

Office of the County Administrator
Historic Courthouse
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Watertown, New York 13601-2567
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Ryan Piche
County Administrator

Dylan Soper
Deputy County Administrator



July 30, 2026

To: Honorable Members of the Board of Legislators

This shall serve as notice that a regular session of the Jefferson County Board of Legislators for the month of August will be convened on ***Tuesday, August 4, 2026 at 6:00 p.m.*** in the Board of Legislators Chambers, Historic Courthouse, 195 Arsenal Street, Watertown, NY.

If you need additional information related to any of the Board Session agenda items, please feel free to give me a call.

The agenda for the Session is as follows:

ROLL CALL OF MEMBERS

PRIVILEGE OF THE FLOOR

READING OF MINUTES OF LAST SESSION, IF REQUESTED

PRESENTATION OF PETITIONS, NOTICES AND COMMUNICATIONS

REPORTS OF STANDING COMMITTEES

Report of the Finance & Rules Committee on Financial Resolutions

REPORTS OF COUNTY OFFICERS AND OTHERS

Report of the County Treasurer on Investments and Cash in Banks

Report of the County Administrator on Budget Transfers

LOCAL LAWS, RESOLUTIONS AND MOTIONS

1. Resolution No. 214 Reclassifying Positions in the Social Services Department
2. Local Law Intro No. 2 of 2026 A Local Law Amending the Management Compensation Plan for 2026
3. Resolution No. 215 Setting Time and Place for Public Hearing on Local Law Intro No. 2 of 2026

4. Resolution No. 216 Amending the 2026 County Budget in Relation to Telecommunication and Technology Audit
5. Resolution No. 217 Approving Amended Jefferson County Administrative Policies and Procedures Relative to Purchasing Policy and Control
6. Resolution No. 218 Urging the New York State Attorney General's Office to Investigate National Booking Services for Non-Compliance with Real Property Law Section 447-B
7. Resolution No. 219 Authorizing an Agreement with O'Toole Law Group PLLC for Renewable Energy Taxation, Community Benefit, and Incentives Strategic Planning
8. Resolution No. 220
 (Roll Call Vote) Amending the 2026 County Budget and Capital Plan for the Airport Department Relative to Parking Lot Improvements Project
9. Resolution No. 221 Amending the 2026 County Budget for the Airport Department Relative to Personnel
10. Resolution No. 222 Increasing Watertown International Airport Petty Cash Fund
11. Resolution No. 223 Authorizing Agreements with the Federal Aviation Administration, New York State Department of Transportation, McFarland-Johnson, Inc., and MJ's Contracting Services, Inc. for the Watertown International Airport Runway 25 Obstruction Removal Construction (Phase I)
12. Resolution No. 224
 (Roll Call Vote) Amending the 2026 County Budget to Recognize Settlement in the Matter of City of Laurel, Mississippi et al. v. Cintas Corporation No. 2
13. Resolution No. 225
 (Roll Call Vote) Authorizing Agreements with the Federal Aviation Administration, New York State Department of Transportation, McFarland-Johnson, Inc., and M-B Companies, Inc. for the Watertown International Airport Snow Removal Equipment Acquisition and Amending the 2026 County Budget and Capital Plan in Relation Thereto
14. Resolution No. 226 Authorizing an Agreement with Barrett Paving Materials, Inc. for Lake Ontario Resiliency and Economic Development Initiative (REDI) Project County Road 125, Point Salubrious
15. Resolution No. 227
 (Roll Call Vote) Authorizing the Implementation, and Funding In the First Instance 100% of the Federal-Aid and State "Marchiselli" Program-Aid Eligible Costs, of a Transportation Federal-Aid Project and Amending the 2026 County Budget and Capital Plan for the Highway Department Relative to Project for Noble Street over West Creek

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| 16. Resolution No. 228 | Authorizing Agreements for Provision of Mental Hygiene Services |
| 17. Resolution No. 229 | Amending 2026 County Budget Relative to Social Services
Department Personnel |
| 18. Resolution No. 230
(Roll Call Vote) | Amending 2026 County Budget Relative to Additional Revenue
from the NYS Office of Children and Family Services for the New
York State Child Care Block Grant (NYSCCBG) Child Care
Assistance Program (CCAP) |
| 19. Resolution No. 231 | Establishing Rates of Reimbursement to Funeral Homes and
Services for Indigent Burials |

Sincerely,



Ryan Piche
Clerk of the Board

RP:jdj
Encs.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. 214

Reclassifying Positions in the Social Services Department

By Legislator: Steel E. Potter

Whereas, By Resolution No. 65 of 2026, The Board of Legislators adopted the strategic priority of the Health and Human Services Committee to support the Department of Social Services efforts to improve performance metrics, and

Whereas, Certain position responsibilities have evolved to meet operational challenges, including utilizing Community Service Worker positions to further assist Caseworkers positions that have experienced vacancies and lack of experienced staff, and

Whereas, A civil service job study was completed and recommendations have been made to reclassify six (6) existing Community Service Worker positions within Social Services to better align job functions with a position commensurate with expanded job duties, and

Whereas, The Commissioner of Social Services, in conjunction with Jefferson County Human Resources, has determined that six full-time Caseworker Assistant positions are necessary to align with the civil service job study and to continue to meet the needs of the Department and its clients.

Now, Therefore, Be it Resolved, That six Community Services Worker (Grade 4) positions be reclassified to Caseworker Assistant positions in the Department of Social Services (60100082; 60100084; 60100106; 60100133; 60100145; 60100206), and be it further

Resolved, that the Grade for the Caseworker Assistant position will be allocated to Grade 10 of the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO Collective Bargaining Agreement, effective the pay period of August 3, 2026.

Seconded by Legislator: Robert W. Cantwell, III

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. 214 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 4th day of August, 2026 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

County of Jefferson

Local Law Intro Number 2 of 2026

A Local Law Amending the Management Compensation Plan for 2026

By Legislator: Philip N. Reed, Sr.

Be It Enacted by the County Legislature of the County of Jefferson as follows:

Whereas, As part of the Administrative Policies and Procedures Section 3.02 governing Management and Management Confidential employees adopted by Resolution No. 18 of 1989, as amended, the Jefferson County Board of Supervisors approved a compensation plan which provides for compensation to be paid in accordance with a schedule of grades and steps, and

Whereas, The Board of Legislators desires to amend the Management and Management Confidential Compensation Plan for Jefferson County as adopted under Local Law No. 1 of 2026 to provide for upward Grade adjustments to Sheriff's Department and Fire & EMS Department Management Titles in the administrative salary schedule, and to provide monetary adjustments for such Titles in accordance with such schedule.

Section 1. The Board of Legislators adopts the Grade adjustments to Sheriff's Department and Fire & EMS Department Management Titles to be included in the administrative salary schedule as set forth below. Said schedule to be effective August 3, 2026.

<u>Title</u>	<u>Grade</u>
Sheriff	Grade 2
Undersheriff	Grade 4
Deputy Sheriff Lieutenant	Grade 5
Correction Lieutenant	Grade 5
Correction 2nd Lieutenant	Grade 6
Fire & EMS Director	Grade 4
Deputy Fire & EMS Director	Grade 6
911 Manager	Grade 8

Section 2: With the exception of the Grade adjustments to Sheriff's Department and Fire & EMS Department Management Titles adopted by this local law, the remainder of the Management and Management Confidential Compensation Plan for Jefferson County as adopted under Local Law No. 1 of 2026 shall remain in full force and effect.

Section 3: Upon its effective date, the Grade adjustments to Sheriff's Department and Fire & EMS Department Management Titles as set forth herein shall continue in effect unless or until amended, repealed or replaced.

- Section 4: This local law is adopted subject to a permissive referendum as to the change in the salary of an elected or appointed officer effective during their term of office and the Clerk of the Board is directed to publish notice of the same as required by law.
- Section 5: All local laws and resolutions of the Board of Legislators of Jefferson County, to the extent that the same are inconsistent with this local law, are hereby superseded by this local law.
- Section 6: If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined to its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.
- Section 7: This local law shall become effective in accordance with the provisions of the Municipal Home Rule Law of the State of New York.

Seconded by Legislator: Robert W. Cantwell, III

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 215

Setting a Time and Place for a Public Hearing on Local Law Intro. No. 2 of 2026

By Legislator: Daniel R. McBride

Resolved, That the Board of Legislators shall hold a public hearing on a proposed local law entitled "A Local Law Amending the Management Compensation Plan for 2026" on September 8, 2026, at 6:00 p.m. in the Board of Legislators Chambers, 195 Arsenal Street, Watertown, NY, and be it further

Resolved, That the Clerk of the Board of Legislators shall give notice of said public hearing as required by law.

Seconded by Legislator: Steel E. Potter

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. 215 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 4th day of August, 2026 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. 216

Amending the 2026 County Budget in Relation to Telecommunication and Technology Audit

By Legislator: Daniel R. McBride

Whereas, By Resolution No. 200 of 2025, the Jefferson County Board of Legislators authorized an agreement with The SpyGlass Group, LLC for telecommunications and technology audit services on a contingent fee basis structured around successfully implemented cost savings, and

Whereas, Funds were not appropriated at the time of the contract authorization due to uncertainty of actual cost savings of the audit, and

Whereas, The SpyGlass Group, LLC and Jefferson County have completed its analysis of the County's primary telecommunications accounts and successfully implemented recommendations resulting in significant ongoing operational cost reductions, and

Whereas, The audit recommendations have successfully secured a forward-looking monthly savings of \$1,445.29 for voice and data services, alongside a forward-looking monthly savings of \$578.26 for mobility services, thereby providing an immediate and ongoing fiscal benefit to Jefferson County of over \$24,000 annually, and

Whereas, Pursuant to the terms of the previously authorized agreement, a contingent consulting fee equal to nine times the monthly savings is now due to The SpyGlass Group, LLC, totaling \$13,007.61 for voice/data services and \$5,204.34 for mobility services, which results in a total invoice amount of \$18,211.95, and

Whereas, The Information Technology Department has secured an additional approximate \$500 per month savings outside of the audit contract, driving the annual savings to over \$30,000.

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

Decrease:

Expenditure		
01199000 04936	Contingent Account	\$18,212

Increase:

Expenditure		
01168000 04416	Professional Fees	\$18,212

Seconded by Legislator: Robert W. Cantwell, III

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. 216 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 4th day of August, 2026 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. 217

Approving Amended Jefferson County Administrative Policies and Procedures
Relative to Purchasing Policy and Control

By Legislator: Philip N. Reed, Sr.

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, It is the desire of the Board of Legislators to authorize the amendment of administrative policies and procedures for Purchasing Policy and Control which will replace those policies and procedures revised in 2025.

Now, Therefore, Be It Resolved, That the amended Administrative Policy Section: Purchasing, Subsection: 4.01 Policy and Control is hereby approved and its promulgation and implementation by the County Administrator is authorized, effective immediately.

Seconded by Legislator: Daniel R. McBride

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. 217 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 4th day of August, 2026 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



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson Board of Legislators Office of the County Administrator

Section: Purchasing

Issued: 12/1991

Subsection: 4.01 Policy, Control, & Quotations

Revised: 06/2011, 12/2018, 08/2024, 04/2025, 08/2026

PURPOSE:

The purpose of this Policy is to establish a standardized and centralized purchasing system that ensures the efficient, cost-effective, and transparent procurement of goods and services. This Policy promotes compliance with all applicable federal, state, and local laws while fostering competition, fairness, and fiscal responsibility. The keynote of any successful purchasing system is cooperation and control. Control involves not only compliance with required purchasing procedures but also affects efficiency. "Administrative overburden" can ruin the effectiveness of the system as quickly as noncompliance.

SCOPE:

This policy applies to all Jefferson County departments, agencies, and personnel involved in the procurement of goods and services.

POLICY AND CONTROL:

1. The County's Purchasing Agent shall be responsible for the development and administration of a centralized and standardized purchasing system. The Purchasing function is delegated to the Purchasing Agent and the two Buyers in the Purchasing Department.
2. The purchasing policies and procedures shall be in accordance with all applicable state and local laws and regulations.
3. The Purchasing Department shall procure materials, equipment, supplies, and services as required, at the best possible prices, from responsible suppliers and providers and maintain appropriate supporting documentation and records.
4. The purchase of materials, equipment, supplies, and public works contracts in excess of the competitive bidding thresholds per General Municipal Law, Section 103 shall be awarded only after public advertising, and the solicitation of formal bids in compliance with General Municipal Law, Section 103. Current thresholds are involving an estimated annual expenditure of \$20,000 or more for materials, equipment, and supplies and public works contracts involving an estimated annual expenditure of \$35,000 or more.
5. Requests for bid preparation are to be made directly to the Purchasing Department. The requesting department must allow a reasonable amount of time for the preparation and review of the bid package by the Purchasing Department. The following information is required from the requesting department:
 - a. Description of the items to be bid.

- b. What is to be included in the specifications. For example: sample or previously used specifications.
 - c. Date department requires delivery of goods and/or services.
 - d. List of suggested vendors when available.
 - e. The adopted budget amount for the goods and/or services.
6. The Purchasing Department shall be responsible for issuing Requests for Proposals [New:](*RFP*) once a determination is made that an RFP rather than a formal competitive bid is appropriate. The RFP shall include specific language that identifies the method of award.
 7. Upon request, the Purchasing Department will work with County Departments to develop [Clarified language] *RFPs for Professional Service Contracts*. Such RFPs will be developed by the individual Department and Purchasing and issued through the Purchasing Department. All other Professional Service Contracts will be documented by the individual Department.
 8. The Purchasing Department shall be responsible for all required public advertising, competitive bidding, bid solicitations and openings. [Language Clarified, but no meaning changed] *The Purchasing Department* shall secure and document the recommendations from the appropriate official for awarding bid contracts and award contracts within the annual appropriations authorized by the Board of Legislators

Per General Municipal Law § 103-d, all bids subject to competitive bidding must include the following statement, signed and affirmed by the bidder under penalty of perjury: NON-COLLUSION CERTIFICATION [Language Clarified, but no meaning changed] *By submitting this bid, each bidder (and each person signing on their behalf) certifies—and in the case of a joint bid, each party certifies for its own organization—that to the best of their knowledge and belief:*

- a. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit, a bid for the purpose of restricting competition.

d. Jefferson County will accept sealed bids by utilizing the following methods:

- i. In person
- ii. Mail
- iii. Electronically (excludes any purchase contracts necessary for the completion of a public works contract).

All bids must be delivered to the Purchasing office, as outlined on the County website, prior to the date and time specified in the bid solicitation. No late bids will be accepted. The electronic bidding process utilized by the County is compliant with General Municipal Law 103-d and with Article III of the State Technology Law, and article eight of the Labor Law, to ensure the integrity and privacy of the sealed bidding process.

- 9. Materials, supplies, equipment, and services which are not subject to competitive bidding, must still be procured in a manner which will serve the best interests of the public. To this end, in cases where competitive bidding for procurement of a good or service is not legally required, purchases will be made in accordance with this Policy.
- 10. Equal Opportunity shall be provided to ensure full and open competition for all responsible suppliers to do business with the County. The Purchasing Department may solicit bids or quotations from any responsible vendor and may develop a list(s) of suppliers that may be used for the procurement of specific goods and services. Any responsible supplier may be included on the list upon request.
- 11. Vendors who are included on the NYS Department of Labor List of Debarred Contractors are not eligible to provide quotes or services to the County. [Removed:] ~~The County does not provide a preference to any bidder who, after meeting all of the requirements of a bid, would not otherwise be entitled to a contract award as the lowest responsible bidder.~~ [New:] *The County shall award contracts to the lowest responsible and responsive bidders. In determining responsibility, the County will conduct an affirmative review of the bidder's integrity, past performance, and legal authority to do business. The County reserves the right to perform additional discretionary background measures beyond a review of the New York State debarment list. The County maintains absolute discretion in evaluating a bidder's fitness for an award; no preference will be granted to any bidder who, despite meeting technical bid requirements, is deemed non-responsible by the County.*
- 12. [New Language:] *Any bidder wishing to protest an award must submit a written protest via email to the Purchasing Department within five (5) business days of the notice of intent to award. The protest must clearly state the grounds for the challenge. The Purchasing Agent will review the protest and issue a written determination within ten (10) business days upon receipt of protest. The County reserves the right to proceed with the contract award during the protest period if it is deemed in the best interest of the County.*
- 13. When formal bidding procedures are not required by law, quotations shall be solicited and appropriately documented.

14. Purchases may be made through available state contracts of the NYS Office of General Services, GSA, or in accordance with Sub. 3 of GML 103 which allows the purchases of materials, equipment or supplies, or the contract for services, other than services subject to Article 9 of the Labor Law, through any municipality within New York State, whenever such purchases are in the best interest of the County.

- a. ~~[Removed:] Also,~~ In lieu of obtaining quotations or issuing formal bids for the purchase of commodities or services not subject to Article 9 of the New York State Labor Law, the Purchasing Department is authorized to make such purchases using established national and regional cooperative contracts.
- b. As authorized by New York General Municipal Law 103, and in accordance with Jefferson County Local Law, purchase contracts may be awarded on the basis of best value, as defined in section 163 of the State Finance Law and as authorized in section 103 of the General Municipal Law, to a responsive and responsible bidder.

When the bid specifications state that the bid will be awarded on the basis of “best value”, the specifications will also include the criteria that will be used to award the bid. In assessing best value, when awarding the purchase contract, non-price factors can be considered. Non-price factors may include, but are not limited to, environmental benefits, energy efficiency, reliability of a product, efficiency of operation, difficulty/ease of maintenance, useful lifespan, ability to meet needs regarding timeliness of performance, and experience of a service provider with similar contracts.

The basis for “Best Value” shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small businesses, certified minority-or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law or service-disabled veteran-owned business enterprises as defined in subdivision one of section forty of the veterans’ services law to be used in evaluation of offers for awarding of contracts and services

- c. In Accordance with GML 103(6), surplus and secondhand supplies, materials or equipment may be purchased without competitive bidding from the Federal Government, State of New York, or from any other political subdivision, district, or public benefit corporation.
- d. Blanket purchase orders are used for items which are frequently purchased from the same vendor on an “as needed” basis during a certain calendar period. A blanket purchase order eliminates the processing of many individual purchase orders and allows the departments flexibility in ordering and receiving commodities. The department(s) submitting blanket purchase requisitions for a particular commodity, on existing awarded county bid contracts, will not be allowed to purchase any other items on that blanket PO on the blanket purchase order issued. In such instances, the requesting

department will be required to submit a separate purchase requisition.

Although a Department may request a purchase be made using a particular contract source, the decision as to the appropriate contract to be used will be that of the Purchasing Department who will appropriately document the reason for the determination.

15. Jefferson County will allow all other municipalities within New York State to “piggyback” on the contracts of Jefferson County in accordance with GML 103.
16. Contractual agreements for the leasing and/or lease/purchase of equipment shall be awarded by the Purchasing Department, in conformance with the bidding requirements of GML 103 or solicitation of quotations, whichever is applicable, within the appropriations authorized by the Board of Legislators.
16. ~~[Removed:] Working with the Director of Insurance, the County shall issue a competitive solicitation for the purchase of insurance coverage as required.~~
17. Supplies used by county departments shall be uniform whenever consistent with operational needs and in the interest of efficiency and economy.
18. Control involves not only compliance with required purchasing policy but also affects the paperwork necessary. There are certain expenditures for which the processing of a purchase order may be unnecessary. The following expenses may be approved without purchase orders:

a. Employee expenses	g. Interdepartmental charges
b. Reimbursement of petty cash funds	h. Intergovernmental charges
c. Utility bills	i. One-time purchases \$250 and under that are not applicable to a blanket purchase order
d. Legal notices	j. Subscription renewals
e. Postage	k. [New:] <i>Training and Travel</i>
f. Medical examinations and veterinarian fees	
19. No official or employee shall be interested financially in any contract entered into by the County. All officials and employees shall comply with the provisions of the County’s code of ethics, and Procurement Conflict of Interest policy.
20. The Purchasing Department shall make available to other municipalities within the County the opportunity to participate, whenever practicable, in the County’s contracts or competitive bids.
21. Pursuant to Section 103 (4) of the General Municipal Law, Emergency Purchases are granted as an exception to competitive bidding. The following criteria will be considered for emergency purchases: the situation must arise out of an accident or unforeseen occurrence or condition, the circumstances must affect public buildings, ~~[Removed:] private~~ [New:] *public* property, or the life, health, safety, or property of the County’s residents; and the situation must require immediate action which cannot await competitive bidding.

For consideration the requisitioning department, [Removed:] ~~calls the Purchasing Agent and gives the following information:~~ [New:] *must request an Emergency Exception by using the "Competitive Bidding Exception Request Form." The following information will be requested:*

- a. Reason for emergency purchase.
- b. Department name and budget code.
- c. Complete description and cost of services or materials to be purchased.
- d. Name and address of [Removed:] ~~recommended~~ [New:] *selected* vendor.
- e. The payment method used to procure the goods or services.

The Purchasing Agent or designee determines if the purchase is in fact an emergency [Removed:] ~~If so, a vendor will be selected. Vendors with immediate delivery of materials or services are given preference in the selection.~~ [New:] *and will either approve or reject the submitted form. Once the request is approved, the requisitioning department may contact the selected vendor to initiate the order.*

When an emergency occurs outside of normal office hours, the department may proceed with an emergency purchase at the discretion of the Department Head or designee within the scope of this Section only. The Department Head or designee must email the Purchasing Agent within 3 business days with information outlined in 'a' through 'e' above.

22. In cases where a reasonably exhaustive and documented search discloses that a good or service is available only from a single vendor or in cases where there is common knowledge of the existence of a monopolistic situation for a particular good or service being sought, that good or service may be purchased from a single identified vendor or supplier without competitive bidding or solicitation of quotations. The Board of Legislators may also approve the standardization of a particular product based upon the recommendation of the Purchasing Department.

As provided by section 103 of GML, sole source purchases are permitted when there is only one valid source to procure goods and services. Justification for sole source purchases includes: purchase order is made to the original manufacturer or provider; there are no regional distributors, or parts/equipment are not interchangeable with similar parts of another manufacturer, or it is the only known item that will meet the specialized needs of the department or perform the intended function; purchases required by contractual obligations; or standardization approved by the County Legislature.

- a. Whenever a Department Head believes that materials or services they require are available from a sole source vendor, he/she shall complete a purchase requisition and forward it to the Purchasing Agent or designee for approval. Documentation must be attached to the requisition.
- b. When the Purchasing Department determines a sole source vendor, documentation must be attached to the requisition.

- c. Following approval, the purchase requisition [New:] *or credit card transaction* will be processed in the normal procedure.

A Single Source vendor may be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. A letter from the manufacturer must be on file with the purchase order and/or confirming the single source status. The Purchasing Department determines a single source vendor.

23. All purchases made using state or federal funding must be completed and monitored according to the Uniform Administrative Requirement Cost Principles, and Audit Requirements for Federal Award (2CFR 200). Reference Appendix A.
24. All requests to purchase any technology-related equipment, software, or services must be approved by the Information Technology Department.
25. General Municipal Law Section 103 allows for the County to standardize on a particular type of material or equipment. Standardization allows for purchase of a specific model or type of equipment or supply but does not limit the vendors. A standardization resolution must be approved by at least two-thirds of all Board members and must state the reasons of efficiency or economy. The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements.
26. [New:] *In the event that a quote or invoice includes supplemental charges for tariffs, the County reserves the right to verify the validity and accuracy of such rates, request additional information from the vendor, and adjust the award or invoice to reflect the actual verified rate.*
27. Claims for goods or services for over [Removed:] \$250 [New:] \$1000 for which no Purchase Order was issued are prohibited.
28. This policy and procedures shall be reviewed on an annual basis by the appropriate jurisdictional committee of the Board of Legislators. The County Administrator may from time to time solicit comments from Department heads concerning this policy and procedure.
29. The County will not be deemed responsible for commitments made circumventing procedures required under this policy.
30. Instances of failure to comply with this policy as identified by the County Auditor or Purchasing Agent shall be reported to the County Administrator,- [Removed:] ~~The County Administrator shall keep the Chairman of the Board and the appropriate jurisdictional committee of the Board [Removed:] as to compliance advised with this policy and procedures.~~

QUOTATION PROCEDURES:

1. Formal competitive bidding will be utilized whenever required by law and shall be conducted in accordance with the County's Administrative Policy. When determined to be in the interest of the County, the Purchasing Agent may require competitive bidding even when such bidding is not legally required.
2. The Department, with the assistance of the Purchasing Department, shall solicit quotes for required purchase of all materials, equipment and supplies, including the leasing of equipment and securing of contractual agreements for services in compliance with this Policy. The Department must upload the quote(s) and any other required documentation within the ERP system when requesting a Purchase Order. In instances where a quote is not required, as outlined below, decisions will be made based on reliable market information, and in the best interest of the County.
3. A quotation shall mean a statement, written or verbal with confirmation, by a vendor setting forth the price and terms and conditions under which the vendor will furnish the goods or services.
4. The County Purchasing Agent [New:] *and County Administrator* shall be responsible for compliance with this Policy.
5. Quotes must be obtained for all items as outlined below unless they are available from an approved contract, including but not limited to:
 - a. New York State Contracts available through Office of General Services (OGS) <https://www.ogs.ny.gov/purchase/searchbrowse.asp>
 - b. Contract awarded by Jefferson County through the competitive bid process.
 - c. Contract awarded by another municipality (i.e., county, town, village) in which the contract allows for "piggybacking" to be extended to other municipalities.
 - d. Preferred Source pursuant to Sections 175(a) and 175(b) of the New York State Finance Law.
 - e. National Cooperatives.
6. Where required, a minimum of three providers shall be solicited. If three providers are not solicited, or if fewer than three responses are received conditions supporting fewer solicitation shall be documented and approved by the Purchasing Agent.
7. Public Works applies to those items or projects involving labor or both materials and labor where Prevailing Wages apply. The Purchasing Department will have the responsibility to obtain the Prevailing Wage Schedule.
8. Written quotations will contain a minimum of the following information:
 - a. A complete description of the item, or scope of services to be accomplished.
 - b. Special conditions; i.e. delivery, installation, trade-ins, discounts, shipping fees, etc.

- c. Total cost.
- 9. All quotations shall be documented and attached to the applicable purchase order and shall be maintained in the Purchasing Department records files.
- 10. Quotations will serve as the basis for the selection of a supplier and will provide the supporting documentation for purchase orders and contracts issued by the Purchasing Department.
- 11. Exceptions to utilizing quotations based upon unusual circumstances such as lack of available vendors shall be approved in writing by the Purchasing Agent.
- 12. Professional services requiring special or technical skills, training, or expertise are not subject to competitive bidding procedures. The Purchasing Agent will determine if the professional services exception applies under state requirements. It is the County's intent to seek competition either through the use of a Request for Proposals (RFP) or by requesting written or verbal quotations, when in the best interest of the County.
- 13. A "true lease" refers to a lease agreement where the lessee pays for the use of an asset without obtaining ownership rights over it. True leases are not subject to bidding under General Municipal Law. Jefferson County policy requires that, unless the lease is on an approved contract, quotes must be obtained and submitted to the Purchasing Department for review and approval. For a true lease exemption to be utilized, it must be in the best interest of the County.
- 14. If the lowest quotation is rejected, a memorandum shall be prepared by the Purchasing Department or other official involved in the contract award explaining in detail the reasons for rejection. Such a memorandum shall be filed with any contracts or purchase orders issued in connection with the procurement.

RESOLUTION REQUIREMENTS:

Resolutions of the Board of Legislators are often part of the purchasing process and as such, it is organizationally prudent to outline when resolution of the Board of Legislators is required. Resolutions are required when:

- a. Whenever the budget requires modification in excess of the authority of the Budget Officer.
- b. For authorization to sign a contract in excess of \$20,000, except for a contract with a State or Federal agency for a grant program previously authorized by the Board of Legislators that contains future authorization language.
- c. For policy changes, major initiatives, or potentially sensitive issues. Check with Administration for guidance.
- d. Other items as required by law. Check with Administration or County Attorney for guidance.

CONTRACTUAL SIGNING AUTHORITY

1. Contract Signatory & Review:

All vendor contracts must adhere to the following process:

- a. Upon County Attorney approval, Department Heads may approve and sign contracts that do not exceed \$10,000 [New:] *on an annual basis*.
- b. Upon County Attorney Approval, the County Administrator may approve and sign contracts that do not exceed \$20,000 [New:] *on an annual basis*.
- c. Contracts that exceed \$20,000 [New:] *on an annual basis* require approval of the Board of Legislators, review by the County Attorney, and signature of the Chairman of the Board.

2. Departmental Exceptions to Signing Authority:

Certain departments are empowered with additional signing authority either statutorily, or through Board of Legislators action due to the nature of the business performed. In such instances, review by the County Attorney is still required as outlined in Section 1.

- a. Airport- [Removed:] ~~Previously authorized by Resolution No. 182 of 2022~~
 - i. The Director of Aviation, or his designee, may enter into contracts, agreements, obligations, and other commitments on behalf of the County of Jefferson in regard to operations of the Watertown International Airport, the FBO, and all business transactions associated therewith, provided the financial obligation assumed against or revenue yielded to the County of Jefferson thereunder does not exceed [Removed:] \$45,000 [New:] \$55,000 per agreement, per year.
 - ii. That for specific purpose of ordering, requisitioning and contracting for the purchase of aviation fuel, the aforementioned financial limitation shall not exceed [Removed:] \$140,000 [New:] \$175,000 per year, per order.
- b. Social Services- 18 NYCRR Section 405.1(a) & 18 NYCRR section 346.4
 - i. The Commissioner of Social Services, with the exception of foster care maintenance services and child care services, is authorized to purchase services for eligible individuals from local public agencies, private nonprofit agencies or organizations and private proprietary agencies. Foster care maintenance services may be purchased only from authorized agencies as defined in [SSL 370(10)]. Services for children with handicapping conditions provided in accordance with article 89 of the Education Law may be purchased from private proprietary agencies or organizations, and private nonprofit agencies or organizations. Specific child care services may be purchased only from those providers designated

in Part 415 of NYCRR Title 18. Purchase of services and foster care maintenance must be made pursuant to a written contract in accordance with the requirements of 18 NYCRR 405.3.

- ii. The Support Collection Unit may enter into written purchase of service agreements with private providers to assist with the functions required under 18 NYCRR Part 415. 18 NYCRR section 347.4(b) entitled Cooperative agreements and purchase of service agreements provides that "[e]ach local social services district may enter into written purchase of service agreements with other local agencies or private providers to assist the local district with the child support functions for which it is responsible.
- c. Highway Department- [Removed:] ~~Previously authorized by Resolution No. 286 of 2007~~
 - i. In compliance with the provisions of Locally Administered Federal Aid Procedures Manual (LAFA) of the New York State Department of Transportation (NYSDOT), the authority to approve documents required for Federal or State aided transportation projects, is hereby delegated to the duly appointed County Highway Superintendent, with the exception of Non-Standard Feature Approval, Design Approval, and Contract Document Approval. Such documents for approval by the Superintendent include but are not limited to SEQR determinations, Right-of-Way Certificates, State and federal permits, utility relocation and/or railroad agreements and reimbursement requests. The excepted documents will be approved by the Chairman of the Board of Legislators.

DEFINITIONS:

1. "Best Value" shall mean the basis for awarding contracts for services to the offeror, which optimizes quality, cost and efficiency, among responsive and responsible offerors.
2. A "Blanket Purchase Order" shall mean a purchase order which is used to one vendor for a specific period for items frequently purchased.
3. "Competitive Bid" shall mean a formal written statement by a vendor setting forth their terms under which the vendor will furnish supplies or services. Competitive bid requirements and limits are established by state statute.
4. "Collusion" shall mean actions, contrary to law, of two or more persons to determine in advance the winning bidder or proposer of a contract, let, or to be let, for competitive bidding or proposals by the County or any other such acts prohibited by law.
5. An "Emergency Purchase" shall mean an exception to the competitive bidding process due to [Removed:] ~~unforeseen circumstances that poses an immediate threat to life, health, safety, or property to the County residents~~ [New:] *a situation arising out of an accident or unforeseen occurrence or condition, the circumstances must affect public buildings, public property, or the life, health, safety, or property of the County's residents; and the situation must require immediate action which cannot await competitive bidding.*
6. "Electronic Bidding" shall mean sealed bids delivered to the Purchasing Office prior to the bid opening date, following the delivery method described by the County (sealed bids sent

- to the Purchasing Office via mail or in person will continue to be accepted.)
7. "Purchase Order" shall mean a formal notice to a vendor to furnish the supplies or services described in detail thereon.
 8. "Quotation" shall mean an informal notice (either oral or written) by a vendor setting forth the terms under which he will furnish supplies or services.
 9. "Request" shall mean a request to the Purchasing Agent for one or more items or services necessary to carry on or improve a particular function.
 10. "Requestor" shall mean the Department head, or his authorized subordinate, initiating a request for goods or services.
 11. "Sole Source" shall mean a procurement in which only one supplier can supply the required commodities or services
 12. "Specifications" shall mean a written description of needed supplies, equipment or services setting forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the circumstances under which the purchase will be made.
 13. "Vendor" shall mean a supplier of goods or services.

REFERENCES:

1. County Law: Sections 362 (3), 408-a, 625
2. General Municipal Law: Sections 103, 103-d, 103 (4), 104, 104b, 105, 106
3. Jefferson County Board of Supervisors Resolution No. 353 of 1988 and No. 338 of 1991
4. Jefferson County Board of Legislators Resolution No. 105 of 2011 and No. 264 of 2018
5. New York State Technology Law: Section III
6. New York State Labor Law: Section 8
7. Jefferson County Board of Legislators Resolution No. 193 of 2024
8. Jefferson County Board of Legislators Resolution No. 101 of 2025
9. Jefferson County Board of Legislators Resolution No. [REDACTED] of 2026

ISSUED: December 13, 1988

REVISED: December 19, 1991, June 7, 2011, December 11, 2018, August 6, 2024, April 1, 2025, [New:] *August 4, 2026*

Ryan Piche
County Administrator

APPENDIX A

FEDERAL PURCHASING REGULATIONS

Any purchases to be made using State or Federal funding must be completed and monitored according to the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Award (2 C.F.R. 200).

A link to the CFR can be found on the Jefferson County website.

All Federal Grant usage within Jefferson County is subject to these policies and procedures due to the fact that Jefferson County exceeds the annual threshold for this requirement.

For the purchasing of goods and services using Federal funding, all Jefferson County Purchasing Policies and Procedures are to be followed.

In addition, the following procedures must be followed:

1. Vendors must be vetted using the U.S. Federal Government's System for Award Management (SAM) before the purchase and/or contract is completed. Vendors must be run through this system before each purchase to ensure that they are not suspended or debarred from federally funded transactions. If a department is going to make a purchase using Federal funding, they must notify either the Purchasing Department or the County Treasurer and request a vendor check before the purchase is made. All vendors will be required to register on the SAM website.
2. Bonding Requirements for work performed are as follows:

- a. Bid Bond 5% of total bid
- b. Performance Bond 100% of total bid
- c. Payment Bond 100% of total bid

It is the responsibility of the requesting Department Head to ensure that all Federal Purchasing Regulations are followed for the purchase and monitoring of contractor performance as a result of that purchase.

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. 218

Urging the New York State Attorney General's Office to Investigate National Booking Services
for Non-Compliance with Real Property Law Section 447-B

By Legislator: Steel E. Potter

Whereas, On December 21st, 2024, Governor Hochul signed into law legislation to regulate and govern the short-term rental industry (S.885C / A.4130C), which was subsequently finalized in February of 2025 through chapter amendments under Chapter 99 of the Laws of 2025 (S.820 / A.5686) to provide a structured, uniform approach for counties to manage short-term rentals, and

Whereas, By Local Law No. 5 of 2025, The Jefferson County Board of Legislators proactively implemented this statewide framework to preserve community character and maintain tax revenue parity with existing travel accommodations by adopting Local Law No. 5 of 2025 to include short-term rentals under its occupancy tax regulations, and

Whereas, By Resolution No. 128 of 2025, The Board fulfilled its administrative duties under the law, authorizing an agreement to create and maintain a short-term rental registry and occupancy tax management system, and

Whereas, New York State Real Property Law Section 447-B establishes explicit statutory mandates, requiring booking services to collect, maintain, and report essential stay data—including booking dates, number of guests, total costs, itemized tax collections, physical addresses, and host registration numbers—to the respective counties, and

Whereas, Presently, certain booking services are not providing the statutory transaction-level data necessary for reconciliation, if they are remitting taxes at all, and

Whereas, The failure of national booking services to fully comply with reporting and verification mandates directly undermines the ability of Jefferson County and its city and towns to accurately track local housing stock, manage land use resources, and fully collect the occupancy tax revenues dedicated to the special tourism fund for the promotion of tourism in Jefferson County, and

Whereas, Jefferson County stands as one of the few counties in New York State that directly shares its occupancy tax revenue, allocating forty eight percent of collections back to the city or town of tax origin, and

Whereas, The persistent non-compliance of national booking services in disregarding its statutory responsibility to provide itemized, localized transaction data makes it structurally impossible for the County Treasurer to reconcile the funds collected, thereby directly disrupting the lawful remittance of critical tourism and promotion funding to Jefferson County's city and towns, and

Whereas, Jefferson County stands united with its constituent city and towns in recognizing that securing full compliance from national booking services is a shared priority essential to tourism promotion, economic development, restoring regulatory transparency, and ensuring that every municipality receives its lawful allocation of shared funding.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby formally urges the New York State Attorney General's Office to launch a thorough investigation into national short-term rental booking services regarding their non-compliance with the data reporting, verification, and fee-collection requirements mandated by Real Property Law Section 447-B, and be it further

Resolved, That a certified copy of this Resolution be sent to Jefferson County's individual city and towns, encouraging the adoption of similar resolutions requesting action by the New York State Attorney General's Office, and be it further

Resolved, That a certified copy of this Resolution be sent to New York State Attorney General Letitia James, Assembly Speaker Carl Heastie, Senate Majority Leader Andrea Stewart-Cousins, Governor Kathy Hochul, Senator Mark Walczyk, Assemblyman Ken Blankenbush, Assemblyman Scott Gray, and Assemblyman William Barclay.

Seconded by Legislator: Robert W. Cantwell, III

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. 218 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 4th day of August, 2026 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. 219

Authorizing an Agreement with O'Toole Law Group PLLC for Renewable Energy Taxation, Community Benefit, and Incentives Strategic Planning

By Legislator: Daniel R. McBride

Whereas, Per Resolution No. 47 of 2026, The Board of Legislators formally adopted the strategic priorities for the General Services Committee, including addressing land use, permitting, and taxation policies regarding clean energy development, and

Whereas, Jefferson County is evaluating strategic approaches and preparation of a strategy to respond to renewable energy developers seeking real property tax certainty, RPTL § 487 PILOT agreements, IDA PILOT structures, county sales and use tax exemptions, mortgage recording tax exemptions, and host community agreements, and

Whereas, Developing a practical and defensible framework for evaluating renewable energy project requests ensures transparency, protects the County's fiscal and legal baseline under RPTL § 487 and RPTL § 575-b, and prevents Jefferson County from being placed in a reactive position on individual project proposals, and

Whereas, O'Toole Law Group PLLC possesses substantial experience representing municipalities and taxing jurisdictions in connection with community and large-scale renewable energy projects, PILOT negotiations, decommissioning protections, and host community agreements, and

Whereas, O'Toole Law Group PLLC has submitted a legal services engagement proposal to provide County renewable energy taxation, community benefit and incentives strategic planning for a flat fee of \$20,000.00.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an agreement with O'Toole Law Group PLLC for countywide renewable energy taxation, community benefit, and incentives strategic planning in an amount not to exceed \$20,000.00 for the flat-fee scope of services, with any separately requested out-of-scope work billed hourly per the agreed upon rate schedule, for a term continuing until terminated by Jefferson County at any time upon written notice, subject to approval of the County Attorney as to form and content.

Seconded by Legislator: Steel E. Potter

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. 219 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 4th day of August, 2026 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. 220

Amending the 2026 County Budget and Capital Plan for the Airport Department Relative to
Parking Lot Improvements Project

By Legislator: Philip N. Reed, Sr.

Whereas, By Resolution No. 179 of 2024, The Board of Legislators classified the Airport Terminal and Gateway Redevelopment Project, including the parking improvements, as a SEQR Unlisted Action and authorized a determination of non-significance, and

Whereas, By Resolution No. 289 of 2025, The Board of Legislators adopted the Six-Year Capital Plan which includes the Airport Parking Lot Improvements Project, and

Whereas, By Resolution No. 47 of 2026, The Board of Legislators identified the project as a priority for 2026.

Whereas, The County is nearing completion of the construction phase of the main terminal parking lot, utilizing internal labor through collaboration with the Highway Department, and

Whereas, Additional funds are needed due to various field changes including additional stonefill to ensure proper subbase and hauling expenses.

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

Increase:

Expenditure		
20561000 02073	Airport Parking Improvements (APPRKG23)	\$170,000

Decrease:

Expenditure		
20698900 02064	Property Acquisition/Improvements (PROPACQ)	\$170,000

and be it further,

Resolved, That the Six-Year Capital Plan is amended accordingly.

Seconded by Legislator: Steel E. Potter

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. 220 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 4th day of August, 20 26 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. 221

Amending the 2026 County Budget for the Airport Department Relative to Personnel

By Legislator: Steel E. Potter

Whereas, Additional overtime and temporary staffing is needed due to adjustment in flight times due to construction, snow and ice control operations, shift coverage, and after-hours fueling activity, and

Whereas, Funds are available within the Airport Budget and the Director of Aviation has requested transfers to pay for associated expenses.

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

Decrease:

Expenditure		
01561000 01100	Personal Services	\$69,000

Increase:

Expenditure		
01561000 01110	Temporary	\$33,000
01561000 01100	Overtime	36,000

Seconded by Legislator: Robert W. Cantwell, III

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. 221 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 4th day of August, 2026 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. 222

Increasing Watertown International Airport Petty Cash Fund

By Legislator: Daniel R. McBride

Whereas, Pursuant to Section 371 of County Law, and by Resolution Nos. 177 of 2012 and 204 of 2015, a petty cash fund was established at the Airport in the amount of \$100, and subsequently increased to \$200.

Whereas, Said petty cash fund is used to make change when customers pay cash for services or products, and

Whereas, There is a business need for increasing said amount of petty cash for providing change for sales, services, and security fees, and

Whereas, The Director of Aviation and County Treasurer recommend that the amount be increased from \$200 to \$400 to better serve the customers of the Airport.

Now, Therefore, Be It Resolved, Pursuant to Section 371 of County Law, the funding level of the Watertown International Airport petty cash fund is hereby increased to \$400.

Seconded by Legislator: Philip N.Reed, Sr.

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. 222 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 4th day of August, 2026 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. 223

Authorizing Agreements with the Federal Aviation Administration, New York State Department of Transportation, McFarland-Johnson, Inc., and MJ's Contracting Services, Inc. for the Watertown International Airport Runway 25 Obstruction Removal Construction (Phase I)

By Legislator: Philip N. Reed, Sr.

Whereas, By Resolution No. 226 of 2024, The Board of Legislators authorized agreements with the Federal Aviation Administration (FAA), New York State Department of Transportation (NYSDOT), Arnold K. Crump, Patrick K. Crump, Christine Spencer, Margaret Moore, and Daniel and Rebecca Crosby for the acquisition of land in the vicinity of Runway 25 at the Watertown International Airport, and

Whereas, By Resolution No. 236 of 2025, The Board of Legislators authorized agreements with the FAA, NYSDOT, and McFarland-Johnson, Inc. to complete engineering design and coordinate the receipt of bids for the removal of structures and obstructions on airport property, including the acquired parcels, and

Whereas, By Resolution No. 289 of 2025, The Board of Legislators authorized the 2026 County Capital Plan, including the Obstruction Removal Project, and

Whereas, A Negative Declaration was issued as part of Resolution No.65 of 2022, pursuant to 6 NYCRR 617.5, and

Whereas, Upon completion of the bidding process for the Runway 25 Obstruction Removal Construction Phase 1, McFarland Johnson, Inc. recommends MJ's Contracting Services, Inc. in an amount not to exceed \$202,032.68, and

Whereas, McFarland-Johnson, Inc. will provide Construction Observation and Grant Administration services at a cost not to exceed \$77,499, and

Whereas, Grant funding is anticipated from the FAA Airport Improvement Program (AIP) toward the project in Federal Fiscal year 2026 totaling \$264,799, and

Whereas, A matching grant on the FAA AIP funds from NYSDOT is anticipated in the amount of \$6,968 with a local matching share of \$7,764.68.

Now, Therefore, Be It Resolved, That Jefferson County enter into agreements with MJ's Contracting Services, Inc. in the amount of \$202,032.68, and be it further

Resolved, That Jefferson County enter into an agreement with McFarland Johnson to provide Construction Observation and Grant Administration Services at a cost not to exceed \$77,499, and be it further

Resolved, That Jefferson County enter into agreements with FAA to accept said AIP grant funds

in the amount of \$264,799 and with NYSDOT to accept said grant funds in the amount of \$6,968, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreements on behalf of the County, including any change orders as recommended by the Director of Aviation and County Administrator, not to exceed the funding available, subject to review of the County Attorney as to form and content.

Seconded by Legislator: Robert W. Cantwell, III

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. 223 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 4th day of August, 2026 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. 224

Amending the 2026 County Budget to Recognize Settlement in the Matter of City of Laurel,
Mississippi et al. v. Cintas Corporation No. 2

By Legislator: Steel E. Potter

Whereas, The Watertown International Airport has received an settlement check in the amount of \$251.54 for the class action lawsuit *City of Laurel, Mississippi et al. v. Cintas Corporation No. 2*, and

Whereas, The Settlement Class consists of all Participating Public Agencies, including Local Governments, which entered into local agreements with Cintas for products or services that piggybacked onto Master Agreements with Harford or Prince William Counties' Master Agreements during the time period of April 1, 2012, through December 31, 2024.

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

Increase:

Expenditure

01561000 04514	Uniforms & Clothing	\$251.54
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Revenue

01561000 92770	Other Unclassified Revenue	\$251.54
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Seconded by Legislator: Philip N. Reed, Sr.

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. 224 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 4th day of August, 2026 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. 225

Authorizing Agreements with the Federal Aviation Administration, New York State Department of Transportation, McFarland-Johnson, Inc., and M-B Companies, Inc. for the Watertown International Airport Snow Removal Equipment Acquisition and Amending the 2026 County Budget and Capital Plan in Relation Thereto

By Legislator: Robert W. Cantwell, III

Whereas, By Resolution No. 50 of 2026, The Board of Legislators authorized an agreement with McFarland-Johnson, Inc. to develop bid specifications and to coordinate bidding for the acquisition of snow removal equipment to include an airfield snow blower, with options for attachments to include a broom, a trailer mounted-deicer, and a lighting package for the airfield snow blower, and

Whereas, An environmental review was completed in accordance with the National Environmental Policy Act (NEPA) and the State Environmental Quality Review Act (SEQR) determining that the project qualifies as a Type II Action under SEQR for the purchase or sale of furnishings, equipment, or supplies, including surplus government property, other than land, radioactive material, pesticides, herbicides, or other hazardous materials, and

Whereas, Upon completion of the bidding process, McFarland-Johnson, Inc. recommends M-B Companies, Inc. for award as the low bidder in the amount of \$1,053,498.06 for the Snow Removal Equipment, and

Whereas, Grant funding is anticipated from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) towards the project in Federal Fiscal year 2026 totaling \$1,035,201 with matching funds from New York State Department of Transportation (NYSDOT) anticipated in the amount of \$27,242, and

Whereas, The Jefferson County local match for the FAA grant is \$27,243.06 with additional administrative expenses required in the amount of \$160 which are not covered under the grant, and

Whereas, By Resolution No. 289 of 2025, The Board of Legislators approved this project as part of the 2026-2031 Six-Year Capital Plan and the various accounts require adjustment.

Now, Therefore, Be It Resolved, That Jefferson County enter into agreements with M-B Companies, Inc. in the amount of \$1,053,498.06, with the FAA to accept said AIP grant funds in the amount of \$1,035,201, and with NYSDOT to accept said grant funds in an amount not to exceed \$27,242, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreements, 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, and be it further

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

Increase:

Revenue		
20900600 94589	Federal Aid – Airport Capital Projects	\$275,201.00
20900600 93589	Airport State Aid - DOT	7,242.00

Expenditure		
20561000 02086	Snow Removal Equipment	\$289,846.06

Decrease:

Expenditure		
20698900 02064	Property Acquisition/Improvements	\$7,403.06

and be it further

Resolved, That the Six-Year Capital Plan is amended accordingly.

Seconded by Legislator: Daniel R. McBride

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. 225 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 4th day of August, 2026 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. 226

Authorizing an Agreement with Barrett Paving Materials, Inc. for Lake Ontario Resiliency and Economic Development Initiative (REDI) Project County Road 125, Point Salubrious

By Legislator: Steel E. Potter

Whereas, In May 2019, New York State launched the Lake Ontario Resiliency and Economic Development Initiative (REDI) to harden waterfront infrastructure and strengthen regional economics in flood prone regions, and

Whereas, By Resolution Nos. 74 of 2020 and 54 of 2026, Jefferson County advanced the REDI project by making a commitment of 100% of the cost of the preliminary design, and

Whereas, Upon completion of the competitive bidding process, Barrett Paving Materials, Inc. has been determined to be the lowest responsible bidder for the construction contract to complete remaining REDI work on CR 125 Pt. Salubrious in an amount not to exceed \$1,443,521.

Now, Therefore, Be It Resolved, That Chairman of the Board of Legislators be and is hereby authorized and directed to enter into an agreement with Barrett Paving Materials, Inc. to complete the remaining REDI work on CR 125 at a cost not to exceed \$1,443,521, including any change orders as recommended by the Highway Superintendent and County Administrator, not to exceed the funding available, subject to review of the County Attorney as to form and content.

Seconded by Legislator: Philip N. Reed, Sr.

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. 226 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 4th day of August, 2026 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. 227

Authorizing the Implementation, and Funding In the First Instance 100% of the Federal-Aid and State "Marchiselli" Program-Aid Eligible Costs, of a Transportation Federal-Aid Project and Amending the 2026 County Budget and Capital Plan for the Highway Department Relative to Project for Noble Street over West Creek

By Legislator: Daniel R. McBride

Whereas, A Project for Noble Street over West Creek, PIN 775377 (the "Project") is eligible for Funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% federal funds and 20% non-federal funds, and

Whereas, By Resolution Nos. 209 of 2019, 290 and 295 of 2021, 363 of 2022, 167 and 168 of 2024, and 53 of 2026, Jefferson County approved the above project by making a commitment for the cost of the Right of Way Acquisition Phase for \$45,305, the Preliminary Design Phases I-IV, Right of Way Acquisition Phase and Design Phases V-VI of the project authorizing \$310,000 to cover additional Phases, \$177,000 for the Final Design Phase, and \$3,360,000 for the Construction Phase; as well as a separate contract for Bridge NY funding in the amount of \$2,064,000 for construction, and \$893,750 for additional Design and Construction expenses, and

Whereas, The County has allocated a total of \$500,000 to this project through the Adopted 2019, 2020, 2021, 2024, and 2025 County Budgets.

Now, Therefore, Be It Resolved, That The Jefferson County Board of Legislators duly convened does hereby approve the above-subject project, and be it further

Resolved, The sum of \$100,000 is hereby appropriated from Account 20511300 02904 and made available to cover overages due to New York State Department of Environmental Conservation regulation and mandated changes to scope of work in the Construction phase of the Project, and be it further

Resolved, That in the event the full federal and non-federal share of the costs of the project exceed the amount appropriated above, the Jefferson County Board of Legislators shall convene to appropriate said excess amount immediately upon the notification by the Chairman of the Board of Legislators thereof, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized to execute all necessary agreements, certifications, or reimbursement requests for Federal and State Marchiselli Aid, subject to the approval of the County Attorney as to form and substance, on behalf of the County of Jefferson with NYSDOT in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs, and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefor that are not federal or state-aid eligible, and be it further

Resolved, That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and be it further

Resolved, That the Resolution shall take effect immediately, and be it further

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

Decrease

Expenditure		
20511300 02875	P28 CR30 (HYP02821)	\$ 5,000

Increase

Revenue		
20900600 94592	Federal Aid Bridges	\$ 80,000
20900600 93592	State Aid Bridges	15,000

Expenditure		
20511300 02904	K019 Evans Mills (HYK01919)	\$100,000

and be it further

Resolved, That the Six-Year Capital Plan is amended accordingly.

Seconded by Legislator: Steel E. Potter

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. 227 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 4th day of August, 2026 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. 228

Authorizing Agreements for Provision of Mental Hygiene Services

By Legislator: Corey Y. Grant

Whereas, New York State Mental Hygiene Law provides that the Jefferson County Community Services Board may contract for the provision of various mental hygiene services to the public with the approval of the Board of Legislators.

Now, Therefore, Be It Resolved, That, pursuant to Section 41.13 of the Mental Hygiene Law, this Board does hereby grant its approval for the Community Services Board to enter into agreements with the following not-for-profit organizations for provision of the referenced mental hygiene services during calendar year 2026 for consideration as reflected herein:

Agency	Consideration Received by the County	State Aid	County Aid
Alcohol & Substance Abuse Council/PIVOT			
Recovery Center	\$535,000	\$535,000	\$0
Wise-SBirt	\$200,000	\$200,000	\$0
Prevention Services & Stop DWI	\$1,018,587	\$924,587	\$73,278
Carthage Area Hospital			
Behavioral Health Clinic	\$61,233	\$61,233	\$0
Children's Home of Jefferson County			
Family Respite	\$53,615	\$47,511	\$6,104
Mobile Crisis Outreach	\$706,027	\$685,879	\$20,148
Prevention Program	\$32,947	\$29,069	\$3,878
Health Home Management	\$257,563	\$257,563	\$0
Adult, Children & Families Pre-Admission Screening (SPOA/SPOE)	\$136,452	\$136,452	\$0
Non-Medicaid Care Coordination Managers- School Liaison	\$234,957	\$234,957	\$0
Community Outpatient Clinic	\$92,428	\$45,053	\$47,375
Therapeutic Crisis Respite Program	\$379,654	\$379,654	\$0
Mental Health Association In Jefferson County			
Psychosocial /Drop-In Program	\$361,227	\$342,481	\$18,746
Adult Respite Program	\$50,170	\$44,822	\$5,348
PFC Joseph Dwyer Peer Support Veteran's Grant	\$150,000	\$150,000	\$0

Northern Regional Center for Independent Living			
Family Support Services	\$303,339	\$295,146	\$8,193
Mental Health Advocacy	\$57,246	\$57,246	\$0
River Hospital			
PFC Joseph Dwyer Peer Support Veteran's Grant	\$150,000	\$150,000	\$0
Community Wellness Outpatient Clinic	\$34,945	\$0	\$34,945
Samaritan Medical Center			
Outpatient Clinic Services	\$94,090	\$94,090	\$0
The Arc Jefferson-St Lawrence			
Assisted Competitive & Transitional Employment Programs	\$256,632	\$246,758	\$9,874
Integrated Supported Employment	\$100,744	\$100,744	\$0
Family Support Services	\$5,000	\$0	\$5,000
Thrive Wellness and Recovery, Inc.			
Men's Halfway House	\$222,216	\$222,216	\$0
Vocational/Education	\$42,008	\$42,008	\$0
Community Residence (Aftercare)	\$191,842	\$152,842	\$39,000
Case Management/Supportive Housing	\$107,938	\$107,938	\$0
Women's Drug Free Residential	\$254,679	\$254,679	\$0
Residential Rehab. Services for Youth	\$816,373	\$816,373	\$0
Certified Community Behavioral Health Clinic	\$871,133	\$816,437	\$54,696
Transitional Safety Units	\$587,853	\$587,853	\$0
Thrive Wellness and Recovery, Inc.			
Supported Housing	\$677,978	\$668,534	\$9,444
Certified Community Behavioral Health Clinic	\$17,275	\$17,275	\$0
Homeless/MICA/Case Management	\$131,514	\$131,514	\$0

and be it further

Resolved, That this Board further grants approval for the Community Services Board to enter into such agreements with the State of New York as may be required to obtain the State Aid funding outlined herein, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the above referenced agreements on behalf of the County of Jefferson, subject to the approval by the County Attorney as to form and content, and be it further

Resolved, That the Community Services Board shall not be required to enter into any amended agreements related to changes in funding for any of the above referenced agreements, and with

any increases in funding for any of the above referenced agreements requiring this Board to approve such monetary increases by budget resolution only.

Seconded by Legislator: Robert W. Cantwell, III

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. 228 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 4th day of August, 2026 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. 229

Amending 2026 County Budget Relative to Social Services Department Personnel

By Legislator: Tina M. Bartlett-Bearup

Whereas, The Jefferson County Department of Social Services has experienced ongoing operational challenges due to personnel vacancies and a shortage of fully trained staff, and

Whereas, While vacancies and a shortage of fully trained staff remain a challenge, the Department has made significant headway in recruiting, going from an 11% vacancy rate in April of 2025 to a 6% rate as of July 2026, and

Whereas, To ensure uninterrupted coverage and maintain compliance with state-mandated social services programs, existing personnel have been working additional hours and overtime, and

Whereas, The Department safeguards workflow continuity by temporarily employing qualified retirees as true temporary staff to absorb caseload surges and satisfy program mandates, and

Whereas, A reallocation of departmental funds is necessary to properly balance the fiscal year ledger and stabilize funding for these critical temporary and overtime accounts through December 31, 2026.

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

Increase:

01601000 01110	Temporary	\$ 70,000
01601000 01300	Overtime	300,000

Decrease:

01601000 01100	Personal Services	\$370,000
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Seconded by Legislator: Karen J. Freeman

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. 229 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 4th day of August, 2026 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. 230

Amending 2026 County Budget Relative to Additional Revenue from the
NYS Office of Children and Family Services for the New York State Child Care Block Grant
(NYSCCBG) Child Care Assistance Program (CCAP)

By Legislator: Karen J. Freeman

Whereas, The New York State Office of Children and Family Services has awarded additional funding to Jefferson County from the NYSCCBG CCAP in the amount of \$755,972, and

Whereas, The NYSCCBG CCAP funding will be used for eligible expenditures exceeding each Local Department of Social Services Federal Fiscal Year 2026 allocation for childcare assistance, and

Whereas, Funding is available immediately and must be spent by September 30, 2026.

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

Increase:

Revenue		
01607000 93655	State Aid – Day Care	\$755,972
Expenditure		
01605500 04600	Day Care	\$755,972

Seconded by Legislator: Tina M. Bartlett-Bearup

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. 230 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 4th day of August, 2026 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. 231

Establishing Rates of Reimbursement to Funeral Homes and Services for Indigent Burials

By Legislator: Robert W. Cantwell, III

Whereas, By Resolution No. 76 of 2024, the Board of Legislators authorized and affirmed a revised schedule of compensation for reimbursement to Jefferson County funeral homes and services for performing indigent burial services pursuant to Social Services Law §141, and

Whereas, Crematory fees and winter vault storage were not addressed in Resolution No. 76 of 2024 and costs have recently escalated, and

Whereas, The Jefferson County Department of Social Services desires to supplement the schedule referred to in Resolution No. 76 of 2024 due to increasing costs for the maximum amount paid for crematory fees and winter vault storage, and amend the 2026 County Budget in consideration of the additional terms of this resolution.

Now, Therefore, Be it Resolved, the attached schedule constitutes the terms and conditions of reimbursement for indigent burial services pursuant to Social Services Law §141, and be it further

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

Increase:

01614000 04600	Safety Net Assistance	\$12,000
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Decrease:

01610900 04600	Family Assistance	\$12,000
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and be it further

Resolved, That this resolution shall be effective July 1, 2026.

Seconded by Legislator: Corey Y. Grant

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. 231 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 4th day of August, 2026 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 Department of Social
Services Burial Rates 2026**

	<u>Funeral Home</u>	<u>Cemetery</u>
Casketed Burial	Up to \$2497.00 *	Grave Purchase-at retail price not to exceed \$800.* Grave Opening-at retail price not to exceed \$800.* Winter Vault Storage- \$200. maximum
Cremation	Up to \$2497.00*	Grave Purchase-at retail price not to exceed \$800.* Grave Opening- at retail price not to exceed \$800.*
Stillborn	Up to \$500.00	Grave Purchase-at retail price not to exceed \$800.* Grave Opening- at retail price not to exceed \$800.*
Anatomical Donation	Up to \$2497.00	None
Crematory Fee		At current rate- up to \$475.00*
Casket	Cloth Covered with Receipt	
Oversize Casket	Prior Approval include receipt	
Mileage	\$1.85 per loaded mile	
Concrete outer interment rece	At cost with receipt	
Cemetery Equipment	At cost with receipt	

*Rate will increase 2% each calendar year

Cemeterys' required to send in retail Price List annually.

Funeral Home Charges: Arrangements for Services to be performed shall be with the closest next of kin available to assist in the making of arrangements, should there be any or other person responsible or assuming responsibility, and shall include:

Embalming: Includes use of preparation room with services to include topical disinfection, custodial care, dressing/casketing, cosmetology, and restoration.

Basic arrangements: Equipment and facilities to respond to the initial request for service, the arrangement conference, securing of necessary authorizations and coordination of service plans with parties involved in the final disposition.

Supervision and use of facilities: Non-legally responsible parties may supplement calling hours and a funeral service at the funeral home, church or graveside.

Livery: Includes use of a hearse to transport the deceased to the cemetery.

Merchandise:

- 1) Cloth Covered Casket
- 2) Concrete outer interment receptacle

*NOTE TO FUNERAL DIRECTORS:

THE CONTRACT WITH JEFFERSON COUNTY SOCIAL SERVICES IS FOR MINIMUM REQUIREMENTS.

ANY SERVICES OTHER THAN A DIRECT BURIAL OR CREMATION WOULD FALL UNDER THE CATEGORY OF SUPPLEMENTATION-CALLING HOURS; FUNERAL; GRAVESIDE SERVICES, ARE UP TO THE PERSON MAKING ARRANGEMENTS AND THE FUNERAL HOME. PAYMENT FOR THOSE SERVICES SHOULD COME DIRECTLY FROM YOUR GPL OR A LESSER AMOUNT FOR THE INDIVIDUAL ITEMS SELECTED OR NEGOTIATED.

THESE ARE THE MINIMUM REQUIREMENTS! A FUNERAL HOME OR FUNERAL DIRECTOR MAY GO ABOVE AND BEYOND FOR A FAMILY AT THEIR OWN DISCRETION.

Patient Incidental Accounts (PIA) are not to be used as supplementation.

Social Services Law § 101 Liability of Relatives to Support: Except as otherwise provided by law, the spouse or parent of a recipient of public assistance or care of a person liable to become in need thereof shall, if of sufficient ability, be responsible for the support of such person, provided that a parent shall be responsible only for the support of a child under the age of twenty-one years. Stepparents shall in like manner be

responsible for the support of stepchildren under the age of twenty-one years. Nothing herein shall impose any liability upon a person to support the adopted child of his or her spouse if such child was adopted after the adopting spouse is living separate and apart from the non-adopting spouse pursuant to a legally recognizable separation agreement or decree under the domestic relations law. Such liability shall not be imposed for so long as the spouses remain separate and apart after the adoption.