility Enforcement Grant and Amending the 2024 County Budget in Relation Thereto
7. Authorizing an Agreement with Barton & Loguidice for Professional Engineering Services Related to the Transfer Station Building Renovation, Permitting, and Paving

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

RP:jnl

c:	Airport	Fire & Emerg. Mgmt./E911	Sheriff
	Building & Grounds	Highway/Recycling & Waste Mgmt.	Weights & Measures
	District Attorney	Planning	County Attorney
	Dog Control	Probation	County Treasurer
		Public Defender	

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Agreement with Advent Financial Systems, LLC

By Legislator: _____

Whereas, Advent Financial Systems, LLC owns and maintains a software program designed to aid prosecutors, courts, and other appropriate law enforcement agencies with operating online alternative resolution programs, and

Whereas, The District Attorney's Office has been utilizing the services of Advent Financial Systems, LLC since 2020 to administer the traffic ticket reduction program, and

Whereas, Advent Financial Systems, LLC is upgrading its security to Payment Card Industry-Data Security Standard Level 3 and will require a contractual agreement between the company and its clients.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Advent Financial Systems, LLC for said services for an initial period of July 1, 2025 through June 30, 2028, and thereafter yearly, or until the contract is terminated by either party, 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, subject to approval by the County Attorney as to form and content.

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. _____

Amending the 2025 County Budget and Capital Plan in Relation to
911 Emergency EXACOM Dispatch Recorder System

By Legislator: _____

Whereas, An upgrade to the 911 Communications Dispatch Center EXACOM Voice Recorder System is required due to the current system reaching end of supported life, and

Whereas, The cost of this upgrade is to be funded through the 911 Wireless Surcharge Revenue Funds, which is restricted for costs related to the 911 Communications Dispatch Center, and

Whereas, It is necessary to allocate these funds to the appropriate budget account to support the project.

Now, Therefore, Be It Resolved, that the 2025 County Budget is hereby amended as follows:

Decrease:

Restricted Fund Balance		
01000000 30888	911 Wireless Surcharge Restricted Funds	\$94,733

Increase:

Expenditure		
01341100 02300	Technical Equipment	\$94,733

and be it further

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

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. _____

Amending the 2024 County Budget and Capital Plan to Reappropriate American Rescue Plan Act (ARPA) Funds in Relation to Certain Highway Projects

By Legislator: _____

Whereas, the American Rescue Plan Act (ARPA) was enacted on March 11, 2021, to provide financial relief to state, local, territorial, and tribal governments in response to the economic impacts of the COVID-19 public health emergency, and

Whereas, By Resolution Nos. 243 of 2021 and 111 of 2023, The Board of Legislators accepted American Rescue Plan Act (ARPA) funding in the amount of \$21,333,967, and

Whereas, By Resolution Nos. 135 of 2023 and 116 of 2024 funds were appropriated for various Highway projects, and

Whereas, The following projects have been completed under-budget, and

Whereas, Remaining funds can be utilized to support other infrastructure needs.

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

Decrease:

Expenditure		
20511300 02878	H14, McDonald Hill Road Bridge	\$4,790.47
20511300 02910	B33, Limestone Road	95.80
20511300 02911	B34, Limestone Road	13.65

Increase:

Expenditure		
20511200 02756	County Road 97	\$4,899.92

And be it further

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

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. _____

Adopting Guidelines and Administrative Procedures in Relation to the County's Housing Improvement Program

By Legislator: _____

Whereas, Jefferson County has received a Community Development Block Grant (CDBG) for the 2024 Program Year (581HR303-24), from the New York State Office of Community Renewal to implement and administer a county-wide Housing Improvement Program, and

Whereas, Local Guidelines and Administrative Procedures have been developed for implementation and administration of the program in compliance with applicable federal, state and local regulations, and

Whereas, The Guidelines and Administrative Procedures are updated for each CDBG housing award to incorporate changes to meet program and regulatory requirements associated with the award, and

Whereas, The Guidelines and Administrative Procedures must be adopted by the Board of Legislators.

Now, Therefore, Be It Resolved, That the Board of Legislators hereby adopts Guidelines and Administrative Procedures in relation to the County's Housing Improvement Program which shall become effective immediately for all County-sponsored housing rehabilitation activities conducted with 2024 Small Cities Community Development Block Grant funding.

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. _____

Amending the 2025 County Budget to Reappropriate New York State Statewide Investment in More Swimming (NYSWIMS) Grant Funds

By Legislator: _____

Whereas, Resolution No. 224 of 2024 authorized agreements with The City of Watertown, Town of Clayton, Village of Alexandria Bay, and the Village of Chaumont to passthrough New York State Statewide Investment in More Swimming Grant (NYSWIMS) funding to municipalities for the recruitment and retention of lifeguards, and

Whereas, Grant funds remain from the 2024 allocation for NYSWIMS, and

Whereas, It is necessary to reappropriate the funds for the 2025 fiscal year in order to provide for the continuation of the program.

Now, Therefore, Be It Resolved, That the 2025 County Budget is hereby amended as follows:

Increase:

Revenue		
01802000 93889	State Aid- Other Culture & Recreation	\$50,000
Expenditure		
01799000 04600	Culture & Recreation- Payment & Contributions	\$50,000

Seconded by Legislator: _____

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

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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. _____

Authorizing Agreements for The Governor's Traffic Safety Committee's Stop-DWI High
Visibility Enforcement Grant and Amending the 2024 County Budget in Relation Thereto

By Legislator: _____

Whereas, The New York State Stop-DWI Foundation has successfully coordinated and obtained Stop-DWI High Visibility Enforcement Grant (formerly known as Crackdown Enforcement) for 44 counties throughout the state, and

Whereas, Jefferson County has been awarded \$24,500 for the period October 1, 2024 through September 30, 2025 to be shared with the Watertown City Police Department, the NYS Park Police, Jefferson County Sheriff's Department, Black River Police Department, and

Whereas, Agreements must be authorized with the Governor's Traffic Safety Committee and the aforementioned agencies, and

Whereas, The 2024 County Budget must be amended to recognize said funding and allocate it to the appropriate accounts.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute agreements with the aforementioned agencies as necessary to obtain and distribute funding as described above, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2024 County Budget is hereby amended as follows:

Increase

Revenue

01331500 94389	Federal Aid Criminal Justice	\$ 24,500
01311000 92614	Stop DWI Services Sheriff	7,000

Expenditure

01311000 01300	Overtime	\$ 7,000
01331500 04414	Supporting Services - Internal	7,000
01331500 04428	Public Safety Services - Other Govt	17,500

Seconded by Legislator: _____

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

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

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

Clerk of the Board of Legislators

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing an Agreement with Barton & Loguidice for Professional Engineering Services
Related to the Transfer Station Building Renovation, Permitting, and Paving

By Legislator: _____

Whereas, Resolution No. 81 of 2025 authorized an agreement with Infrastructure Repair Service to resurface the transfer station floor and rework the leachate collection drain system, and

Whereas, Barton & Loguidice has been identified as the firm best suited to provide professional engineering services for the projects, at a cost not to exceed \$76,000, and

Whereas, A formal bid will be held for the transfer station renovation work.

Now, Therefore, Be It Resolved, That Jefferson County shall enter into an agreement with Barton & Loguidice for the aforementioned services, and be it further

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

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
