

**REGULAR SESSION**

**TUESDAY, MARCH 3, 2026**

Chairman Johnson called the meeting to order at 6:00 p.m.

**ROLL CALL OF MEMBERS**

All members present except Legislator Grant.

**PUBLIC HEARING – 2023 CDBG County-wide Housing Rehabilitation Program**

Chairman Johnson called the public hearing to order at 6:01 p.m. No one present wished to speak and the public hearing was closed.

**PRIVILEGE OF THE FLOOR**

No one present wished to address the Board.

**READING OF MINUTES OF LAST SESSION, IF REQUESTED**

The minutes of the February Session stand approved in the absence of objection or correction.

**PRESENTATION OF PETITIONS, NOTICES AND COMMUNICATIONS**

None this month.

**REPORTS OF STANDING COMMITTEES**

The Finance & Rules Committee reported favorably on resolutions referred from other jurisdictional committees.

**REPORTS OF COUNTY OFFICERS AND OTHER**

The County Treasurer provided a report on Investments and Cash In Banks as of January 31, 2026.

The County Administrator provided a report on Budget Transfers for the month of February 2026.

The Probation Department provided their 2025 Annual Report.

**LOCAL LAWS, RESOLUTIONS AND MOTIONS**

**Resolution No. 77**

**Amending the 2025 County Budget for Sales Tax Distribution**

By Legislator: Daniel R. McBride

Whereas, The County experienced sales tax receipts beyond budgeted expectations in 2025, and

Whereas, The 2025 County Budget must be amended to recognize additional sales tax to be distributed to towns, villages and the City of Watertown.

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

**Increase:**

Revenue		
01104500 91110	State Sales Tax	\$5,817,538
Expenditure		
01198500 04631	Distribution of Sales Tax	\$5,817,538

Seconded by Legislator: Philip N. Reed, Sr.

Roll Call Vote

Ayes: Doldo, Cantwell, Jareo, Reed, Potter, Ferris, Nabywaniec, McBride, Calarco, Montigelli, Freeman. Boulio. Bartlett-Berarup, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 78**

**Authorizing an Agreement with the New York State Board of Elections for the 2025 General Election Grant and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Frances A. Calarco

Whereas, Jefferson County Board of Elections has secured a 2025 General Election Grant through the New York State Board of Elections in the amount of \$8,576.54 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to provide reimbursement of expenditures made in securing products or services related to the 2025 general election.

Now, Therefore, Be It Resolved, That Jefferson County accepts the 2025 General Election Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the General Election Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01145000 93089	State Aid Other General Government	\$8,576.54

Expenditure		
01145000 04111	Trackable items	\$1,000.00
01145000 04120	Computer Software	500.00
01145000 04510	Medical Supplies	76.54
01145000 04514	Uniforms and Clothing	500.00
01145000 04585	Operating Supplies	6,500.00

Seconded by Legislator: Robert W. Cantwell, III

Roll Call Vote

Ayes: Boulio, Ferris, McBride, Nabywaniec, Jareo, Doldo, Montigelli, Potter, Cantwell, Freeman, Reed, Calarco, Bartlett-Bearup, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 79**

**Authorizing an Agreement with the New York State Board of Elections for an Absentee Ballot Postage Grant and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Daniel R. McBride

Whereas, Jefferson County Board of Elections has secured a Absentee Ballot Postage Grant through the New York State Board of Elections in the amount of \$26,981.84 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to cover expenses related to providing postage paid return envelopes for all absentee ballots.

Now, Therefore, Be It Resolved, That Jefferson County accepts the Absentee Ballot Postage Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the Absentee Ballot Postage Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01145000 93089	State Aid Other General Government	\$ 26,981.84

Expenditure		
01145000 04102	Office Furnishings	\$ 6,000.00
01145000 04110	Office Expense	2,981.84
01145000 04111	Trackable Items	3,000.00
01145000 04585	Operating Supplies	15,000.00

Seconded by Legislator: Robert W. Cantwell, III

Roll Call Vote

Ayes: McBride, Calarco, Bartlett-Bearup, Doldo, Montigelli, Ferris, Jareo, Freeman, Potter, Cantwell, Boulio, Reed, Nabywaniec, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 80**

**Reappropriating Unspent Grant Funds for Board of Elections, Authorizing an Amended Agreement with the New York State Board of Elections for a Ballot by Mail Grant and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Philip N. Reed, Sr.

Whereas, By Resolution 160 of 2020, The Board of Legislators authorized an agreement with the New York State Board of Elections for a Cyber Security Remediation Grant in the amount of \$87,103.39, and

Whereas, By Resolution 100 of 2021 and 42 of 2022 the Board reappropriated unspent funds from the Cyber Security Remediation Grant, and

Whereas, By Resolution 29 of 2025, The Board of Legislators authorized an agreement with the New York State Board of Elections for the Ballot By Mail Grant in the amount of \$44,870.29 for the period of April 1, 2024 through June 29, 2025, and

Whereas, The grant period for the Ballot By Mail Grant is being extended through June 29, 2026, and

Whereas, Unspent funds remain in the Cyber Security Remediation Grant in the amount of \$506.74 and the Ballot By Mail Grant in the amount of \$44,870.29, to be reappropriated and placed in the applicable expenditure lines in the 2026 Budget.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an amended agreement to extend the grant period for the Ballot By Mail Grant to June 29, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the Ballot By Mail Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 506.74
Revenue		
01145000 93089	State Aid Other General Government	\$44,870.29

Expenditure		
01145000 04102	Office Furnishings	5,000.00
01145000 04116	Postage	5,913.52
01145000 04117	Printing	14,956.77
01145000 04120	Computer Subscriptions	506.74
01145000 04585	Operating Supplies	19,000.00

Seconded by Legislator: Robert W. Cantwell, III

Roll Call Vote

Ayes: McBride, Jareo, Cantwell, Ferris, Reed, Boulio, Freeman, Doldo, Potter, Calarco, Montigelli, Nabywanec, Bartlett-Bearup, Johnson

Absent: Grant

Resolution passed.

### **Resolution No. 81**

#### **Authorizing an Agreement with the New York State Board of Elections for Vote By Mail Postage Grant and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Daniel R. McBride

Whereas, Jefferson County Board of Elections has secured a Vote By Mail Postage Grant through the New York State Board of Elections in the amount of \$25,916.95 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to provide reimbursement of expenditures related to products or services related to providing pre-paid postage for early mail ballots, applications and return envelopes.

Now, Therefore, Be It Resolved, That Jefferson County accepts the Vote By Mail Postage Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the Vote By Mail Postage Grant,

within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue

01145000 93089	State Aid Other General Government	\$ 25,916.95
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Expenditure

01145000 02100	Specialized Departmental Equipment	\$ 5,000.00
01145000 04110	Office Expense	7,500.00
01145000 04116	Postage	7,500.00
01145000 04117	Printing	5,916.95

Seconded by Legislator: Philip N. Reed, Sr.

Roll Call Vote

Ayes: Reed, McBride, Nabywaniec, Jareo, Potter, Ferris, Boulio, Montigelli Cantwell, Freeman, Calarco, Doldo, Bartlett-Bearup, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 82**

**Amending the 2026 County Budget and Capital Plan for Board of Elections Relative to Help America Vote Act Funds**

By Legislator: Robert W. Cantwell, III

Whereas, By Resolution 134 of 2012, the Board of Legislators recognized federal Help America Vote Act (HAVA) grant funds and placed them into a capital account for future HAVA expenses for the Board of Elections, and

Whereas, The Board of Elections wishes to use the funds for reimbursement of expenditures informational materials and events related to voter education, with such costs eligible for reimbursement under the HAVA funding guidelines, and

Whereas, Expenditures are more appropriately allocated through the Department's operating accounts than the capital account, and

Whereas, It is necessary to amend the 2026 County Budget and Capital Plan to transfer the needed funds to the appropriate general fund accounts.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

**Decrease:**

Revenue		
20900600 94097	Federal Aid Capital Projects	\$ 36,549.24

Expenditure		
20145000 02061	HAVA Voting Machines	\$ 36,549.24

**Increase:**

Revenue		
01145000 94089	Federal Aid Other General Government	\$ 36,549.24

Expenditure		
01145000 04110	Office Expense	\$ 7,049.24
01145000 04415	Advertising	2,000.00
01145000 04116	Postage	7,500.00
01145000 04117	Printing	20,000.00

and be it further

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

Seconded by Legislator: Philip N. Reed, Sr.

Roll Call Vote

Ayes: Jareo, Cantwell, Bartlett-Bearup, Nabywaniec, Montigelli, Ferris, Doldo, Calarco, Boulio, Freeman, McBride, Potter, Reed, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 83**

**Authorizing an Agreement for the New York State Board of Elections Technology Innovation and Election Resource Grant and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Frances A. Calarco

Whereas, Jefferson County Board of Elections has secured a Technology Innovation and Election Resource (TIER) Grant through the New York State Board of Elections in the amount of \$89,287.18 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to provide technology and software updates and equipment related to voting systems.

Now, Therefore, Be It Resolved, That Jefferson County accepts the TIER Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the TIER Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01145000 93089	State Aid Other General Government	\$ 89,287.18
Expenditure		
01145000 04111	Trackable Items	\$ 56,000.00
01145000 04120	Computer Subscriptions	8,000.00
01145000 04585	Operating Supplies	23,287.18
01145000 04613	Training	2,000.00

Seconded by Legislator: Robert W. Cantwell, III

Roll Call Vote

Ayes: Montigelli, Doldo, Freeman, Reed, McBride, Ferris, Jareo, Nabywaniec, Potter, Bartlett-Bearup, Cantwell, Boulio, Calarco, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 84**

## **Transferring County Safety Officer Position to the County Administrator's Office**

By Legislator: Philip N. Reed, Sr.

Whereas, The County Safety function has been evolving and continues to experience further change responding to increasing requirements, and

Whereas, The safety program touches all aspects of County government and can require immediate mobilization and consultation with Administration, and

Whereas, The County Administrator has recommended that the Safety Officer position be reassigned to the County Administrator's Office for supervisory purposes.

Now, Therefore, Be it Resolved, That the position of County Safety Officer is hereby transferred to the County Administrator's Office for supervisory purposes.

Seconded by Legislator: Daniel R. McBride

All members present voted aye.

## **Resolution No. 84**

### **Approving Jefferson County Administrative Policies and Procedures Relative to Artificial Intelligence (AI)**

By Legislator: Frances A. Calarco

Whereas, Local Law No. 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, Artificial Intelligence (AI) is a rapidly evolving technology that offers significant potential to improve efficiency, empower county teams, and meet the service expectations of Jefferson County residents, and

Whereas, Jefferson County acknowledges that while AI presents vast benefits, it also introduces risks that must be managed through responsible use, and

Whereas, The County has developed a formal Artificial Intelligence Policy to ensure that AI applications are deployed in a manner that aligns with legal and ethical standards, promotes transparency, and safeguards protected or confidential data, and

Whereas, The Policy is tactfully concise to allow for the flexibility of the rapidly changing technology, while establishing guidelines for the approval of AI tools, responsible use, safeguards, while mandating human oversight for all AI-generated content.



information plus specific data elements (e.g., SSN, driver's license, financial account numbers, credentials, biometric information, etc.).

Sensitive Personal Data – Private Information and any information that could reasonably cause harm if disclosed (e.g., health, mental health, child/family services, victim/witness data, precise geolocation, immigration status, school records, protected classes, or combinations creating re-identification risk).

**Legal:**

Compliance with all relevant laws and regulations pertaining to AI usage including, but not limited to, intellectual property, trademarks, FOIL, personal privacy protection, and judicial disclosure. Records must be what maintained to enable FOIL disclosure.

**General Policy:**

Departments may use AI to further their mission and meet critical business needs. The use of AI, even if not subject to this policy, must be in compliance with applicable county policies and state and federal laws. Additionally, departments must maintain awareness of how the AI uses any information, to ensure such use complies with applicable laws, rules, regulations, notices, and policies. The decision to utilize AI is the sole responsibility of the Department. However, before doing so, the department will get approval from Information Technology management to make sure the AI system being used is safe and legitimate. IT will also create and maintain an inventory of AI systems in use.

**Prohibition of Using Protected or Confidential Data:**

AI applications shall not be utilized for processing or generating content that involves Protected or Confidential Data, including but not limited to Personal Identifiable Information (PII) such as social security numbers, home addresses, and birth dates, or medical records, financial information, and any data protected by applicable privacy laws, including HIPAA. Any violation of this prohibition will result in legal consequences. Departments MUST consider and follow confidentiality requirements currently in practice when it comes to AI and AI inputs.

**Ethical Guidelines:**

It is strictly prohibited to use AI for illegal, harmful, or unethical purposes, including harassment, hate speech, misinformation, or any form of discrimination.

**Human Oversight:**

AI-generated content may be factually incorrect, obsolete, or contain errors. All AI-generated content must be reviewed for tone, context, accuracy, and other errors before using it for county business.

**Compliance:**

Instances of failure to comply with this policy shall be resolved within the applicable department without delay. Any instance of failure to comply with the policy that is not resolved by the Department Head shall be referred to IT management for appropriate action. Any issue that IT cannot resolve shall be referred to the County Administrator for appropriate action.

**REFERENCE:**

**ISSUED:** March 3, 2026

**EFFECTIVE:** March 3, 2026

Ryan Piche  
County Administrator

All members present voted aye.

**Resolution No. 86**

**Amending the 2025 County Budget in Relation to Health Benefits**

By Legislator: Robert W. Cantwell, III

Whereas, Jefferson County has made a change in accounting practices in the Health Benefits Fund in which revenue received for prescription rebates is to be recognized into revenue accounts, instead of being credited against the claims expense account, and

Whereas, Starting the 2026 Budget, the change will prevent a shortage of funds in the claims account related to the timing of unpredictable rebate revenue, and

Whereas, Due to the change, 2025 revenue will need to be recognized in the Health Benefits Fund to support the claims account that will no longer be credited, preventing the use of fund balance to cover said claims.

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

**Increase:**

Expenditure		
40906000 08001	Payment of Benefit Claims	\$1,115,000
Revenue		
40902100 92401	Interest & Earnings	\$ 250,000
40902100 92701	Refund of Prior Years Exp	550,000
40902100 92801	Interfund Revenues	225,000
40902100 927093	Retiree Contributions	10,000

**Decrease:**

Expenditure		
40171000 01100	Personal Services	\$ 15,000
40906000 08002	Medicare Reimb Part B	65,000

Seconded by Legislator: Daniel R. McBride

Roll Call Vote

Ayes: Potter, Montigelli, Calarco, Boulio, Freeman, Reed, Nabywaniec, Jareo, Bartlett-Bearup, Cantwell, Doldo, McBride, Ferris, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 87**

**Authorizing the Extension of an Agreement with NCA Comp for the Administration of Workers' Compensation Claims**

By Legislator: Frances A. Calarco

Whereas, By Resolution 149 of 2023, the Board of Legislators authorized an agreement with NCA Comp for third party administration (TPA) of workers' compensation claims, and

Whereas, The current agreement with NCA Comp covered the time period of May 1, 2023 through April 30, 2026, with the option to renew for two additional one-year periods, and

Whereas, The County Director of Insurance is recommending that the County extend the current agreement for an additional year given NCA Comp's satisfactory handling of claims.

Now, Therefore, Be It Resolved, That the Board of Legislators authorizes the extension of the current agreement with NCA Comp for the period of May 1, 2026 through April 30, 2027 at an annual rate of \$134,983, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute the Agreement, including any future extensions within the authority of the original Agreement as authorized by Resolution 140 of 2023, within available appropriations.

Seconded by Legislator: Philip N. Reed, Sr.

All members present voted aye.

**Resolution No. 88**

**Authorizing Jefferson Community College Additional Project Funding to be Reimbursed Through Awarded Grants in Relation to Facilities Master Plan Project for Campus Revitalization and Deferred Maintenance and Amending the 2025 County Budget and Capital Plan in Relation Thereto**

By Legislator: Robert W. Cantwell, III

Whereas, By Resolution 195 of 2025, the Jefferson County Board of Legislators committed to providing Jefferson Community College up to \$5,000,000 for the purposes of maintenance and revitalization capital projects to support the Facilities Master Plan, and

Whereas, Said funding is to be matched by the State, resulting in a total of \$10,000,000 made available for the College for the Plan, and

Whereas, In addition, the College has been awarded up to \$4,000,000 in funding through the Next Move NY grant, and

Whereas, The College has been awarded up to \$1,409,202 in funding through SUNY 2020 Round V grant, and

Whereas, The College has agreed to reimburse the County for eligible project expenses up to \$5,409,202 through the grants, resulting in no additional net cost to the County, and

Whereas, For administrative efficiency and to simplify vendor payments, it is the understanding of the parties that the County will remit full payment directly to vendors and subsequently invoice the College for reimbursement of grant-eligible expenses, and

Whereas, It is necessary to amend the 2025 County Budget and Capital Plan to appropriate funding and applicable reimbursement revenues for Maintenance and Revitalization Capital Projects for Jefferson Community College.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby authorizes the County to expend an additional amount not to exceed \$5,409,202 for Campus Revitalization and Deferred Maintenance as outlined in the Facilities Master Plan with the expectation that such expenditures will be fully reimbursed by the College through the Next Move NY and SUNY 2020 Round V grants, and be it further

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

**Increase:**

Revenue		
20900600 92240	JCC Capital Costs	\$5,409,202
Expenditure		
20249000 02056	JCC Campus Revitalize/Main	\$5,409,202

Seconded by Legislator: Philip N. Reed, Sr.

Roll Call Vote

Ayes: Nabywaniec, Montigelli, Potter, Reed, Calarco, Doldo, Bartlett-Bearup, Cantwell,

Boulio, McBride, Jareo, Freeman, Ferris, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 89**

**Authorizing an Amended Agreement with Granicus for Registration and Permitting in the Short-Term Rental and Occupancy Tax Management System and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Philip N. Reed, Sr.

Whereas, Per Resolution No. 128 of 2025, the Board of Legislators authorized an Agreement with Granicus to create and maintain a short-term rental registry and tax collection system for a one-time set up fee for \$4,360 and an annual initial subscription fee of \$29,687.60, and

Whereas, It has been determined that an additional module setup and configuration is needed to allow for the registration and permitting of the Short-Term Rentals and Hotels/Motels when the new system goes live, and

Whereas, Granicus has proposed to provide the services for a one-time set up fee of \$3,360.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an Amended Agreement with Granicus for the additional module setup and configuration of the program, for an amount not to exceed \$3,360, subject to the approval of the County Attorney as to form and content, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
50902300 91113	Tax on Room Occupancy	\$3,360.00
Expenditure		
50641000 04119	Computer Software	\$3,360.00

Seconded by Legislator: Frances A. Calarco

Roll Call Vote

Ayes: Doldo, Potter, Ferris, Montigelli, Freeman, Cantwell, Jareo, McBride, Bartlett-Bearup, Boulio, Reed, Nabywaniec, Calarco, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 90**

**Amending an Agreement with New York State Department of Transportation in Relation to Airport Runway 10-28 Rehabilitation**

By Legislator: Steel E. Potter

Whereas, By Resolution No. 110 of 2022, The Board of Legislators authorized agreements with the Federal Aviation Administration (FAA), New York State Department of Transportation (NYSDOT), and McFarland Johnson, Inc. for the design and bidding of the Runway 10-28 Rehabilitation Design, and

Whereas, By Resolution No. 238 of 2025, The Board of Legislators authorized the agreements with the Federal Aviation Administration, New York State Department of Transportation, Rifenburg Construction Inc. and McFarland Johnson, Inc. for Phase 2 Construction, anticipating a NYSDOT Matching Grant in the amount of \$76,098, and

Whereas, The NYSDOT Matching Grant of \$76,099 exceeded expectations by one dollar, necessitating a budget amendment to formally accept the funds for the capital project.

Now, Therefore, Be It Resolved, Jefferson County enter into an agreement with NYSDOT to accept said grant funds for \$76,099, and be it further

Resolved, That Jefferson County enter into said agreements and the Chairman of the Board is hereby authorized to execute said agreements, including any change orders as recommended by the Director of Aviation and County Administrator, not to exceed the funding available, subject to the approval of the County Attorney as to form and content, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase**

Expenditure		
20698900 02064	Property Acquisition/Improvements	\$1
Revenue		
20900600 93589	Airport State Aid - DOT	\$1

and be it further

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

Seconded by Legislator: Corey Y. Grant

Roll Call Vote

Ayes: Jareo, Freeman, Boulio, Nabywaniec, Bartlett-Bearup, Montigelli, Potter, McBride, Calarco, Cantwell, Reed, Doldo, Ferris, Johnson

Absent: Grant

Resolution passed.

### **Resolution No. 91**

#### **Amending the 2026 County Budget and Capital Plan to Recognize 2025 Revenue from the Passenger Facility Charges for the Watertown International Airport**

By Legislator: Daniel R. McBride

Whereas, By Resolution No. 118 of 2022, The Board of Legislators authorized an Application to the Federal Aviation Administration (FAA) for the Passenger Facility Charge (PFC) program at Watertown International Airport, and

Whereas, The FAA approved the application for the period starting in 2023 and expected to mature in 2029, and

Whereas, The County collected \$99,187.80 PFC in 2025, to be appropriated for use in projects that enhance safety, security, operations, or capacity; reduce noise; or increase air carrier competition.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

#### **Increase**

Revenue		
01000000 30599	Appropriated Fund Balance	\$99,187.80
Expenditure		
020698900 02071	PFC Projects	\$99,187.80
Transfers		
019950000 09006	Transfer to Capital Projects Fund	\$99,187.80
020900600 95031	Transfer from General Fund	99,187.80

and be it further

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

Seconded by Legislator: Robert D. Ferris

Roll Call Vote

Ayes: Nabywaniec, Calarco, Reed, McBride, Freeman, Ferris, Doldo, Boulio, Potter, Bartlett-Bearup, Jareo, Montigelli, Cantwell, Johnson

Absent: Grant

Resolution passed.

### **Resolution No. 92**

#### **Authorizing an Agreement with the United States Army, 10<sup>th</sup> Combat Aviation Brigade, 10<sup>th</sup> Mountain Division, Fort Drum, New York in Relation to the Watertown International Airport Rapid Refueling Operations**

By Legislator: Christopher S. Boulio

Whereas, Jefferson County is the sponsor and owner of the Watertown International Airport, and

Whereas, The United States Army has requested Rapid Refueling operations at the Watertown International Airport to support its mission, and

Whereas, The Watertown International Airport possesses the capacity and resources to meet the fueling requirements requested by the U.S. Army, 10<sup>th</sup> Combat Aviation Brigade, and

Whereas, The airport will receive payment for these services through an authorized federal government Air Card payment process specified by the Defense Logistics Agency (DLA), and

Whereas, The Director of Aviation has formally recommended the execution of a Memorandum of Understanding for this purpose.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to enter into an agreement related to such purpose with U.S. Army, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: Robert D. Ferris

All members present voted aye.

### **Resolution No. 93**

#### **Authorizing an Agreement with Bronze Contracting LLC for the Demolition of Abbass Foods Phase 2**

By Legislator: Steel E. Potter

Whereas, Resolution No. 25 of 2025 authorized an agreement for the Phase 1 demolition of the main Abbass Foods Warehouse Site in Evans Mills, Town of LeRay, which was condemned for occupancy and acquired by Jefferson County by foreclosure of delinquent real property taxes, and

Whereas, Phase 1 has since been completed, and

Whereas, A Request for Proposals (RFP) was solicited for the demolition of Abbass Phase 2 and Bronze Contracting LLC was determined to be the lowest responsive bidder at a cost not to exceed \$395,418, and

Whereas, The County has an existing contract with the Development Authority of the North Country to provide construction phase services, including oversight of the site demolition, periodic site inspections during construction, coordinating and conducting progress meetings with the Contractor, review of payment applications and recommend payments, and to complete the construction closeout process, and

Whereas, The project aligns with The Board of Legislators' goal to rehabilitate and return tax-delinquent properties to the tax roll and funds are available within the Property Remediation Account (20698900 02060).

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Bronze Contracting LLC for the demolition of the Abbass Foods Warehouse Phase 2 in the amount not to exceed \$395,418.00 (Project Account: ABBASS), and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute said Agreement with Bronze Contracting in the amount not to exceed \$395,418, on behalf of the County, including any changes orders as recommended by the County Administrator, not to exceed the funding available, subject to review of the County Attorney as to form and content.

Seconded by Legislator: Robert D. Ferris

All members present voted aye.

#### **Resolution No. 94**

#### **Authorizing an Agreement and Amending the 2026 County Budget in Relation to the New York State Emergency Services IP Network Readiness Grant Program**

By Legislator: Robert D. Ferris

Whereas, Jefferson County has been awarded a New York State Emergency Services IP Network (ESInet) Readiness Grant in the amount of \$689,655 for the period of January 1, 2026, through December 31, 2030, and

Whereas, The County must enter into an agreement with New York State Division of Homeland Security and Emergency Services to receive these grant funds to enhance public safety operations by strengthening communications infrastructure, and

Whereas, The grant will fund the development of an ESInet for Jefferson County Public Safety Point in accordance with NENA i3 Standards for the implementation of Next Generation 911 (NG911).

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute said agreement on behalf of Jefferson County, subject to the review of the County Attorney as to form and content, and be further

Resolved, The Chairman of the Board of Legislators is hereby authorized and directed to execute any and all future amendments and agreements with New York State Division of Homeland Security and Emergency Services relative to the New York State Emergency Services IP Network Readiness Grant within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase**

Revenue

01341000 93397	State Aid & Emergency Service	\$ 689,655
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Expenditure

01341400 02300	Technical Equipment	\$ 639,655
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01341400 04416	Professional Fees	50,000
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Seconded by Legislator: Daniel R. McBride

Roll Call Vote

Ayes: McBride, Doldo, Bartlett-Bearup, Reed, Freeman, Cantwell, Boulio, Potter, Nabywaniec, Calarco, Montigelli, Jareo, Ferris, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 95**

**Reappropriating Unspent Grant Funds for the Fire and Emergency Management Department and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Robert D. Ferris

Whereas, By Resolution Nos. 356 of 2022, 317 of 2023, 371 of 2024, The Board of Legislators recognized State Homeland Security (SHSP) grants for FY22, FY23 and FY24 respectively, and

Whereas, By Resolution No. 166 of 2024, The Board of Legislators recognized Federal Domestic Preparedness Equipment Program funding for FY22 Hazmat Grant Program, and

Whereas, By Resolution Nos. 42 of 2023 and 272 of 2025, The Board of Legislators recognized FY22 and FY23 Domestic Terrorism Prevention (DTP) grant respectively, and

Whereas, By Resolution No. 92 of 2023, The Board of Legislators recognized FY22 New York State Interoperable Communications Target Grant (SICG), and

Whereas, Unspent amounts remain in FY22, FY23 and FY24 SHSP grants, FY22 Hazmat Grant, FY22 and FY23 DTP grants and FY22 SICG grants, to be reappropriated and placed in the appropriate expenditure lines in the 2026 Budget.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 1,349,553.90
Expenditure		
01341400 02300	Technical Equipment	\$ 1,165,659.00
01341400 04111	Trackable Durable Expense	4,500.00
01341400 04112	Membership & Dues	500.00
01341400 04114	Equipment Maintenance	5,064.00
01341400 04115	Telephone	1,386.00
01341400 04117	Printing	1,500.00
01341400 04313	Travel	7,500.99
01341400 04415	Advertising	3,500.00
01341400 04416	Professional Fees	131,977.00
01341400 04585	Operating Supplies	23,466.91
01341400 04613	Training	4,500.00

Second by Legislator: Steel E. Potter

Roll Call Vote

Ayes: Calarco, Doldo, McBride, Freeman, Jareo, Boulio, Ferris, Potter, Bartlett-Bearup, Montigelli, Cantwell, Reed, Nabywaniec, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 96**

**Amending the 2026 County Budget in Relation to 911 Phone System Support**

By Legislator: Steel E. Potter

Whereas, Jefferson County owns and operates a Motorola Vesta 911 Phone System to support 911 emergency dispatch operations, and

Whereas, The System requires 24 hour/7 day a week maintenance and cybersecurity support to ensure this vital public safety system continues to operate, and

Whereas, Jefferson County procures said maintenance via New York State Contract with Motorola Solutions for said maintenance and monitoring, and

Whereas, 911 Reserve Funds are available to be utilized for funding said maintenance and monitoring.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

**Decrease**

Restricted Fund Balance

01000000 30888	911 Wireless Surcharge Restricted Funds	\$135,809
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**Increase**

Expenditure

01341100 04120	E911 Computer Subscriptions	\$135,809
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Seconded by Legislator: Corey Y. Grant

Roll Call Vote

Ayes: Bartlett-Bearup, Jareo, Calarco, Potter, Nabywaniec, Doldo, McBride, Boulio, Montigelli, Reed, Freeman, Ferris, Cantwell, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 97**

**Authorizing an Agreement with Stantec Consulting Services Inc. in Relation to the Oxbow-**

**Rossie Road (CR 25) Over Vrooman Creek Project and Amending the 2026 County Budget and Capital Plan in Relation Thereto**

By Legislator: Robert D. Ferris

Whereas, By Resolution Nos. 144 and 192 of 2022, and 250 of 2024, the County advanced the Oxbow-Rossie Road (CR 25) Over Vrooman Creek, PIN 775403 (the “Project”) by making a commitment of 100% of the federal and non-federal share in the amount of \$201,325, for the preliminary design and right of way incidental phases of the Project, and

Whereas, By Resolution Nos. 177 and 178 of 2025, the County appropriated \$2,709,225 for construction and construction inspection for the Project, and

Whereas, Additional County funding is required for construction inspection work and the final design phase to complete the Project.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Stantec Consulting Services, Inc. for construction inspection and final design in an amount not to exceed \$433,360, 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, not to exceed the funding available, subject to review of the County Attorney as to form and content, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase**

Fund Balance		
05000000 30599	Appropriated Fund Balance	\$433,360
Transfers		
05995000 09007	Transfer to Capital Bridges	\$433,360
20900600 950315	Interfund Transfer Roads	433,360
Expenditure		
20511300 02838	C37 Oxbow-Rossie (CR25)/Vrooman	\$433,360

and be it further

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

Seconded by Legislator: Steel E. Potter

Roll Call Vote

Ayes: Cantwell, Ferris, Freeman, Boulio, McBride, Bartlett-Bearup, Calarco, Jareo, Montigelli, Reed, Nabywaniec, Potter, Doldo, Johnson

Absent: Grant

Resolution passed.

### **Resolution No. 98**

#### **Authorizing an Agreement with Indian River Central School District for Two School Resource Officers**

By Legislator: Robert D. Ferris

Whereas, By Resolution No. 75 of 2023, The Jefferson County Sheriff's Office entered into contracts with the Indian River Central School District to provide School Resource Officers under two separate contracts, both expiring December 31, 2025, and

Whereas, The Jefferson County Sheriff's Office has negotiated and agreed to enter into a new five-year contract with Indian River Central School District to continue to provide two School Resource Officers under existing conditions, for the period of January 1, 2026, through December 31, 2030.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the Indian River Central School District for the period of January 1, 2026, through December 31, 2030, for the provision of two School Resource Officers, and be it further

Resolved, That the Indian River Central School District agrees to fund 100% of all of the program costs, including but not limited to salary, benefits, equipment, training, overtime, and supplies, and be it further

Resolved, That the Chairman of the Board is hereby authorized to execute a Memorandum of Agreement with the Indian River Central School District as outlined above on behalf of the Jefferson County, with the approval of the County Attorney as to form and content.

Seconded by Legislator: Steel E. Potter

All members present voted aye

### **Resolution No. 99**

#### **Amending the 2025 County Budget Relative to Community Services Preschool and Early Intervention Program Expenditures and Associated Revenues**

By Legislator: Tina M. Bartlett-Bearup

Whereas, The cost of Preschool Special Education Services, Preschool Transportation, Early Intervention Transportation, and Preschool Professional Fees exceeded the originally adopted 2025 budget due to high service utilization, center-based rate adjustments, and New York State Education Department’s mid-year approval of center-based providers, including the Treehouse and Watertown City School District, and

Whereas, Additional appropriations are necessary for 2025 services rendered in the amount of \$1,818,252, including newly issued reconciliation (RECON) and prospective rate adjustments issued by the New York State Education Department for The ARC Jefferson- St. Lawrence and Milestone’s Children’s Center, as well as additional transportation costs for preschool and early intervention, and

Whereas, Additional funding in the amount of \$16,485 is needed for Preschool Professional Fees for McGuinness related to billing for 2025 Medicaid revenue, and

Whereas, Medicaid revenue in the amount of \$857,561 is available and needs to be recognized to partially offset these increased expenditures, and

Whereas, Increased preschool and transportation services in 2025 will generate an additional \$1,079,562 in State Aid Preschool Tuition revenue, and

Whereas, The Contingent Account in the amount of \$102,386 must be utilized as additional revenues are not sufficient to cover program expenses.

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

**Increase:**

Revenue		
01431000 93446	St Aid Handicapped Child	\$ 857,561
01431000 93823	St Aid Preschool Tuition	1,079,562
Expenditure		
01296000 04401	Tuition-Handicapped Child	\$1,804,432
01296000 04402	Transport-Handicap Child	9,958
01434000 04402	Early Intervention Services- Transport	3,862
01431200 04416	Professional Fees - External	16,485

Seconded by Legislator: Christopher S. Boulio

Roll Call Vote

Ayes: Potter, Calarco, Freeman, McBride, Nabywaniec, Boulio, Cantwell, Reed, Doldo, Ferris, Jareo, Montigelli, Bartlett-Bearup, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 100**

**Extending an Agreement with Fort Drum Regional Health Planning Organization,  
Reappropriating Opioid Settlement Regional Abatement Funds and  
Amending the 2026 County Budget in Relation Thereto**

By Legislator: Frances A. Calarco

Whereas, By Resolution 110 of 2025, the Board of Legislators recognized Opioid Settlement Regional Abatement dollars and authorized agreements with providers to procure services for the period of April 1, 2025 to March 31, 2026, and

Whereas, PIVOT received an award of \$150,000 to continue the Wellness Initiative for Senior Education (WISE) program which provides Substance Use Disorder Prevention Education to seniors in our community, and the Youth Alliance which provides Substance Use Disorder Prevention Education to youth in the community, and

Whereas, Fort Drum Regional Health Planning Organization received an award of \$115,115 to establish a Primary Care Embedded Community Health Worker (CHW) Program, and

Whereas, North Country Family Health Center received an award of \$68,307 to establish a Community Health Worker (CHW) Program, and

Whereas, Northern Regional Center for Independent Living received an award of \$87,975 to establish a Getting Ahead While Getting Out program to assist in the successful transition of community members transitioning from a correctional facility or other justice related program, and

Whereas, Mental Health Association received an award of \$100,000 to expand their current Peer Support Model to better provide peer support/advocacy services, incorporate a harm reduction model and reduce stigma for those recovering from Opioid Use Disorder, and

Whereas, Thrive Wellness and Recovery, Inc. received an award of \$171,091 to enhance their ability to ensure the overall health and well-being of individuals served through medical evaluation treatment, and

Whereas, Due to delayed startup time, the Agreement with Fort Drum Regional Health Planning Organization (FDRHPO) to establish a Primary Care Embedded Community Health Worker Program needs to be extended for the period of April 1, 2026 through May 31, 2026, with no additional cost, and

Whereas, The funds require reappropriation for expenditure in 2026 by all providers.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute an extended agreement, including any future extensions within appropriated funds, with the FDRHPO for the period of April 1, 2026 through May 31, 2026 with no additional cost, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$569,208
Expenditure		
01432000 04712	Contracted Mental Health Program	\$569,208

Seconded by Legislator: Corey Y. Grant

Roll Call Vote

Ayes: McBride, Freeman, Nabywaniec, Doldo, Jareo, Cantwell, Calarco, Montigelli, Ferris, Reed, Bartlett-Bearup, Potter, Boulio, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 101**

**Authorizing an Agreement with the New York State Department of Health in Relation to Children and Youth with Special Health Care Needs Grant**

By Legislator: Karen J. Freeman

Whereas, The Jefferson County Public Health Service has been notified by the New York State Department of Health of a renewal of funding for Children and Youth with Special Health Care Needs (CYSHCN) for the new period of October 1, 2025 through September 30, 2030, with an annual amount of \$66,850, and

Whereas, Year 1 will include an additional \$39,371 in funding to complete required Community Accessibility and Inclusion (CAI) activities, and

Whereas, The purpose of the CYSHCN program is to provide information and referrals to patients and families for knowledge and use of health and related services, as well as insurance coverage, and

Whereas, The awarded annual amount with additional CAI funding is included in the 2026 County Budget.

Now, Therefore, Be It Resolved, That the Chairman of the County Board of Legislators is hereby authorized and directed to execute the grant agreement and all necessary documents with the New York State Department of Health for the CYSHCN funding, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all future amendments and agreements with the New York State Department of Health relative to the CYSHCN Grant, within available appropriations, per Purchasing Policy 4.01 – Policy and Control, and Quotations.

Seconded by Legislator: Robert W. Cantwell, III

All members present voted aye.

### **Resolution No. 102**

#### **Accepting Stipend from the Fort Drum Regional Health Planning Organization and Amending the 2026 County Budget**

By Legislator: Tina M. Bartlett-Bearup

Whereas, The Fort Drum Regional Health Planning Organization has provided a \$500 stipend to the Public Health Service in recognition of the department's contributions to the New York State 1115 Waiver planning process with the United Hospital Fund, and

Whereas, The Public Health Service intends to use the stipend to offset materials for the County's oral health initiatives, and

Whereas, The 2026 County Budget must be amended to recognize the stipend.

Now, Therefore, Be It Resolved, That the Board of Legislators accepts the stipend, and be it further

Resolved, That the 2026 County Budget is amended as follows:

#### **Increase:**

##### Revenue:

01405000 92705	Gifts & Donations	\$500
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##### Expenditure:

01405100 04585	Operating Supplies	\$500
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Seconded by Legislator: Frances A. Calarco

Roll Call Vote

Ayes: Reed, Bartlett-Bearup, Ferris, McBride, Freeman, Calarco, Nabywaniec, Doldo  
Boulio, Potter, Jareo, Cantwell, Montigelli, Johnson

Absent: Grant

Resolution passed.

### **Resolution No. 103**

#### **Changing the Membership of the Jefferson County EMS Advisory Board**

By Legislator: Robert W. Cantwell, III

Whereas, Pursuant to Section 225-a of the County Law and Resolution No. 57 of 1950, the County established the Jefferson County Fire Advisory Board, and

Whereas, Pursuant to Section 225-b of the County Law and Resolution No. 197 of 1995, the County established the Jefferson County Emergency Medical Services Board, and

Whereas, Pursuant to Resolutions No. 83 and 99 of 2006, the County changed the memberships of these boards to make them identical in order to act with one voice in advising the County on matters pertaining to either, or both services, and

Whereas, Pursuant to Resolution No. 55 of 2021 the Board changed the Fire and EMS Advisory Board back into two separate boards, and changed membership on the EMS Advisory Board to 15 members representing the EMS community and inclusive of one County Legislator for two year terms, and

Whereas, It is recommended that the membership be increased from 15 to 18 members, and for the additional three positions to each be dedicated for representatives of Carthage Hospital, River Hospital, and Samaritan Medical Center.

Now, Therefore, Be It Resolved, That the membership of the EMS Advisory Board be increased to 18 members, and for the additional three positions to each be dedicated for representatives of Carthage Area Hospital, River Hospital, and Samaritan Medical Center, and be it further

Resolved, That all vacancies will be filled for the balance of the unexpired term during which vacancy occurs.

Seconded by Legislator: Tina M. Bartlett-Bearup

All members present voted aye.

**Resolution No. 104**

**Accepting New York State Shelter Arrears Eviction Forestallment (SAEF) Program Allocation Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2026 County Budget in Relation Thereto**

By Legislator: Robert W. Cantwell, III

Whereas, The Jefferson County Department of Social Services (JCDSS) has received notification from the NYS Office of Temporary and Disability Assistance that JCDSS has been allocated an additional \$96,018 under the New York State Shelter Arrears Eviction Forestallment (SAEF) Program to provide shelter arrears assistance to eligible households for the retainment of permanent housing, and

Whereas, The New York State SAEF program period for expenditures is October 1, 2025, through September 30, 2026.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01607000 93676	State Aide-SAEF Grant	\$96,018

Expenditure		
01631000 04606	SAEF Grant	\$86,601

**Decrease:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 9,417

Seconded by Legislator: Karen J. Freeman

Roll Call Vote

Ayes: Calarco, Montigelli, Nabywaniec, Doldo, Ferris, Potter, Reed, Cantwell, Boulio, McBride, Jareo, Freeman, Bartlett-Bearup, Johnson

Absent: Grant

Resolution passed.

**Resolution No. 105**

**Authorizing an Agreement with czb, LLC for a Countywide Housing Needs Assessment**

By Legislator: Robert W. Cantwell, III

Whereas, Jefferson County has identified the need for a comprehensive, action-oriented Housing Needs Assessment to guide policy decisions, infrastructure investment, and housing development strategies across the County’s diverse urban, village, waterfront, military-adjacent, and rural communities, and

Whereas, On November 12, 2025, the Jefferson County Purchasing Department issued Request for Qualifications No. 25-36 seeking qualified consultants to prepare a Housing Needs Assessment for Jefferson County, and

Whereas, Proposals were received and evaluated by a County selection committee in accordance with the criteria set forth in the Request for Qualifications, including demonstrated experience, technical approach, understanding of local housing dynamics, and ability to deliver practical, implementable strategies, and

Whereas, The County has determined that czb, LLC is the most qualified consultant to perform the required professional services to partner with the County in preparing a data-driven, implementation-focused Housing Needs Assessment.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute an agreement with czb, LLC for professional consulting services related to the Housing Needs Assessment for the term of one year from date of execution, in an amount not to exceed \$120,000, subject to the approval of the County Attorney as to form and content, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

01802000 04416	Professional fees	\$90,000
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**Decrease:**

01199000 04963	Contingent Account	\$90,000
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Seconded by Legislator: Karen J. Freeman

All members present voted aye.

There being no further business of the Board, on a motion by Legislator Doldo seconded by Legislator Ferris and unanimously carried, the meeting was adjourned at 6:21 p.m.

Respectfully submitted,



Ryan Piche  
Clerk of the Board