

**General Services Committee**  
**August 19, 2025**  
**Minutes**

**Members Present:** Committee Chair James Nabywaniec, Legislators Philip Reed, Daniel McBride, Christopher Boulio, Robert Ferris, Steel Potter, Corey Grant, Board Chair Johnson

**Others Present:** Legislators Karen Freeman, Patrick Jareo, Frances Calarco, County Administrator Ryan Piche, Deputy Administrator Dylan Soper, County Attorney John Sabik, Director of Aviation Grant Sussey, Highway Superintendent Joseph Wasilewski, Planning Director Michael Bourcy, Senior Planner Andy Nevin, Probation Director Kristine Maloney, Confidential Secretary Jill Jones, Confidential Secretary Jaimie Lee

Chairman Nabywaniec called the meeting to order at 6:00 p.m. and offered Privilege of the Floor however, no one present wished to speak. The Committee approved the minutes of the June meeting.

Committee Chair Nabywaniec and Board Chair Johnson presented a certificate of appreciation to Director of Planning Michael Bourcy in recognition of his retirement after 38 years of service with the county.

Brandi Smith and Sam Purrington from the Volunteer Transportation Center provided an update on the public transit system. The 2024/2025 grant application and required filings have been completed, and six new buses are on order for delivery later this year. Draft routes have been developed to improve efficiency, expand regional connections, and include “First Mile/Last Mile” service for greater accessibility. Next steps include finalizing the RFP, coordinating with Fort Drum’s shuttle service, completing required approvals, and launching a marketing plan ahead of service rollout in late 2025. Chairman Nabywaniec opened the floor for questions. Chair Johnson requested clarification on the First Mile, Last Mile program, specifically whether drivers are paid or serve as volunteers. Mr. Purrington responded that it is a combination of both, depending on the circumstances, and noted that the system will be modeled after St. Lawrence County’s program, which follows a similar approach. Chairman Nabywaniec requested statistics on the usage of the First Mile, Last Mile program in St. Lawrence County, which Mr. Purrington responded that it had approximately 930 over the last month.

Chairman Nabywaniec introduced a resolution Authorizing an Agreement with the New York Department of Transportation in Relation to Airport Equipment and Amending the 2025 County Budget and Capital Plan in Relation Thereto and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Reed, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing an Agreement with McFarland Johnson in Relation to Watertown International Airport Deicing Storage Tanks and entertained a motion for consideration. A motion was duly made by Legislator Reed, seconded by Legislator McBride, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending 2025 County Budget for the Airport Department Relative to General Ledger Coding Review and Miscellaneous Budget Adjustments and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Grant, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending the 2025 County Budget and Capital Plan in Relation to the Watertown International Airport Runway 28 Medium-Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) and entertained a motion for consideration. A motion was duly made by Legislator Reed, seconded by Legislator McBride, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing Agreements with the Federal Aviation Administration, New York State Department of Transportation, and McFarland Johnson for the Watertown International Airport Runway 25 Obstruction Removal Design and Amending the 2025 County Budget and Capital Plan and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Grant, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing an Agreement with Rifenburg Construction, Inc. for the Watertown International Airport Runway 10-28 Rehabilitation- Phase 1 and Amending the 2025 County Budget and Capital Plan in Relation Thereto and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Boulio, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing Agreements with the Federal Aviation Administration, McFarland Johnson, and Rifenburg Construction Inc. for the Watertown International Airport Runway 10-28 Rehabilitation- Phase 2 Construction and Amending the 2025 County Budget and Capital Plan and entertained a motion for consideration. A motion was duly made by Legislator Grant, seconded by Legislator Boulio, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending Agreements with Federal Aviation Administration and New York State Department of Transportation in Relation to Watertown International Airport Land Acquisition and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Boulio, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Amending Agreements with Federal Aviation Administration and New York State Department of Transportation in Relation to Watertown International Airport Terminal Gateway Project and entertained a motion for consideration. A motion was duly made by Legislator McBride, seconded by Legislator Boulio, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing an Agreement with Rochester Institution of Technology in Relation to the Gun Involved Violence Elimination (GIVE) Grant

Award and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Boullo, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing an Agreement with New York State Division of Criminal Justice Services Statewide Targeted Reduction of Intimate Partner Violence (STRIVE) Grant Award to the District Attorney's Office and Amending the 2025 Budget in Relation Thereto and entertained a motion for consideration. A motion was duly made by Legislator McBride, seconded by Legislator Grant, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing the Abandonment of Portion of the Right of Way on the Corner of State Route 26 and Bridge Street, Village of West Carthage, Town of Champion to GRJ95 Bridge 3 South Broad, LLC and entertained a motion for consideration. A motion was duly made by Legislator Boullo, seconded by Legislator Potter, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Establishing Time and Place for a Public Hearing on the 2025 Inclusions of Viable Agricultural Land in New York State Certified Agricultural Districts and entertained a motion for consideration. A motion was duly made by Legislator McBride, seconded by Legislator Potter, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Establishing a Time and Place for a Public Hearing on the Eight Year Review of the Southwest Agricultural District No. 3 and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Reed, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a Authorizing Agreement for Development and Submission of a Community Development Block Grant (CDBG) Application to the New York State Office for Community Renewal and the Development and Administration of Grant Program and entertained a motion for consideration. A motion was duly made by Legislator Potter, seconded by Legislator Reed, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Designating a Certifying Officer for the 2025 Community Development Block Grant Award and entertained a motion for consideration. A motion was duly made by Legislator McBride, seconded by Legislator Grant, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Appointing a Section 3 Coordinator for Jefferson County and entertained a motion for consideration. A motion was duly made by Legislator Boullo, seconded by Legislator Potter, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing an Agreement for Services between the Jefferson County Stormwater Coalition and Jefferson County Soil and Water Conservation District and entertained a motion for consideration. A motion was duly made by

Legislator McBride, seconded by Legislator Potter, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec introduced a resolution Authorizing an Agreement with New York State Division of Criminal Justice Services Statewide Targeted Reduction of Intimate Partner Violence (STRIVE) Grant Award to the Probation Department and Amending the 2025 County Budget in Relation Thereto and entertained a motion for consideration. A motion was duly made by Legislator Boulton, seconded by Legislator Potter, and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Nabywaniec thanked everyone that attended the Ribbon Cutting at the Highway Administration building, which took place shortly before the General Services Committee meeting.

There being no further business of the Committee, on a motion by Legislator Potter, seconded by Legislator Grant, and unanimously carried, the meeting was adjourned at 6:24 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ryan Piche". The signature is fluid and cursive, with the first name "Ryan" and last name "Piche" clearly distinguishable.

Ryan Piche  
Clerk of the Board