

Office of the County Administrator
Historic Courthouse
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Watertown, New York 13601
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Ryan Piche
County Administrator

Dylan Soper
Deputy County Administrator



Date: October 9, 2025

TO: Members of General Services Committee

FROM: Ryan Piche, County Administrator

SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on ***Tuesday, October 14, 2025, at 6:00 p.m.*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Authorizing a Lease with Air Methods Corporation for the Use of the Watertown International Airport Air Ambulance Facility
2. Authorizing an Agreement with Charter Communications Operating, LLC for a Right of Entry to Certain Owned and Obligated Property at Watertown International Airport
3. Authorizing an Agreement with McFarland Johnson Inc. to Update the Stormwater Pollution Prevention Plan and the Spill Prevention, Control, and Countermeasures Plan for the Watertown International Airport and Amending the 2025 County Budget in Relation Thereto
4. Authorizing an Agreement with Titan Roofing, Inc. for Roof Replacement Project at The Workplace
5. Approving Reappointments to the Jefferson County Fire Advisory Board
6. Authorizing an Agreement with Barton & Loguidice, D.P.C. for Professional Engineering Services Related to County Route 123 and Amending the 2025 County Budget and Capital Plan in Relation Thereto
7. Authorizing the Chairman of the Board to Execute the Municipal Separate Storm Sewer System Operator Certification Form
8. Approving Reappointments to the North Country HOME Consortium (NCHC) Administrative Board
9. Approving Appointments and Reappointment to the Jefferson County Planning Board

10. Amending the 2025 County Budget in Relation to Recycling and Waste Management Accounts

11. Amending the 2025 County Budget in Relation to Sheriff's Office Accident Reconstruction/Crash Data Management System

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 a Lease with Air Methods Corporation for the Use of the Watertown International
Airport Air Ambulance Facility

By Legislator: _____

Whereas, Air Methods Corporation provides commercial air ambulance services, and

Whereas, By Resolution Nos. 159 of 2012, 168 of 2013, and 73 of 2018, The Board of
Legislators authorized lease agreements with Air Methods Corporation for use of a hangar and
adjacent land as part of its business activity, and

Whereas, By Resolution No. 196 of 2024, The Board of Legislators authorized a lease agreement
with Air Methods Corporation for the newly constructed Air Ambulance Facility through
September 30, 2025, and

Whereas, Air Methods is interested in continuing to occupy space in the Air Ambulance Facility,
and

Whereas, The proposed lease rates and terms have been negotiated, reviewed, and recommended
by the Director of Aviation for approval, and

Now, Therefore, Be It Resolved, That Jefferson County enter into a lease agreement with Air
Methods Corporation in the amount of \$5,040 per month for the period October 1, 2025, through
September 30, 2026, and \$5,100 for the period of October 1, 2026, through September 30, 2027,
and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and
directed to execute said agreement on behalf of Jefferson County, subject to the 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 an Agreement with Charter Communications Operating, LLC for a Right of Entry to
Certain Owned and Obligated Property at Watertown International Airport

By Legislator: _____

Whereas, The Federal Aviation Administration (FAA) operates the Remote Communications Outlet (RCO) at the Watertown International Airport in support of Air Traffic Control, and

Whereas, The FAA is in the process of replacing antiquated copper communications lines with modern fiber-optic and other digital technologies as part of a system-wide modernization effort as part of Department of Transportation's "Brand New Air Traffic Control System Plan," and

Whereas, Telecom providers are phasing out their support for Plain Old Telephone Service (POTS), which operates over copper lines, and

Whereas, The FAA has requested support of the Right of Entry of fiber lines to their leasehold and will bear the costs of such installation, and

Whereas, The proposed Right of Entry from Charter Communications, Inc. DBA Spectrum shall not deprive Jefferson County of rights and powers necessary to fulfill its Federal Obligations under 49 United States Code (U.S.C) subtitle VII, and

Whereas, A review of the Right of Entry was conducted and granting the said Right of Entry to Charter Communications, Inc. will have no adverse effect on aeronautical use of the Airport as appropriate language will be included to reference such aeronautical protections.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to enter into an agreement with Charter Communications, Inc. for Right of Entry access and to execute the documents necessary to complete said Right of Entry, 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. _____

Authorizing an Agreement with McFarland Johnson Inc. to Update the Stormwater Pollution Prevention Plan and the Spill Prevention, Control, and Countermeasures Plan for the Watertown International Airport and Amending the 2025 County Budget in Relation Thereto

By Legislator: _____

Whereas, Section 402 of the Clean Water Act (CWA) provides that stormwater discharges associated with industrial activity from a point source to waters of the United States are unlawful, unless authorized by a National Pollutant Discharge Elimination System (NPDES) permit, and

Whereas, The Environmental Protection Agency has authorized New York Department of Environmental Conservation (NYSDEC) to administer the NPDES permit through State Pollutant Discharge Elimination System (SPDES) Multi-Sector General Permit for Stormwater (MSGP) for Stormwater Discharges Associated with Industrial Activity (GP-0-23-001), and

Whereas, Coverage under a SPDES MSGP is applicable to the Watertown International Airport for the stormwater discharges associated with industrial activity from air transportation facilities and consistent with the Standard Industrial Classification (SIC) code 4581 – Airports, Flying Fields, and Airport Terminal Services and Industrial Sector S – Air Transportation, and

Whereas, The Airport has filed notice of intent with the DEC in 2018 and 2023, and has been assigned NYDEC permit identification number NYR00F713, and

Whereas, Section 311 of the CWA requires that a Spill Prevention, Control, and Countermeasures (SPCC) Plan be completed when a facility has an above-ground oil storage capacity greater than 1,320 gallons, and

Whereas, The existing Airport 2018 SPCC Plan requires updating to incorporate the recent upgrades to the existing fuel tank farm, including the removal of tanks and installation of new tanks, and

Whereas, Several airfield improvements require an update to the Airport's current Stormwater Pollution and Prevention Plan (SWPPP) and Spill Prevention, Control, and Countermeasures (SPCC) Plan, and

Whereas, Airport consultant, McFarland Johnson Inc., has prepared a scope of work to update the SWPPP and SPCC Plan documents at a cost not to exceed \$21,005.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign an Agreement with McFarland Johnson, Inc. for an amount not to exceed \$21,005 for preparing the updated SWPPP and SPCC Plans, including any documents as necessary to carry out the intent of the Resolution, with the approval of the County Attorney as to form and content, and be it further

Resolved, That the 2025 County Budget is hereby amended as follows

Decrease:

Expenditure

01561000 04480 Pavement Marking \$21,005

Increase:

Expenditure

01561000 04416 Professional Fees \$ 21,005

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 Titan Roofing, Inc. for Roof Replacement Project at The Workplace and Amending the 2025 County Budget and Capital Plan

By Legislator: _____

Whereas, Resolution No. 223 of 2024 authorized the purchase of The Workplace Building, located at 1000 Coffeen Street, and

Whereas, The existing roof of The Workplace has experienced leaking that has damaged internal components and is beyond repair, and

Whereas, Titan Roofing, Inc. has been determined to be the lowest responsible bidder for the project, and

Whereas, While funds were previously budgeted for roof replacement, additional funding is required to support the final bid award.

Now, Therefore, Be It Resolved, That Jefferson County authorizes an agreement with Titan Roofing, Inc. in the amount of \$247,400 for the replacement of the roof at 1000 Coffeen Street, The Workplace, 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 change orders as recommended by the County Administrator, within the authorized level of appropriations, subject to review of the County Attorney as to form and content, and be it further

Resolved, That the 2025 County Budget is hereby amended as follows:

Increase:

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$40,000
Transfers		
20900600 95031	Interfund Transfers	\$40,000
01899200 09000	Transfer to Capital Fund	40,000
Expenditure		
20162000 02006	Employment and Training Building	\$40,000

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

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Approving Reappointments to the Jefferson County Fire Advisory Board

By Legislator: _____

Whereas, Pursuant to Section 225-a of the County Law and Resolution No. 39 of 2021, the following individuals are hereby reappointed to the Jefferson County Fire Advisory Board, effective January 1, 2026.

<u>Appointee</u>	<u>Representing</u>	<u>Term to Expire</u>
Anthony J. Doldo	Legislator	12/31/2026
Christopher S. Boulio	Legislator	12/31/2026
Steel E. Potter	Legislator	12/31/2026
Barry L. Waite	General Public	12/31/2027
Gerald A. Kostyk	General Public	12/31/2027
Justin A. Taylor	General Public	12/31/2027
William Griffith	General Public	12/31/2027
Jason O'Meara	Fire Service	12/31/2027
Joseph Wargo	Fire Service	12/31/2027
Lawrence A. Girard	Fire Service	12/31/2027
Robert J. Simpson	Fire Service	12/31/2027
Steven Mott	Fire Service	12/31/2027

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, D.P.C. for Professional Engineering
Services Related to County Route 123 and Amending the 2025 County Budget and Capital Plan
in Relation Thereto

By Legislator: _____

Whereas, Jefferson County has identified a need for a comprehensive engineering evaluation of the pavement and drainage systems of County Route 123 located in the Town of Henderson, and

Whereas, The Town of Henderson is proposing the construction of a new sewer system that will impact the County Route 123 corridor, presenting an opportunity for collaboration on infrastructure improvements, and

Whereas, Barton & Loguidice, D.P.C. has submitted a proposal and a formal Services Agreement to provide the necessary evaluation, study, and reporting services for this project, and

Whereas, The scope of services includes a roadway and drainage evaluation, pavement core sampling, a hydrologic analysis, development of improvement alternatives with cost estimates, and the preparation of a final engineering report, and

Whereas, The total cost for these professional services will be a lump sum fee not to exceed \$38,000.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute an agreement with Barton & Loguidice, D.P.C. for the aforementioned professional services at a total cost not to exceed \$38,000, subject to the review and approval of the County Attorney as to form and content, be it further

Resolved, That the 2025 County Budget and Capital Plan is hereby amended as follows:

Increase:

Fund Balance		
05000000 30599	Appropriated Fund Balance	\$38,000
Transfers		
05995000 09008	Transfer to Capital Roads	\$38,000
20900600 950315	Interfund Transfers Roads	38,000
Expenditure		
20511200 02723	CR 123	\$38,000

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 the Chairman of the Board to Execute the Municipal Separate Storm Sewer System
Operator Certification Form

By Legislator: _____

Whereas, The United States Environmental Protection Agency (EPA) and the New York State Department of Environmental Conservation (NYSDEC) require municipalities operating a Municipal Separate Storm Sewer System (MS4) within designated urbanized areas to obtain coverage under the SPDES General Permit for Stormwater Discharges from MS4s, and

Whereas, Jefferson County has been designated as an MS4 Operator and is subject to the requirements of the SPDES General Permit, including submission of Annual Reports and Interim Progress Certifications as outlined in Part V of said Permit, and

Whereas, The MS4 Operator Certification Form must be signed by the Ranking Elected Official or Principal Executive Officer of the MS4 Operator in accordance with Part X.J. of the SPDES General Permit, and

Whereas, The Chairman of the Board of Legislators serves as the ranking elected official for Jefferson County and is the appropriate signatory authority for the MS4 Operator Certification Form.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute the MS4 Operator Certification form on behalf of Jefferson County, 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

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Approving Reappointments to the North Country HOME
Consortium (NCHC) Administrative Board

By Legislator: _____

Whereas, Pursuant to the Cooperative Agreement between Jefferson, Lewis, and St. Lawrence Counties regarding the HOME Investment Partnership Program, each county legislative board appoints three members to the North Country HOME Consortium Administrative Board, and

Whereas, By Resolution No. 167 of 2022, Jefferson County approved appointments to the North Country HOME Consortium Administrative Board.

Now, Therefore, Be It Resolved, That the following member be reappointed for the term as listed:

Bruce Armstrong 5/1/2025 - 4/30/2028

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. _____

Approving Appointments and Reappointment to the Jefferson County Planning Board

By Legislator: _____

Resolved, That pursuant to Section 239-c of the General Municipal Law, the following individuals are hereby reappointed/appointed to the Jefferson County Planning Board for terms effective January 1, 2026, and to expire as indicated.

New Appointment

Karen Freeman

Joseph E. McLaughlin

Mitchell Robinson

Term to Expire:

12/31/2026

12/31/2028

12/31/2028

Reappointment

Randy Lake

Term to Expire:

12/31/2028

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 2025 County Budget in Relation to Recycling and Waste Management Accounts

By Legislator: _____

Whereas, Several recycling containers owned by Recycling and Waste Management have deteriorated beyond useful life, and

Whereas, A change in contractual amounts for employee uniforms and contracted safety boots have resulted in amounts that exceed appropriations in the 2025 County Budget, and

Whereas, Funds are available within Recycling and Waste Management accounts for transfer.

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

Decrease:

Expenditure

15816000 02464	Track Hoe	\$ 9,892
15816000 04113	Equipment Rental	5,000

Increase:

Expenditure

15816000 02502	Recycling Containers	\$27,000
15816000 04514	Uniforms & Clothing	5,000

Revenue

15910100 92665	Sale of Equipment	\$ 9,600
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Fund Balance

15000000 30599	Appropriated Fund Balance	\$ 7,508
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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. _____

Amending the 2025 County Budget Relative to Jefferson County Sheriff's Office Accident
Reconstruction/Crash Data Management System

By Legislator: _____

Whereas, The Jefferson County Sheriff's Office Accident Reconstruction/Crash Data
Management System is in need of replacement as it is not eligible for upgrade and is beyond its
serviceable life, and

Whereas, The replacement of the system was unplanned in the 2025 County Budget, and

Whereas, Funding is available for transfer in the Automotive Equipment budget line.

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

Decrease:

Expenditure

01311000 02401 Automotive Equipment \$20,953

Increase:

Expenditure

01311000 02100 Equipment \$20,953

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
