

Office of the County Administrator
Historic Courthouse
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Ryan Piche
County Administrator

Dylan Soper
Deputy County Administrator



September 17, 2026

To: The Honorable Members of the Board of Legislators

In accordance with Section 152 of County Law, this shall serve as notice that a ***Special Session of the Board of Legislators will be held on September 22, 2026 at 6:00 p.m.*** in the Chambers of the Board of Legislators, 195 Arsenal Street, Watertown, NY.

The agenda for the Special Session is as follows:

ROLL CALL OF MEMBERS

PUBLIC HEARING - 2026 Community Development Block Grant

PRIVILEGE OF THE FLOOR

LOCAL LAWS, RESOLUTIONS AND MOTIONS

1. Resolution No. 251 Authorizing an Agreement with Con Tech Building Systems, Inc.
for the Public Safety Building Garage Expansion Capital Project
2. Resolution No. 252 Designating a Certifying Officer for the 2026 Community
Development Block Grant Award

If you need additional information related to the Board Session agenda items, please feel free to contact me.

Sincerely,

Ryan Piche
Clerk of the Board

RP:jdj
Encs

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. 251

Authorizing an Agreement with Con Tech Building Systems, Inc. for the Public Safety
Building Garage Expansion Capital Project

By Legislator: Christopher S. Boulion

Whereas, By Resolution No. 289 of 2025, The Board of Legislators adopted the 2026-2031 Capital Plan, which includes an addition to the garage at the Public Safety Building for vehicle and equipment storage (Account 20315000 02038), and

Whereas, Upon completion of the bidding process, Con Tech Building Systems Inc. has been determined to be the lowest responsible bidder for the project with a bid of \$680,871.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to enter into an agreement with Con Tech Building Systems for the addition to the garage at the Public Safety Building, at a cost not to exceed \$680,871, including any change orders as recommended by the Buildings Superintendent and County Administrator, not to exceed the available appropriations, subject to the review of the County Attorney as to form and content.

Seconded by Legislator: Robert D. Ferris

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. 251 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 22nd day of September, 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. 252

Designating a Certifying Officer for the 2026 Community Development Block Grant Award

By Legislator: Philip N. Reed, Sr.

Whereas, Jefferson County intends to apply for a grant from the New York State Office of Community Renewal (OCR) through its 2026 Community Development Block Grant (CDBG) program to fund a housing rehabilitation program to benefit eligible homeowners throughout the County, and

Whereas, In accordance with the National Environmental Policy Act of 1969 and the related authorities listed at 24 CFR Part 58, the County is required to conduct an environmental review before grant award funds are released, and

Whereas, OCR, as the agency responsible for administering the U.S. Department of Housing and Urban Development (HUD) funding in New York State, requires that local communities administering programs related to the funding must designate a Certifying Officer with authority to monitor compliance with the environmental review process.

Now, Therefore, Be It Resolved, That Alicia M. Dewey, Deputy Planning Director, is hereby appointed as Certifying Officer for Jefferson County with authority to monitor compliance with 24 CFR Part 58 of the federal regulations for the 2026 CDBG grant, and be it further

Resolved, That any issues or complaints related to this compliance shall be reported to the County Administrator, who will determine what action is required under the regulations.

Seconded by Legislator: Robert D. Ferris

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. 252 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 22nd day of September, 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
