

Office of the County Administrator
Historic Courthouse
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Ryan Piche
County Administrator

Dylan Soper
Deputy County Administrator



March 7, 2025

TO: Members of General Services Committee

FROM: Ryan Piche, County Administrator

SUBJECT: General Services Committee Agenda

A handwritten signature in black ink, appearing to be 'RP', enclosed in a simple oval shape.

Please let this correspondence serve as notification that the General Services Committee will meet at the **Watertown International Airport Business Center** in the Conference Room, 22564 Airport Drive, Dexter, NY on **Tuesday, March 11, 2025**. A tour of the ongoing terminal construction project site will commence at **5:30 p.m.** The meeting will come to order upon return to the Business Center. Please dress appropriately for weather conditions and visiting the construction site. Flat, close-toed shoes are encouraged. Due to technical limitations, this meeting will not be broadcast.

Following is a list of agenda items for the meeting:

Presentation:

Airport Terminal Project Update - Grant Sussey, Director of Aviation

County Infrastructure Grant Follow-Up - Dylan Soper, Deputy County Administrator

Resolutions:

1. Amending the 2025 County Budget and Capital Plan in Relation to the Watertown International Airport Terminal Gateway Project at Watertown International Airport
2. Authorizing an Amended Agreement with the New York State Office of Indigent Legal Services (Distribution #14)
3. Authorizing a Memorandum of Understanding with New York State Division of Homeland Security and Emergency Services for Flood Mitigation Equipment
4. Establishing Time and Place for Public Hearing Relative to the 2025 Community Development Block Grant Process
5. Amending the 2025 County Budget Relative to Jefferson County Sheriff's Office Cellular Service and Device Acquisition

6. Amending 2025 County Budget for the Sheriff's Department Relative to General Ledger Coding Review

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. _____

Amending the 2025 County Budget and Capital Plan in Relation to the Watertown International Airport Terminal Gateway Project at Watertown International Airport

By Legislator: _____

Whereas, By Resolution No. 351 of 2022, The Board of Legislators authorized agreements with New York State, Federal Aviation Administration, and McFarland Johnson in relation to the Watertown International Airport Passenger Terminal Gateway Redevelopment Project, SEQR determination thereto, and amended the 2022 County Budget and Capital Plan.

Whereas, By Resolution No. 179 of 2024 and 313 of 2024, the Board authorized agreements in relation to the construction of the Watertown International Airport Terminal Gateway Redevelopment Project, and SEQR determination amendment thereto, and

Whereas, Said resolutions authorized the Chairman of the Board of Legislators to execute any change orders as recommended by the Director of Aviation and County Administrator, not to exceed the funding available, and

Whereas, By Resolution No. 37 of 2025, the Board of Legislators recognized the Terminal Project as a 2025 Strategic Priority for the General Services Committee, and

Whereas, A connector passage to the existing terminal would enable pedestrian traffic to seamlessly transition between the terminal, restaurant, and event space without exposure to inclement weather via a fully accessible, climate-controlled route, including those with mobility challenges, and

Whereas, Additionally, direct access from the terminal to the restaurant will encourage increased patronage by passengers, airport staff, and visitors, enhancing the restaurant's financial sustainability, expanding event opportunities and creating operational efficiencies, and

Whereas, Design work, construction observation, and construction change orders may be necessary to complete the existing project, connector, and various field changes to ensure timely project completion.

Now, Therefore, Be It Resolved, That the 2025 County Budget and funding available for the project is amended as follows:

Increase:

Expenditure		
20561000 02088	Airport Terminal	\$1,300,000
Fund Balance		
01000000 95031	Appropriated Fund Balance	\$1,300,000
Transfers		
01995000 09006	Transfer to Capital Projects Fund	\$1,300,000
20900600 95031	Transfer from General Fund	1,300,000

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. _____

Authorizing an Amended Agreement with the New York State Office of Indigent Legal Services
(Distribution #14)

By Legislator: _____

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

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

Whereas, In 2010, the State created the Indigent Legal Services Board, which now oversees the fund and in order to receive the maximum amount allowable, the County must enter into an agreement with the Board as it has in past years, and

Whereas, By Resolution No. 329 of 2023 the Board of Legislators authorized an agreement for “Distribution #14” in the amount of \$388,716 for the period January 1, 2024 through December 31, 2026, and

Whereas, The Indigent Legal Services Board authorized Indigent Legal Services to amend “Distribution #14” to include future Distribution funding into one contract instead of issuing new distribution contracts in 2025 and 2026, and

Whereas, The amended contract amount for “Distribution #14” is \$583,074 which covers the period of January 1, 2024 through December 31, 2026.

Now, Therefore, Be It Resolved, that the Chairman of the Board is hereby authorized to execute said amended agreement for the period January 1, 2024 through December 31, 2026 in the amount of \$583,074 with the New York State Office of Indigent Legal Services on behalf of the County, subject to approval by 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 a Memorandum of Understanding with New York State
Division of Homeland Security and Emergency Services for
Flood Mitigation Equipment

By Legislator: _____

Whereas, New York State Division of Homeland Security and Emergency Services (DHSES) has offered to provide Jefferson County Flood Mitigation Equipment including water pumps, chainsaws, sandbag filler with sandbags, potable water tank trailer, electric generators, light towers, water bladder, and variable message boards, and

Whereas, Accepting the equipment will enhance Jefferson County's flood mitigation preparedness to protect life and property, and

Whereas, The Memorandum of Understanding (MOU) will establish terms and conditions under which DHSES will transfer possession, but not ownership, of flood mitigation equipment to Jefferson County, while DHSES retains oversight to ensure compliance and operation, and

Whereas, Jefferson County will agree to provide routine maintenance of the equipment as part of the County's existing maintenance schedule, and

Whereas, Either Jefferson County or DHSES may redeploy said equipment in the event of an emergency.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to sign such Memorandum of Understanding on behalf of the County of Jefferson with New York State Division of Homeland Security and Emergency Services for Flood Mitigation Equipment, subject to approval by the County Attorney as to form and content, and be it further

Resolved, The Director of Fire and Emergency Management may sign any future updates to said MOU which will not place any additional financial burden upon the County.

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. _____

Establishing Time and Place for Public Hearing Relative to the
2025 Community Development Block Grant Process

By Legislator: _____

Whereas, Jefferson County is in the process of evaluating grant opportunities in anticipation of a 2025 Community Development Block Grant (CDBG) Program administered by the New York State Office of Community Renewal, and

Whereas, The CDBG application process requires applicants to hold a public hearing to obtain the views of the general public on community development needs.

Now, Therefore, Be It Resolved, Pursuant to Section 104(A)(2) of the Federal Housing and Community Development Act, as amended, a CDBG public hearing shall be held on Tuesday, May 6, 2025 at 6:00 p.m. in the Board Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY, and be it further

Resolved, Notice of such public hearing shall be given in accordance with law, and be it further

Resolved, The Chairman of the Board is hereby authorized to execute all necessary CDBG application documents, and the Department of Planning is hereby authorized as the County’s agent to act in connection with the submission of any authorized application and to provide any supplemental information that may be required by the New York State Office of Community Renewal.

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. _____

Amending the 2025 County Budget Relative to Jefferson County Sheriff's Office Cellular Service and Device Acquisition

By Legislator: _____

Whereas, The Jefferson County Sheriff's Office is now mandated to comply with new security protocols relevant to Criminal Justice Information Services (CJIS), and

Whereas, Two factor authentication will now be required each time for County computer system access, and

Whereas, In addition, law enforcement devices are discoverable for evidentiary purposes, and

Whereas, Two factor authentication and evidentiary cellular device records can best be administrated through County-owned and managed devices, and

Whereas, There is insufficient funding in the Telephone budget line for the additional service and purchase of devices, and

Whereas, Funding is available in Personal Services due to continued vacancies.

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

Decrease:

Expenditure			
01311000 01100	Personal Services		\$15,500

Increase:

Expenditure			
01311000 04119	Telephone		\$15,500

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. _____

Amending 2025 County Budget for the Sheriff's Department Relative to
General Ledger Coding Review

By Legislator: _____

Whereas, Since the 2025 budget process, a review has been conducted to ensure uniformity in general ledger coding with best practices, the adopted Chart of Budgetary Accounts, and IRS regulations, and

Whereas, In an effort to reflect expenses in their most appropriate account and strengthen County financial reporting, it is necessary to transfer funds between certain accounts.

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

Decrease:

Expenditure		
01315000 04119	Computer Software	\$ 62,750
01315000 04413	Medical Supplies	100,000

Increase:

Expenditure		
01315000 04414	Maintenance	\$ 62,750
01315000 04510	Medical Supplies	100,000

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